



TRUSTEE AND GOVERNOR CODE OF CONDUCT

Responsibility of (<i>see policy tracking sheet</i>):	CEO
Approved by:	Trust Board
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Contents

1. Commitment.....	3
2. Confidentiality.....	3
3. Conduct.....	3
4. Communication	4
5. General	4
6. Conflicts of Interest	5
7. Breach of This Code of Conduct.....	5
8. Public Interest Disclosure	5

1. Commitment

At Saracens Multi-Academy Trust, the Trust Board accepts that being a Trustee or Governor involves the commitment of significant amounts of time and energy. Trustees and Governors agree to:

- be active and involved members of the Trust Board or Local Governing Body (LGB), attend regularly, and share responsibilities, including service on Committees or working groups
- get to know the Schools well and respond to opportunities to involve themselves in the activities of the Schools
- attend training and take responsibility for their own learning and development as a Trustee or Governor
- prepare for meetings by reading paperwork beforehand.

2. Confidentiality

2.1 Trustees and Governors recognise the need to observe complete confidentiality when required to do so by the Trust Board or LGB, especially regarding matters concerning individual staff or students and will:

- not divulge information about members of staff or pupils inappropriately
- not divulge details of discussions and voting that take place during Trust Board or LGB meetings
- exercise great care if a discussion of a potentially contentious issue arises outside the Trust Board and/or LGB
- maintain a full, timely and accurate entry on the Register of Interests
- declare an interest if an item under discussion at any full or Committee meeting (including LGBs) impinges upon any personal, family or financial situation
- maintain this duty after they cease to be Trustees or Governors.

2.2 The Duty of Confidentiality will not apply where a Trustee or Governor makes a protected declaration in the public interest in accordance with the Trust's Whistleblowing Policy.

3. Conduct

Trustees and Governors agree to work as team at all times and be loyal to collective decisions; they will:

- encourage the open expression of views at meetings, but accept collective responsibility for all decisions made by the Trust Board and LGB or its delegated agents. This means they will not speak out against majority decisions in public, or in private, outside the Trust Board or LGB
- only act on behalf of the Trust Board or LGB when they have been specifically authorised to do so
- follow the procedures and policies established by the Trust Board or LGB, when making or responding to criticism or complaints affecting the Trust or School
- follow the Policy for visits established by the Trust Board and agreed with the Principal(s) when making visits to schools
- comply with their duties as company directors and charity trustees (Trustees only)
- always be mindful of their responsibility to maintain and develop the ethos and reputation of Trust schools

- seek to develop effective working relationships with LGBs, Principal(s), staff and parents, and other relevant agencies and the community.

4. Communication

- 4.1 Trustees and Governors owe a duty of mutual trust and confidence to Saracens Multi-Academy Trust, and its schools, and to each other, which may be breached if unsuitable material is contained in any communication or correspondence, including all types of electronic communication, personal blogs, websites and social networking sites
- 4.2 Trustees and Governors will gain the agreement of the Chair prior to posting any content (written, vocal or visual) to the internet which identifies us as members of the Trust Board or LGB (or indeed as having any connection with the Trust Board or LGB and its schools) or before speaking to the media
- 4.3 Except in an emergency, Trustees and Governors will always use the email address provided by the Saracens Multi-Academy Trust when communicating electronically regarding school or trust business.

5. General

- 5.1 Trustees are responsible for determining, monitoring and keeping under review the broad policies, plans and procedures of the Trust. Governors have similar responsibility for their school
- 5.2 Trustees and Governors recognise that the Principals are responsible for the implementation of policy, day-to-day management of the Schools and the implementation of the curriculum
- 5.3 In addition to their responsibility for ensuring regularity and propriety in the use of public funds, Trustees are responsible for maintaining the sustainability of the Trust, ensuring its ability to continue as a going concern
- 5.4 Trustees accept that all Trustees have equal status, and their overriding concern will be the welfare of the Trust as a whole. Governors have equal status to each other and although appointed by different groups their overriding concern will be the welfare of the school as a whole
- 5.5 Trustees have no legal authority to act individually, except when the Trust Board has given individual delegated authority to do so. Similarly, Governors have no legal authority to act individually, except where the LGB has given express authority to do so
- 5.6 Trustees and Governors have a duty to act fairly and without prejudice, and in the manner that is expected of a good employer
- 5.7 Trustees and Governors will encourage open governance and will act appropriately
- 5.8 Trustees and Governors will consider carefully how their decisions may affect pupils and all schools within the Trust
- 5.9 Trustees and Governors will ensure that they have due regard to equality and diversity considerations whenever significant decisions are made

5.10 Trustees and Governors will act in accordance with the Nolan Principles for public life, namely:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership.

6. Conflicts of Interest

- 6.1 Trustees and Governors will record any pecuniary business or other interest in the Register of Interests and keep their entries up to date
- 6.2 Trustees and Governors will publish the governance details required by the statutory guidance on the Trust and School websites as required
- 6.3 If any conflict arises for a Trustee or Governor in a meeting he or she will offer to withdraw while the matter is considered
- 6.4 Trustees and Governors will declare any conflict of loyalty at the start of a meeting or at any time during a meeting, should one arise
- 6.5 Trustees and Governors will act in the best interests of the Trust and its schools as a whole and not as a representative of any particular group.

7. Breach of This Code of Conduct

- 7.1 If a Trustee or Governor believes this code has been breached by a fellow Trustee or Governor, they will raise the issue with the appropriate Chair to investigate. The Trust Board will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in constructive ways
- 7.2 Should a Trustee or Governor believe that the Chair has breached this code, they will raise the issue with the relevant Vice-Chair to investigate.

8. Public Interest Disclosure

Nothing in this code prevents a Trustee or Governor making a disclosure under the Trust's Confidential Reporting (Whistleblowing) Code.