

Members' Code of Conduct

(Non-Statutory - Advisory)

Reviewed/Approved by Membership Board: Members' Meeting 23.10.2024

Review Cycle: Annually

Review Date: Autumn Term 2025

We agree to 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

We 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 focus on our core governance functions:

To act as guardians of the governance of the Trust, keeping an oversight of the Board of Trustees to ensure that the Trust acts within its objectives and is being effectively governed. To fulfil this role in part, the Members will focus on 3 key questions:

1. Is the board of trustees ensuring governance is strong?

2. Is the board of trustees ensuring the pupils in the trust are making expected progress and reaching the required levels of attainment?
3. Is the Board of Trustees ensuring robust financial oversight?

As individual board members, we agree to:

Fulfil our role & responsibilities

1. We accept that our role is to focus on the working of the Trustee board and will not involve ourselves in day-to-day management.
2. We agree to adhere to school/trust policies and procedures as set out by the relevant governing documents and law.
3. We will work individually and collectively for the benefit of the school.
4. We will be candid but constructive and respectful when holding trustees to account.
5. We will consider how our decisions may affect the school and local community.
6. We will stand by the decisions that we make as a collective.
7. Where decisions and actions conflict with the Seven Principles of Public Life or may place students at risk, we will speak up and bring this to the attention of the relevant authorities.
8. We will only speak or act on behalf of the Membership board if we have the authority to do so.
9. We will at all times act fairly and without prejudice.
10. When making or responding to complaints we will follow the established procedures.
11. We will strive to uphold the school's reputation in our private communications (including on social media).
12. We will not discriminate against anyone and will work to advance equality of opportunity for all.

Demonstrate our commitment to the role

1. We will involve ourselves actively in the work of the membership board, and accept our fair share of responsibilities.
2. We will make every effort to attend all meetings and where we cannot attend explain in advance why we are unable to.
3. We will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol.
4. We will get to know the school well and respond to opportunities to involve ourselves in appropriate school activities.
5. We will visit the school and when doing so will make arrangements with relevant staff in advance and observe school and board protocol.
6. When visiting the school in a personal capacity (for example, as a parent or carer), we will continue to honour the commitments made in this code.
7. We will participate in induction training and take responsibility for developing our individual and collective skills and knowledge on an ongoing basis.

Build and maintain relationships

1. We will develop effective working relationships with the trustees and other relevant stakeholders from our local community/communities.
2. We will express views openly, courteously and respectfully in all our communications with board members, trustees and staff both inside and outside of meetings.
3. We will work to create an inclusive environment where each board member's contributions are valued equally.
4. We will support the chair in their role of leading the board and ensuring appropriate conduct.

Respect confidentiality

1. We will observe complete confidentiality both inside and outside of school when matters are deemed confidential or where they concern individual staff, students or families.
2. We will not reveal the details of any governing board vote.
3. We will ensure all confidential papers are held and disposed of appropriately.
4. We will maintain confidentiality even after we leave office.

Declare conflicts of interest and be transparent

1. 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.
2. We will also declare any conflict of loyalty at the start of any meeting should the need arise.
3. 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.
4. We accept that the Register of Business Interests will be published on the school/trust's website.
5. We will act in the best interests of the school as a whole and not as a representative of any group.
6. 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 member/trustee and the body responsible for appointing us will be published on the school website.
7. We accept that information relating to board members will be collected and recorded on the DfE's national database (Get information about schools), some of which will be publicly available.

Exceptions

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

The Burgate School and Sixth Form's Members 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.

Members' Code of Conduct

Undertaking

As a member of the governing board I will always have the wellbeing of the children and the reputation of the school at heart; I will do all I can to be an ambassador for the school, publicly supporting its aims, values and ethos as well as upholding and supporting its policies, vision, ambitions and high expectations and demonstrating the highest standards of behaviour in respect thereto. I will never say or do anything publicly that would embarrass the school, the governing board, the headteacher or staff. I have read and agree to be bound by this Members' Code of Conduct.

Signed:

Print name:

Date: