

**1. As trustees, we will focus on our strategic functions:**

- a. ensuring there is clarity of vision, ethos and strategic direction
- b. holding executive leaders to account for the educational performance of the organisation and its learners and the performance management of staff
- c. overseeing the financial performance of the organisation and making sure its money is well spent
- d. ensuring the voices of stakeholders are heard

**2. As individuals on the board we agree to:**

- a. Fulfil our role & responsibilities
- b. We accept that our role is strategic and so will focus on our core functions rather than involve ourselves in day to day management.
- c. We will develop, share and live the ethos and values of our Charity.
- d. We agree to adhere to College/trust policies and procedures as set out by the relevant governing documents and law
- e. We will work collectively for the benefit of the Charity
- f. We will be candid but constructive and respectful when holding senior leaders to account
- g. We will consider how our decisions may affect the Charity and local community
- h. We will stand by the decisions that we make as a collective
- i. Where decisions and actions conflict with the Seven Principles of Public Life or may place learners at risk, we will speak up and bring this to the attention of the relevant authorities
- j. We will only speak or act on behalf of the board if we have the authority to do so
- k. We will fulfil our responsibilities as a good employer, acting fairly and without prejudice.
- l. When making or responding to complaints we will follow the established procedures
- m. We will strive to uphold the college's / trust's reputation in our private communications (including on social media).
- n. Demonstrate our commitment to the role
- o. We will involve ourselves actively in the work of the board, and accept our fair share of responsibilities, serving on committees or working groups where required
- p. We will make every effort to attend all meetings and where we cannot attend explain in advance why we are unable to
- q. We will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol
- r. We will get to know the College well and respond to opportunities to involve ourselves in college activities / events
- s. We will visit the college and when doing so will make arrangements with relevant staff in advance and observe college and board protocol.
- t. When visiting the college in a personal capacity (i.e. as a parent or carer), we will continue to honour the commitments made in this code
- u. We will participate in induction training and take responsibility for developing our individual and collective skills and knowledge on an ongoing basis



**3. Build and maintain relationships:**

- a. We will develop effective working relationships with college leaders, staff, parents and other relevant stakeholders from our local community/communities
- b. We will express views openly, courteously and respectfully in all our communications with board members and staff both inside and outside of meetings
- c. We will support the chair in their role of leading the board and ensuring appropriate conduct
- d. Respect confidentiality
- e. We will observe complete confidentiality both inside and outside of college when matters are deemed confidential or where they concern individual staff, learners or families
- f. We will not reveal the details of any governing board vote
- g. We will ensure all confidential papers are held and disposed of appropriately
- h. We will maintain confidentiality even after we leave office
- i. Declare conflicts of interest and be transparent
- j. We will declare any business, personal or other interest that we have in connection with the board's business and these will be recorded in the Register of Business Interests
- k. We will also declare any conflict of loyalty at the start of any meeting should the need arise
- l. If a conflicted matter arises in a meeting, we will offer to leave the meeting for the duration of the discussion and any subsequent vote
- m. We accept that the Register of Business Interests will be published on the college's website
- n. We will act in the best interests of the trust as a whole and not as a representative of any group
- o. We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the governing board, attendance records, relevant business and pecuniary interests and the body responsible for appointing us will be published on the college's website
- p. We accept that information relating to board members will be collected and recorded on Companies House, some of which will be publicly available

We understand that potential or perceived breaches of this code will be taken seriously and that a breach could lead to formal sanctions.

**Adopted by**

on ...../...../.....

**Signed** .....

The board of trustees agree that this code of conduct will be reviewed annually, upon significant changes to the law and policy or as needed and it will be endorsed by the full governing board.