



Governance Code of Conduct

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Aim of this code of conduct

At **ONE Multi Academies Trust** we recognise and value the effort taken by Members, Trustees and LAB's who collectively contribute towards the governance of the trust and its academies. We encourage your assistance and acknowledge that many of the trust's activities and processes would be at risk if it were not for your help. As a result, we want to make sure that your time spent as part of the Governance arrangements are productive and enjoyable.

This code of conduct outlines what is expected from Members, Trustees and LAB Governors and sets out the code of conduct which all are required to comply with.

- **1. Core functions of governance**

The board will focus on the three core functions of governance:

- Ensuring clarity of vision, ethos and strategic direction
- Holding executive leaders to account for the educational performance of the academy and its pupils, and the effective and efficient performance management of staff
- Overseeing the financial performance of the academy and making sure its money is well spent

The board will ensure it understands and meets the following key features of effective governance:

1. Strategic leadership that sets and champions vision, ethos and strategy
2. Accountability that drives up educational standards and financial performance
3. People with the right skills, experience, qualities and capacity
4. Structures that reinforce clearly defined roles and responsibilities
5. Compliance with statutory and contractual requirements
6. Evaluation to monitor and improve the quality and impact of governance

All Members, Trustees and LAB Governors will be required to fulfil their duties in line with the law, the 'Governance handbook' and the Seven Nolan Principles of Public Life:

We agree to follow the [charity governance code](#)

Those governing at local level: We recognise and support the principles set out in the [charity governance code](#)

Members, Trustees and LAB Governors will abide by the Seven Nolan Principles of Public Life:

Selflessness

We will act solely in terms of the public interest.

Integrity

We will avoid placing ourselves under any obligation to people or organisations that might try inappropriately to influence us in our work.

We will not act or take decisions in order to gain financial or other material benefits for ourselves, our family, or our friends. We will declare and resolve any interests and relationships.

Objectivity

We will act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

We are accountable to the public for our decisions and actions and will submit ourselves to the scrutiny necessary to ensure this.

Openness

We will act and take decisions in an open and transparent manner. Information will not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

We will be truthful.

Leadership

All Members, Trustees and LAB Governors will exhibit these principles in our own behaviour. We will actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

We will apply the highest standards and will:

1. act within our powers
2. promote the success of the trust
3. exercise independent judgement
4. exercise reasonable care, skill and diligence
5. avoid conflicts of interest
6. not accept benefits from third parties
7. declare interest in proposed transactions or arrangements

We will focus on our core purpose:

1. strategic leadership: defining a vision, fostering a culture and championing the strategy
2. accountability and assurance: providing robust and effective oversight of operations and performance
3. engagement: strategic oversight of relationships with stakeholders

In addition, all will be expected to be:

- Committed
- Confident
- Curious

- Challenging
- Collaborative
- Critical
- Creative

- **2. Standards for conduct, behaviour and practice**

All Members, Trustees and LAB Governors will agree to meeting the standards outlined in this section.

1. Undertake the roles and responsibilities

Specific to all Trustees (only):

- Open Members, Trustees and LAB meetings with a prayer (Mool Mantar Prayer) and Sikh greeting (Waheguru Ji Ka Khalsa! Waheguru Ji Ki Fateh!)
- Be responsible for the development of policies across the trust and seek to engage with the relevant committees when developing and reviewing trust-wide policies.
- Formulate and review the trust's vision, values and long-term strategy.
- We will fulfil our role and responsibilities as set out in our scheme of delegation.
- Exercise overall control over the trust's financial affairs.
- Act fairly and in accordance with equal opportunities principles while making decisions affecting the appointment, recruitment, professional development, performance management, payment and discipline of staff. We will have regard to our responsibilities under [The Equality Act](#) and will work to advance equality of opportunity for all.
- Make decisions collectively and take joint responsibility for actions taken and decisions made by the board.
- Where decisions and actions conflict with 'The 7 principles of public life' or may place pupils at risk, bring this to the attention of the relevant authorities.
- Not speak against majority decisions outside board meetings.
- Not speak about discussions or decisions outside of board meetings.
- Act in a fair and open-minded manner during discussions.
- Consider professional advice on anything which they do not have expertise in themselves.
- Ensure that a properly constituted, balanced and competent board is maintained.
- Hold themselves accountable for the performance of the board of Trustees and the trust.
- Not use their status as a trustee to gain advantage or gain financially within the trust.
- Accept that they have no legal authority to act individually or on behalf of the trust, except when they have been given delegated authority to do so.

- Only speak on behalf of the board of Trustees or trust when they have been specifically authorised to do so.
- Respect executive and senior leaders and their responsibility for the day-to-day management of the organisation, never acting in a way that could undermine such arrangements.
- Adhere to the trust's rules and policies, and the procedures of the trust and its committees, in accordance with the relevant governing documents and law.
- Act fairly and without prejudice.
- Encourage open governance.
- Be mindful of their responsibility to maintain and develop the ethos and reputation of the trust.
- Consider how decisions may affect the community, including the wider trust community.
- Adhere to the trust's rules and policies, and the procedures of the trust, in accordance with the relevant governing documents and law.
- When formally speaking or writing in a governing role, ensure their comments reflect current trust policy, even if this might be different to personal views.
- Where they hold another role within the trust, such as a volunteer, strive to keep these roles separate.
- Recognise the difference between their role and that of staff, trust Members, volunteers and other committee Members.
- Ensure that the safeguarding policies and procedures in place are effective and support the delivery of a robust whole trust approach to safeguarding.
- Ensure regularity and propriety in use of the trust's funds and take ownership of the trust's financial sustainability and its ability to operate as a going concern.
- Ensure the Sikh identity and ethos of the academies are upheld by respective staff, and the values of Sikhi are not brought into disrepute.

2. Demonstrate commitment to the role

All Members, Trustees and LAB Governors will:

- Fully understand their role and commit to the amount of time and energy the role involves.
- Be actively involved in the role and accept their fair share of responsibilities within their areas of Governance.
- Give full effort to the attendance of meetings and come to all meetings prepared. Where a member, trustee or LAB Governors cannot attend a meeting, they will contact the clerk in advance to give their apologies and reason for non-attendance.
- Participate in induction, training and development activities.
- Continually seek ways to improve governance practice.
- Visit academies within the trust as and when necessary to maintain oversight of the performance and engage with stakeholders.

- Participate in and attend Sikhi-related activities and events hosted by the Trust or associated academies.

3. Behave appropriately

All Members, Trustees and LAB Governors will:

- Pay due regard to their position of public office and adhere to 'The 7 principles of public life':
 - Selflessness
 - Integrity
 - Objectivity
 - Accountability
 - Openness
 - Honesty
 - Leadership
- Acknowledge the time, effort and skills demonstrated in the execution of delegated functions by other Members of the board of Trustees.
- Act in the best interests of the trust, its academies and its pupils – Trustees will not act in a manner that will bring disrepute to the trust.
- Declare and change in their eligibility to hold the position of trustee as per the disqualification criteria set out in the trust's Articles of Association.
- Not break the law, go against charity regulations or act in disregard of the trust's policies in any aspect of their role on the board.
- Use the trust's resources responsibly and not for personal gain, ensuring that any expenses or reimbursement are documented.
- Not accept gifts or hospitality without the prior consent of the board of Trustees and will always act in line with the trust's Gifts, Hospitality and Anti-bribery Policy.
- When representing the Trust, to adhere to the basic principles of Sikhi (e.g. no alcohol, no smoking/vaping, no meat etc)

4. Build relationships

All Members, Trustees and LAB Governors will:

- Seek to develop open, honest and effective working relationships with committees, the trust's central team, executive and senior leaders, and staff Members and parents at the trust's academies, as well as any other relevant bodies, such as the LA, and local Sikh communities.

