

Tapton SCHOOL

ACADEMY TRUST

Realising the life chances and dreams of every child

Tapton School Academy Trust Code of Conduct for Trustees, Members and School Governors

Tapton School Academy Trust is governed by a Board of Trustees. They are informed and supported by Local Governing Bodies. This Code should be read in conjunction with the relevant law and for academies, their articles of association and agreed scheme of delegation as codified in both the TSAT scheme of Delegation and the Terms of reference of committees.



Registered address: Tapton School Academy Trust, Darwin Lane, Sheffield, S10 5RG
Tel: 0114 267 1414 Email: enquiries@taptontrust.org.uk Web: www.taptontrust.org.uk

Charitable Limited Company Registration Number: 07697171.
Registered office: England and Wales. VAT Number: 134392225.

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1. Strategic Functions

The Trust board has the following strategic functions:

- 1.1 Establishing the strategic direction, by:
 - Setting and ensuring clarity of vision, values, and objectives for the trust
 - Agreeing the school improvement strategy with priorities and targets
 - Meeting statutory duties.

- 1.2 Ensuring accountability, by:
 - Appointing the executive/headteacher (where delegated to appropriate body)
 - Monitoring the educational performance of the school/s and progress towards agreed targets
 - Performance managing the executive/headteacher (where delegated to appropriate body)
 - Engaging with stakeholders
 - Contributing to school self-evaluation.

- 1.3 Overseeing financial performance, by:
 - Setting the budget (Trust board)
 - Monitoring spending against the budget
 - Ensuring money is well spent and value for money is obtained
 - Ensuring risks to the organisation are managed.

As individuals on the board we agree to the following:

- 1.4 The standards and conduct required of Trustees and Governors is set at the highest possible level. This is in recognition of the importance of their respective roles and the potential for impact on the lives of pupils of Tapton School Academy Trust schools.
- 1.5 Whilst the precise roles of Trustees and Governors differ, all are subject to the requirements set out below. Individuals in breach of the requirements set out in the document may face suspension or even removal.
- 1.6 The requirements are given in two distinct parts. Part I sets out the Nolan principles, i.e. the seven principles of public life published in 1994 by the Nolan Committee. These have been accepted by all Governments since that time. Part 2 sets out TSAT's Code of Conduct.

2: The seven principles of public life

(Originally published by the Nolan Committee: The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations).

- Selflessness - Holders of public office should act solely in terms of the public interest.
- Integrity - Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.



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- Objectivity - Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- Accountability - Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
- Openness - Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
- Honesty – Holders of public office should be truthful.
- Leadership – Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

3: TSAT Code of Conduct

3.1 Role & Responsibilities

- We understand the purpose of the Trust board and the role of the executive leaders.
- We understand the purpose of the Local Governing Body and the role of headteachers.
- We accept that we have no legal authority to act individually, except when the board has given us delegated authority to do so, and therefore we will only speak on behalf of the governing board when we have been specifically authorised to do so.
- We accept collective responsibility for all decisions made by the board or its delegated agents. This means that we will not speak against majority decisions outside the governing board meeting.
- We have a duty to act fairly and without prejudice or favour, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer.
- We will encourage open governance and will act appropriately.
- We will consider carefully how our decisions may affect the community and other schools.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school/group of schools. Our actions within the school and the local community will reflect this.
- In making or responding to criticism or complaints we will follow the procedures established by the governing board.
- We will actively support and challenge the executive leaders.
- We will accept and respect the difference in roles between the board and staff, ensuring that we work collectively for the benefit of the organisation;
- We will respect the role of the executive leaders and their responsibility for the day to day management of the organisation and avoid any actions that might undermine such arrangements;



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- We agree to adhere to the school's rules and policies and the procedures of the governing board as set out by the relevant governing documents and law.
- When formally speaking or writing in our governing role we will ensure our comments reflect current organisational policy even if they might be different to our personal views;
- When communicating in our private capacity (including on social media) we will be mindful of and strive to uphold the reputation of the organisation.

3.2 Commitment

- We acknowledge that accepting office as a governor/trustee/academy committee member involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the governing board, and accept our fair share of responsibilities, including service on committees or working groups.
- We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.
- We will get to know the school/s well and respond to opportunities to involve ourselves in school activities.
- We will visit the school/s, with all visits arranged in advance with the senior executive leader/headteacher and undertaken within the framework established by the governing board.
- When visiting the school in a personal capacity (i.e. as a parent or carer), we will maintain our underlying responsibility as a governor/trustee/academy committee member.
- We will consider seriously our individual and collective needs for induction, training and development, and will undertake relevant training.
- 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, category of governor and the body responsible for appointing us will be published on the school's website.
- In the interests of transparency we accept that information relating to governors/trustees/academy committee members will be collected and logged on the DfE's national database of governors (Edubase).

3.3 Relationships

- We will strive to work as a team in which constructive working relationships are actively promoted.
- We will express views openly, courteously and respectfully in all our communications with other governors/trustees/academy committee members, the clerk to the governing board and school staff both in and outside of meetings.



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- We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
- We are prepared to answer queries from other board members in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- We will seek to develop effective working relationships with the executive leaders, staff and parents, the trust, the local authority and other relevant agencies and the community.

3.4 Confidentiality

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school.
- We will exercise the greatest prudence at all times when discussions regarding school/trust business arise outside a governing board meeting.
- We will not reveal the details of any governing board vote.
- We will ensure all confidential papers are held and disposed of appropriately.

3.5 Conflicts of interest

- We will act in the best interests of the school as a whole and not as a representative of any individuals or groups, even if elected to the governing board.
- We will record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the governing board's business in the Register of Business Interests, and if any such conflicted matter arises in a meeting we will offer to leave the meeting for the appropriate length of time.
- We accept that the Register of Business Interests will be published on the school/trust's website.
- We will also declare any conflict of loyalty at the start of any meeting should the situation arise.

3.6 Data Protection

- We will follow the Trusts Data Protection Policy and Acceptable Use Policy to ensure the proper use of computers and management of data.
- We will only use Trust property (i.e. Ipads, Email) for Trust business.

3.7 Ceasing to be a Trustee/governor

- We understand that the requirements relating to confidentiality will continue to apply after a governor/trustee/academy committee member leaves office.



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4. Breach of this Code of Conduct

- If we believe this code has been breached, we will raise this issue with the chair and the chair will investigate; the governing board will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- Should it be the chair that we believe has breached this code, another governing board member, such as the vice chair will investigate.

TSAT GOVERNANCE DECLARATION

Undertaking to be signed by all Trustees and Governors

As members of the Board of Trustees and/or the Local Governing Body of
_____ School(s)

- I will always have at heart the well -being of the pupils in TSAT Schools and the reputation of TSAT itself.
- I will do all I can to be an ambassador for TSAT schools.
- I will publically support TSAT's aims, values and mission.
- I will adhere to the Nolan Principles and TSAT Code of Conduct.
- I will take responsibility for ensuring that I have the training I need to fulfil my role successfully.
- I will never say or do anything publically that would embarrass:
 - any school within the Trust
 - any Trust Governing Body
 - any Trust Headteacher
 - any other member of school or TSAT staff
 - any TSAT Member, Trustee or Governor
 - TSAT itself
- I have read and understood the TSAT Data Protection Policy and TSAT Acceptable Use Policy.

Signed: _____

Printed Name: _____

Date: _____



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