

CODE OF CONDUCT FOR COMMITTEE MEMBERS

Each Transition Management Board (TMB) or Local Governance Committee (LGC) is a committee of the Astrea Trust Board.

As individuals on the Committee we agree to the following:

Approach

- We understand that safeguarding children is everybody's responsibility and we will report any concerns that we have in line with the safeguarding policy.
- We are committed to Astrea's mission, values and its inclusive ethos.
- We recognise that the Committee works with the Principal, Astrea Board and the Executive Directors within Astrea Central Team.
- We accept that we have no authority to act individually, except when the Committee has delegated to us authority given to it by the Board.
- We accept collective responsibility for all decisions made by the Committee or its delegated agents. This means that we will not speak against majority decisions outside the Committee meeting and will only speak on behalf of the Committee when we have been specifically authorised to do so.
- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer.
- We are aware of and accept the Seven Principles of Public Life (set out in the Appendix).
- We will consider carefully how our decisions might affect the community and other schools.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school(s). Our actions within the school and the local community will reflect this.
- In making or responding to criticism or complaints affecting the school, we will follow the procedures established by the Astrea Board and Central Team that have been shared with us.
- We will actively support and challenge the Principal.

Commitment

- We acknowledge that accepting office as a committee member involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the Committee, and accept our fair share of responsibilities, including service on panels, working groups and as linkcommittee members.
- We will make full efforts to attend all meetings and, where we cannot attend, explain in advance why we are unable to.
- We will get to know the school well and respond to opportunities to involve ourselves in its activities.
- We will visit the school, with all visits arranged in advance with the staff and undertaken within the framework established by the Astrea Central Team and agreed with the Committee and Principal.
- We will seriously consider our individual and collective needs for training and development, and will undertake relevant training. We accept that in the interests of open government and to comply with the Academies Financial Handbook, our names, terms and dates of office, roles on the governing body, category of committee member, the body responsible for appointing us and any declarations of interest will be published on the school's website. These will remain published for at least twelve months after our departure from the Committee. Trustees of Astrea who sit on TMBs or LGCs will have further details published about them on the network's central website.

Relationships

- We will strive to work as a team in which constructive working relationships are actively promoted.
- We will express views openly, courteously and respectfully in all our communications with other committee members.
- We will support the chair in their role of ensuring appropriate conduct in meetings and at all times.
- We are prepared to answer queries from other committee members in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- We will seek to develop effective working relationships with all stakeholders in the school community, including the Principal, parents, school and wider Astrea staff, the local authority and other relevant agencies.

Confidentiality

- We will observe confidentiality regarding proceedings of the Committee in meetings and from our visits to the school as committee members.
- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff, parents/ carers or pupils, both inside or outside the school.
- We will exercise the greatest prudence at all times when discussions regarding school business arise outside a Committee meeting.
- We will not reveal the details of any Committee vote.

Conflicts of interest

- We will record any pecuniary or other business interest that we have in connection with the Committee’s business (including those of people with whom we have a close connection where they could be seen to have a bearing on our decisions within the Committee) in the Register of Business Interests, and if any such conflicted matter arises in a meeting we will offer to leave the meeting for the appropriate length of time.
- We will also declare any conflict of loyalty at the start of any meeting should the situation arise.
- We will act in the best interests of the school as a whole and not as a representative of any group, even if elected to the Committee.

Breach of this Code of Conduct

- If we believe this code has been breached, we will raise this issue with the chair and the chair will investigate; should suspension or removal from the committee be deemed necessary, the chair will make this recommendation to Astrea’s Central Team.
- Should it be the chair that we believe has breached this code, we will report our concerns to the Astrea Central Team and either a senior member of the team or another committee member, such as the vice chair, will investigate.

Undertaking:

As a member of an Astrea Committee, I agree to abide by this Code of Conduct.

Signed: Date:

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Printed name:

Appendix: The Seven Principles of Public Life

(Originally published by the Nolan Committee: The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations).

Selflessness

We will take decisions solely in terms of the interest of the school and the community it serves. We will not seek to gain financially from our decisions, nor will we take decisions from which our friends or family financially benefit.

Integrity

As individuals, we will not place ourselves under any financial or other obligation to outside individuals or organisations that might influence us in the performance of our official duties.

Objectivity

In carrying out our business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, we will make our choices on merit.

Accountability

We will be accountable for our decisions and actions to the wider community served by the school and we will submit ourselves to a level of scrutiny appropriate to our office.

Openness

We will be open as possible about all our decisions and actions. We will give reasons for our decisions and restrict information only when the wider public interest clearly demands it.

Honesty

We will declare any private interests relating to our public duties and take steps to resolve any conflicts arising in a way that protects the interests of the school.

Leadership

We will promote and support these principles by through our leadership and example.