



# Code of Conduct for Trustees and Local Governors (2023-24)

Embrace Multi Academy Trust strives to maintain and improve good provision and outcomes at each of its member academies. Based upon our shared values and ethos, we aim to support the learning and development of every person within the trust and our policies are written from this perspective.

Version	Approval Level	Document History	Date	Review Period
V1	Board of Trustees Standards Committee	Reviewed for recommendation to full board.	28/09/2022	Annual
V2	Board of Trustees	Approved	10/10/2022	Annual
V3	Chairs Action	Approved	05/09/2023	Annual

The code of conduct for trustees and governors sets out the expectations and commitment required from those involved in governance at Embrace Multi Academy Trust to properly carry out their work within the trust, its schools and the community. Once this code has been adopted by the board, all members agree to faithfully abide by it and record their agreement via the declaration on GovernorHub.

## **We agree to:**

1. **Trustees:** Follow the [charity governance code](#)
2. **Local Governors:** Recognise and support the principles of the [charity governance code](#)

## **We will abide by the Seven Principles of Public Life:**

1. **Selflessness:** We will act solely in terms of the public interest.
2. **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.
3. **Objectivity:** We will act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
4. **Accountability:** We are accountable to the public for our decisions and actions and will submit ourselves to the scrutiny necessary to ensure this.
5. **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.
6. **Honesty:** We will be truthful.
7. **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 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.

## **As individuals, we agree to:**

### **Fulfil our role and responsibilities**

1. We accept that our role is **strategic** and so will focus on our core functions rather than involve ourselves in day-to-day management.
2. We will fulfil our role and responsibilities as set out in our scheme of delegation.
3. We will develop, share and live the ethos and values of our trust and school.

4. We agree to adhere to trust/school policies and procedures.
5. We will fully cooperate with individual requests that are necessary to ensure operational compliance, such as disclosure and barring service (DBS) checks/right to work in the UK checks.
6. We will work collectively for the benefit of the trust and its schools.
7. We will be candid but constructive and respectful when holding senior leaders to account.
8. We will consider how our decisions may affect the trust, its schools and local communities.
9. We will stand by the decisions we make as a collective.
10. Where decisions and actions conflict with the Seven Principles of Public Life or may place pupils at risk, we will speak up and bring this to the attention of the relevant authorities.
11. We will only speak or act on behalf of the trust/local governing board if we have the authority to do so.
12. We will follow the trust media policy and refer any direct approach from the media to the chair of trustees, or to the trust leader if the chair of trustees is unavailable.
13. **Trustees:** we will fulfil our responsibilities as a good employer, acting fairly and without prejudice.
14. When making or responding to complaints, we will follow the established procedures.
15. We will strive to uphold the trust's reputation and that of its schools in our private communications (including on social media).
16. We will have regard to our responsibilities under [The Equality Act](#) and will work to advance equality of opportunity for all.
17. **Local governors:** We will act as the local ambassadors for the trust.

#### **Demonstrate our commitment to the role**

1. We will involve ourselves actively in the work of the trust board/local governing board, and accept our fair share of responsibilities, serving on committees or working groups where required.
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 trust/our school(s) well and welcome opportunities to be involved in trust/school activities.
5. We will visit the schools in our trust and when doing so will make arrangements with relevant staff in advance and observe school and trust board/local governing board/school protocol.
6. When visiting a school in a personal capacity (eg, as a parent/carer), we will continue to honour the commitments made in this code.
7. We will participate in induction training, prioritise training in required areas (such as safeguarding) and commit to developing our individual and collective skills and knowledge on an ongoing basis.

### **Build and maintain relationships**

1. We will develop effective working relationships with trustees, local governors, leaders, staff, parents and other relevant stakeholders from our local communities.
2. **Local governors:** We will champion the voices of their school community and stakeholders.
3. **Local governors:** We will establish effective working relationships with trustees.
4. **Trustees:** We will engage with and be accountable to those governing at local level.
5. **Trustees:** We will respect the remit of, and engage constructively with, relevant authorities, sector bodies and other trusts.
6. We will express views openly, courteously and respectfully in all our communications with trust board/local governing board members and staff, both inside and outside of meetings.
7. We will work to create an inclusive environment where each trust board/local governing board member's contributions are valued equally.
8. We will support the chair in their role of leading the trust board/local governing board and ensuring appropriate conduct.

### **Respect confidentiality**

1. We will observe complete confidentiality both inside and outside of the trust/school when matters are deemed confidential or where they concern individual members of staff, pupils or families.
2. We will not reveal the details of any trust board/local 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 trust board's/local governing board's business, and these will be recorded in the register of interests and on GovernorHub.
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 interests will be published on the trust's website.
5. We will act as a trustee/local governor; 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 board, attendance records, relevant business, pecuniary and personal interests, category of governor and the body responsible for appointing us will be published on the trust's website/school's website.
7. We accept that information relating to trust board members/local governing board members will be collected and recorded on the DfE's national database of governors (Get Information About Schools), some of which will be publicly available.

8. **Trustees:** We accept that information relating to trust board members will be collected and recorded by Companies House in relation to being a director of the trust, some of which will be publicly available.

We understand that potential or perceived breaches of this code will be taken seriously and that a breach could lead to formal action to remove a governor from office.

## Document History

V1 2022-23	NGA template 2022-23.	28/09/2022
V2 2022-23	Updated as requested by Standards Committee:  <i>Added point 12 under 'As Individuals we agree to...' We will follow the trust media policy and refer any direct approach from the media to the chair of trustees, or to the trust leader if the chair of trustees is unavailable.</i> Approved by full board.	10/10/2022
V3	Updated in accordance with NGA template 2023-24. Pg 2: added points 1, 2 & 3 under "we will focus on our core purpose". Pg 3: Added point 5 under "Fulfil our role and responsibilities". Pg 3: Added "prioritise training in required areas (such as safeguarding) and commit to..." to point 7. Pg 4: Added point 3 and point 5 under "Build and maintain relationships". Pg 4: Added "and be accountable to" to point 4 under "Build and maintain relationships".	04/09/2023