- Continuously strive to work as a team.
- Members, Trustees and Governors must behave professionally, expressing their views openly, courteously, and respectfully in line with Trust values and ethos (universal Sikh values), fostering positive relationships and promoting a collaborative and inclusive environment.
- Honour the authority of the chair of Trustees as appointed leader of the board and support them in their role.
- Acknowledge the time, effort and skills demonstrated in the execution of delegated functions by other Members of the board.
- Consider any concerns expressed about the delegated functions of the committees and answer queries from Trustees within committees regarding their role.

5. Maintain confidentiality

All Members, Trustees and LAB Governors will:

- Maintain complete confidentiality both inside and outside the trust when matters discussed between themselves which are deemed confidential, or where they concern specific Members of staff or pupils.
- Exercise the greatest care and caution when partaking in discussions regarding trust business outside of governance meetings.
- Not reveal details of any internal voting decisions.
- Operate in line with the Data Protection Act 2018 and UK GDPR.
- Continue to apply the requirements for confidentiality after they leave office.

6. Be transparent

All Members, Trustees and LAB Governors will:

- Accept and consent that, in the interests of open and transparent governance, their full name, dates of appointment, details of who appointed them, term of office, roles in other educational organisations, attendance at board meeting records, and any conflicts of interest will be published on the trust's website.
- Provide, with consent, information relating to them and to be logged on 'Get Information about Schools' (GIAS), the DfE's national database. The trust will provide GIAS with the information provided by Trustees.

7. Declare conflicts of interest

All Members, Trustees and LAB Governors will:

- Act in the best interests of the trust at all times and will not act in the interest of, or as a representative of, any group or individual.

- Declare and record, in the Conflicts of Interest Register, any business, personal or other interests that they might have in connection to the business of the board of Trustees. The interests of those related or closely connected to a trustee will be declared on the Conflicts of Interest Register.
- Declare any interest they may have in an item of business on the agenda and will immediately remove themselves from the meeting while it is under discussion. Any conflict of interest will be declared at the start of any meeting, should the situation arise.
- **3. Breaching the code**

If a All Members, Trustees and LAB Governors breaches this code of conduct, the issue will be raised with the chair of Trustees, who will make arrangements for the concern to be investigated. In the event that it is believed the chair of the board of Trustees has breached this code of conduct, trust Members will arrange for a trust member or someone independent to the board of Trustees and trust to undertake the investigation.

The board of Trustees will only suspend or remove an individual from their post as a last resort. The board of Trustees will attempt to resolve any difficulties or disputes in a constructive manner before suspension or removal is considered. If the need arises to suspend an individual, then the board of Trustees will ensure a fair and objective process by implementing the following procedure:

- A resolution to remove an individual from office will be included on an agenda of a meeting of the board of Trustees and circulated to all trust Members.
- A meeting of the trust's Members will be held and the resolution to remove an individual from office will be fully explained.
- The trust Members will give due and careful consideration to the reasons given to remove an individual from office.
- The individual, whom it has been proposed to remove from office will be given the opportunity to make a statement in response.
- The trust Members will consider the proposal to remove the individual and make a decision without unnecessary delay.
- The individual will be informed of the trust Members' decision in writing within **five working days**.
- **4. Monitoring and review**

This policy will be reviewed on an **annual** basis by the trust Members and any changes made will be communicated to all Members, Trustees, LAB Governors and relevant Members of staff.

All Members, Trustees and LAB Governors are required to familiarise themselves with this document as part of their induction programme.

The next scheduled review date for this document is **September 2025**.

Code of conduct acknowledgement form

Name of All Members, Trustees and LAB Governors	
Role	
Year of appointment	
Length of appointment	

Please tick the appropriate box once you have read and understood the following documents	
Behavioural Policy	
Child Protection and Safeguarding Policy	
Health and Safety Policy	
Equality, Equity, Diversity and Inclusion Policy	
Data Protection Policy	
Complaints Procedures Policy	
'Keeping children safe in education'	

I hereby acknowledge the terms detailed within the Governance Code of Conduct and agree to abide by this code whilst in office. I understand that the role is of a voluntary nature and, therefore, I will not receive payment for my duties. Any expenses I claim will be in line with the Governance Expenses Policy.

Signature:

Date: