



omega
MULTI-ACADEMY TRUST

Trustee and Governor Code of Conduct

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Aim of this Code of Conduct

At Omega Multi-Academy Trust (the trust), we recognise and value the effort taken by members of the Board of Trustees and Local Governing Bodies to contribute towards our trust and each of our schools. We encourage your assistance and acknowledge that many trust/school 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 a crucial part of the governance of the Trust and each of its constituent schools, is productive and enjoyable.

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

1. Core functions of Governance (Trustees)

Members of the Board of Trustees, referred to as 'Trustees' will focus on the following strategic functions of governance as set out in the Scheme of Delegation:

1.1 Contributing to the development of the strategic direction of the trust by:

- Setting and ensuring a clear vision, values, and objectives for the trust and its constituent schools
- Monitoring the trust's and individual academy's improvement strategies, determining priorities and setting targets.
- Complying with all statutory duties.

1.2 Ensuring accountability by:

- Ensuring arrangements for safeguarding are effective across the trust.
- Holding executive leaders to account for the educational performance of all school and pupils
- Communicating effectively with stakeholders.
- Contributing to the self-evaluation of the trust.
- The effective and efficient performance management of staff across the trust

1.3 Managing financial performance by:

- Monitoring expenditure across the trust and each constituent school against agreed budgets.
- Ensuring money is well spent and represents value for money.
- Identifying and managing strategic risks to the trust and each of its constituent schools.

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

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

2. Core functions of Governance (Local Governors)

Members of Local Governing Bodies (LGBs), referred to as 'Governors', will focus on the following core strategic functions, as set out in the Trust's scheme of delegation:

2.1 Contributing to the development of the strategic direction of their respective school by:

- Setting and ensuring a clear vision, values, and objectives for the school
- Monitoring the school's improvement strategies, determining priorities and setting targets.
- Complying with all statutory duties.

2.2 Ensuring accountability by:

- Ensuring arrangements for safeguarding are effective within their respective school
- Holding school leaders to account for the educational performance of their school and its pupils
- Communicating effectively with stakeholders.
- Contributing to the self-evaluation of their respective school.
- Identifying and managing operational risks to their respective school.
- The effective and efficient performance management of staff at the school

The Local Governing Body will ensure it understands and meets the following key features of effective governance:

- Strategic leadership that sets and champions vision, ethos and strategy
- Accountability that drives up educational standards
- People with the right skills, experience, qualities and capacity
- Structures that reinforce clearly-defined roles and responsibilities
- Compliance with statutory requirements
- Evaluation to monitor and improve the quality and impact of local governance

All Trustees and Governors are required to fulfil their duties in line with the law, the 'Governance handbook' and 'A Competency Framework for Governance', and 'The 7 principles of public life'. In addition, all Trustees and Governors will be expected to be:

- Committed
- Confident
- Curious
- Challenging
- Collaborative
- Critical
- Creative

3 Standards for conduct, behaviour and practice

All Trustees/Governors will agree to meeting the standards outlined in this section.

3.1 Undertake the roles and responsibilities of a Trustee/Governor

All Trustees/Governors will:

- Accept that their role is strategic and, therefore, focus on the core functions of the Board of Trustees/Local Governing Body rather than the day-to-day management of the Trust/School.
- Respect the role of the Chief Executive Officer, Headteacher and Executive/Senior leaders and their responsibility for the day-to-day management of the Trust/School, never acting in a way that could undermine such arrangements.
- Accept that they have no legal authority to act individually, except when they have been given delegated authority in writing to do so.
- Act fairly and without prejudice.
- Apply the Equality Act 2010 in all governance matters.

- Ensure the board has a diverse composition which, as far as possible, reflects the composition of the local community.
- Encourage open governance.
- Accept collective responsibility for decisions made by the Board of Trustees/Local Governing Body, in keeping with the Scheme of Delegation.
- Stand by decisions that the Board of Trustees/Local Governing Body make as a collective, in keeping with the Scheme of Delegation.
- Be mindful of their responsibility to maintain and develop the ethos and reputation of the Trust and/or School.
- Consider how decisions may affect the community.
- 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.
- Actively support and challenge the leadership of the Trust/School.
- Follow the procedures established by the Trust/Local Governing Body in keeping with the Scheme of Delegation.
- Only speak on behalf of the Board of Trustees/Local Governing Body when they have been specifically authorised in writing to do so.
- When formally speaking or writing in a governing role, ensure their comments reflect current Trust/School policy even if that may differ from their personal views.
- Fulfil their duties as an employer, acting in a manner that is expected of a good proprietor.
- Adhere to the Trust/School's rules and policies, and the procedures of the Board of Trustees/Local Governing Body in accordance with the relevant governing documents and law.
- Provide strategic challenge to test and assure themselves that the safeguarding policies and procedures in place across the Trust/within their respective school are effective and support the delivery of a robust Trust-wide/whole-school approach to safeguarding.

3.2 Demonstrate commitment to the role

All Trustees/Governors will:

- Undertake mandatory training and access the additional training and support available to fully understand their role, including safeguarding and child protection (including online) training at induction.
- Undertake further training appropriate to their area of monitoring or responsibility – this can be online.
- Be committed to the amount of time and energy the role involves.
- Be actively involved in the role and accept their fair share of responsibilities within the Board of Trustees/Local Governing Body.
- Give full effort to the attendance of meetings. Where a Trustee/Governor cannot attend a meeting, they will contact the Governance Professional/Clerk in advance to give their apologies and the reason for their non-attendance.
- Come to meetings prepared, including having accessed and read the paperwork prior to the meeting.

- Visit the Trust/school to undertake agreed monitoring or participate in school events, with visits being arranged beforehand with the Headteacher and undertaken within the framework established by the Trust/Local Governing Body.
- Be prepared to support and to challenge when needed.

3.3 Behave appropriately

All Trustees/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 Trust Board/Local Governing Bodies.
- Take into account any concerns expressed about their delegated function and be prepared to answer queries from other Trustees/Governors regarding their role.
- Act in the best interests of the Trust, its schools and its pupils; Trustees/Governors will not act in a manner that will bring the Trust or any of its schools into disrepute.

3.4 Build relationships

All Trustees/Governors will:

- Seek to develop open, honest and effective working relationships with Trust/School leaders, staff and parents.
- Continuously strive to work as a team.
- Express their views openly, in a courteous and respectful manner.

3.5 Maintain confidentiality

All Trustees/Governors will:

- Maintain complete confidentiality both inside and outside the Trust/school when matters discussed between Trustees/Governors are deemed confidential, or where they concern specific members of staff or pupils.
- Not reveal details of a Board of Trustees/Local Governing Body vote.
- Operate in line with the Data Protection Act 2018 and UK GDPR.
- Maintain confidentiality even after they leave the Board of Trustees/Local Governing Board.

3.6 Be transparent

All Trustees/Governors will:

- Accept and consent that in the interests of open and transparent governance, their names, dates of appointment, terms of office, roles, attendance records and any conflicts of interest will be published on the trust and each constituent school's website.
- Accept and consent to information relating to them, as members of the Board of Trustees/Local Governing Body, being logged on Get Information about Schools (GIAS). This information will be given by Trustees/Governors on a voluntary basis, but in doing so Trustees/Governors should understand that any information provided to must be shared with the Secretary of State via GIAS.

3.7 Declare conflicts of interest

All Trustees/Governors will:

- Act in the best interests of the Trust/School at all times, and not act in the interest of, or as a representative of, any group or individual.
- Declare any business, personal or other interests they have in connection to the Board of Trustees/Local Governing Board's interests and record these in the Declared Conflicts of Interest Register.
- Declare any interest they may have in an item of business on the agenda and 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.

4 Breaching the code

4.1 Trustee breaches of the code of conduct

If a Trustee breaches this code of conduct, the issue will be raised with the Chair of Trustees, who will investigate the concern. In the event that it is believed the Chair of Trustees has breached this code of conduct, the issue will be raised with Members and a Member will be appointed to undertake the investigation.

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

- A resolution to remove a Trustee from office will be included on an agenda and circulated to all Members.
- A meeting will be held and the resolution to remove the Trustee from office will be fully explained.
- Members will give due and careful consideration to the reasons given to remove the Trustee from office.
- The Trustee whom it has been proposed to remove from the Board of Trustees will be given the opportunity to make a statement in response to the resolution to remove them from office.

- The Trust members will consider the proposal to remove the trustee and make a decision without unnecessary delay.
- The Trustee will be informed of the trust members' decision in writing within five working days.

4.2 Governor breaches of the code of conduct

If a Governor breaches this code of conduct, the issue will be raised with the Chair of the Local Governing Body, who will investigate the concern. In the event that it is believed the Chair of the Local Governing Body has breached this code of conduct, the issue will be raised with Governance Professional/Clerk who will arrange for a Trustee to be appointed to undertake the investigation.

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

- A resolution to remove a Governor from office will be included on an agenda and circulated to all Trustees.
- A meeting will be held and the resolution to remove the Governor from office will be fully explained.
- Trustees will give due and careful consideration to the reasons given to remove the Governor from office.
- The Governor whom it has been proposed to remove from the Local Governing Body will be given the opportunity to make a statement in response to the resolution to remove them from office.
- The Board of Trustees will consider the proposal to remove the Governor and make a decision without unnecessary delay.
- The Governors will be informed of the Trust Board's decision in writing within five working days.

4.2 Elected staff or parent governors

Any elected staff or parent governor who has been disqualified from their role and removed from office will be disqualified from serving as a governor and holding office for a period of five years. This period is taken from the date immediately after the day they were disqualified from their elected role. Given the consequence of the five-year disqualification period, the Board of Trustees' power to remove an elected parent or staff governor will only be used in exceptional and serious circumstances which may include the following:

- Serious misconduct
- Repeated serious incompetence
- Engagement in conduct which aims to undermine fundamental British values
- Actions that are significantly detrimental to the effective operation of the governing board
- Actions that are significantly detrimental to the effective operation of the school

5 Monitoring and review

This code of conduct will be reviewed every three years by the Board of Trustees and any changes made will be communicated to all Trustees/Governors.

All Trustees/Governors are required to familiarise themselves with this code of conduct as part of their induction programme.

The next scheduled review date for this code of conduct is December 2025.

Code of Conduct Individual Acknowledgement Form

Name of governor	
Role on the governing board	

Please tick the appropriate box once you have read and understood the following documents	
Behaviour Policy	
Child Protection and Safeguarding Policy	
Health and Safety Policy	
Staff Equality, Equity, Diversity and Inclusion Policy	
Data Protection Policy	
Disciplinary Policy and Procedure	
Complaints Procedures Policy	
'Keeping children safe in education'	
[Add other documents that your school requires to the governing board to read.]	

I hereby acknowledge the terms detailed within the Governing Board Code of Conduct and agree to abide by this code whilst I am an acting member of the governing board. I understand that the role is of a voluntary nature and, therefore, I will not receive payment for my duties. The Governors' Allowances Policy sets out any pecuniary claims that can be made by governors whilst acting on behalf of the school in an official capacity.

Signature: _____

Date: _____

