

## CODE OF CONDUCT FOR ACADEMY COMMITTEE MEMBERS

**'Whoever does what is right is righteous'**

**1 John 2:7**

### Purpose

The purpose of Pele Trust is as follows:

- To build a learning community, brought together by choice, that enables our schools to support and challenge each other to provide consistently outstanding education whilst offering a stable pathway for students, parents and staff;
- To have an influential voice and be instrumental in contributing to the development and enrichment of education in the north-east of England.

### Ambition

The ambition of Pele Trust is as follows:

To be a learning community where strong relationships ensure that everyone ...

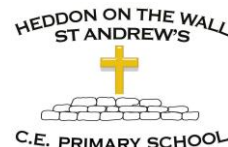
- is happy;
- learns and improves;
- is known well and valued for who they are;
- is included and listened to;
- is fulfilled;
- feels safe and secure;
- promotes health and well-being;
- consistently experiences a rich, stimulating and challenging learning environment;
- experiences a broad and balanced curriculum including a varied enrichment offer;
- strives for excellence in all they do;
- receives high quality and timely advice, support and guidance;
- treats others with respect, dignity and courtesy at all times;
- contributes positively to the improvement of all of our schools;
- recognises the important partnership between parents and school;
- achieves exceptionally well from their individual starting points.

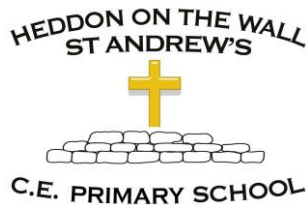
### Core values

The core values of Pele Trust:-

We will seek to uphold and model the Nolan principles of public life, namely:

- Selflessness;
- Integrity;
- Objectivity;





- Accountability;
- Openness;
- Honesty;
- Leadership;
- In addition we are committed to ensuring equality of opportunity for all and approaching our work with optimism.

### The purpose of Academy Committee

- As a key principle to the growth of Pele Trust, we recognise that local Academy Committees (ACs) play a critical role to ensure each school delivers high quality performance and upholds the values our partnership represents.
- ACs know their school best and are an integral partner to our Trust's continued improvement.
- The AC will delegate to the Headteacher responsibility for the day to day operations of the Academy.

### The Academy Committee has the following core functions:

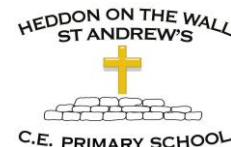
Ensuring accountability, by:

- Working within agreed policies;
- Meeting the agreed targets;
- Managing its finances well;
- Engaging with stakeholders;
- Reporting to the Trust Board;
- Delivering on its curriculum objectives to provide a broad and balanced curriculum which meets the needs of its pupils;
- Ensuring highly effective communication with parents, the wider community and key stakeholders.

### As individuals on the Academy Committee we agree to the following:

#### 1. Role & Responsibilities

- 1.1. We understand the purpose of the Academy Committee and the role of the Headteacher
- 1.2. We accept that we have no legal authority to act individually, except when the Academy Committee has given us delegated authority to do so within the constraints of the Pele Trust Scheme of Delegation, and therefore we will only speak on behalf of the school when we have been specifically authorised to do so
- 1.3. We accept collective responsibility for all decisions made by the Academy Committee or its delegated agents. This means that we will not speak against majority decisions outside the Academy Committee meeting.



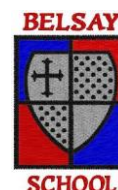
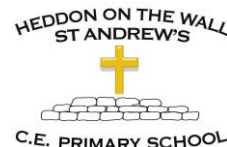
- 1.4. We have a duty to act fairly and without prejudice, and insofar as we have responsibility for all staff, we will fulfil all that is expected of a good employer
- 1.5. We will encourage open government and will act appropriately
- 1.6. We will consider carefully how our decisions may affect the community and all schools within Pele Trust
- 1.7. We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school. Our actions within the Academy Committee and the local community will reflect this.
- 1.8. In making or responding to criticism or complaints we will follow the procedures established by the Pele Trust Board of Directors
- 1.9. We will actively support and challenge the Headteacher

## 2. Commitment

- 2.1. We acknowledge that accepting office as an Academy Committee member involves the commitment of time and energy
- 2.2. We will each involve ourselves actively in the work of the Academy Committee, and accept our fair share of responsibilities, including service on committees or working groups.
- 2.3. We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to
- 2.4. We will get to know our school well and consider opportunities to involve ourselves in school activities
- 2.5. We will consider seriously our individual and collective needs for induction, training and development, and will undertake relevant training
- 2.6. We accept that in the interests of open government, our full names, date of appointment, terms of office, attendance records, relevant business and pecuniary interests, and the body responsible for appointing us will be published on the school website
- 2.7. In the interests of transparency we accept that information relating to Academy Committee members will be collected and logged on the Pele rust website

## 3. Relationships

- 3.1. We will strive to work as a team in which constructive working relationships are actively promoted
- 3.2. We will express views openly, courteously and respectfully in all our communications with other Academy Committee members and the clerk to the Academy Committee
- 3.3. We will support the Chair and Vice Chair in their roles of ensuring appropriate conduct both at meetings and at all times
- 3.4. We are prepared to answer queries from other Academy 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

- 3.5. We will seek to develop effective working relationships with the Pele Trust CEO, headteacher, staff and parents, the local authority and other relevant agencies and the community

#### 4. **Confidentiality**

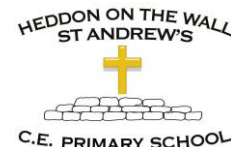
- 4.1. We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils
- 4.2. We will exercise the greatest prudence and discretion at all times when discussions regarding school business arise outside an Academy Committee meeting
- 4.3. We will not reveal the details of any Academy Committee vote
- 4.4. This confidentiality extends to any use of social media we undertake

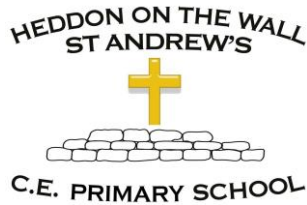
#### 5. **Conflicts of interest**

- 5.1. We will record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the Academy Committee's business 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 accept that the Register of Business Interests will be published on the school's website.
- 5.2. We will also declare any conflict of loyalty at the start of any meeting should the situation arise
- 5.3. We will act in the best interests of <<school name>> as a whole and not as a representative of any individual group

#### 6. **Implementation of this Code of Conduct**

- 6.1. If we believe this code has been breached, we will raise this issue with the Chair and the Chair will investigate; the Academy Committee will only use suspension as a last resort after seeking to resolve any difficulties or disputes in more constructive ways
- 6.2. Should it be the Chair that we believe has breached this code, another Academy Committee member, such as the Vice Chair will investigate.
- 6.3. We recognise that removing an Academy Committee member from office is a last resort, and that it is the Directors, which have the power to remove those they appoint
- 6.4. If the need arises to use the sanction of removing an Academy Committee member, a clear recommendation from the Academy Committee Chair will be made to Directors for their consideration





**Undertaking:**

As an Academy Committee member of Heddon-on-the-Wall St. Andrew's CE Primary School I will always have the achievement and well-being of the pupils in the school, and the reputation of the school and Pele Trust at heart. I will strive to be an ambassador for the school and Pele Trust, publicly supporting its aims, ethos and values. I will never say or do anything that would embarrass the School, Headteacher, Pele Trust, CEO, other Trust Schools, Headteachers or the staff. This includes through any use of social media.

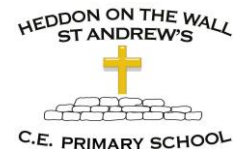
Signed:

Print name:

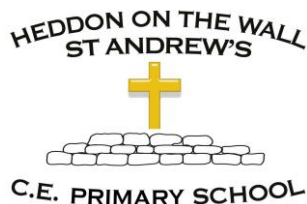
School name: Heddon-on-the-Wall St. Andrew's CE Primary School

Date:

NB: Once adopted Academy Committee members should be asked to review and sign the Code of Conduct on an annual basis, ideally in the autumn term.



Registered address: Callerton Lane, Ponteland, Newcastle upon Tyne NE20 9EY. A charitable company limited by guarantee registered in England and Wales (company number: 11395017).



## Appendix 1

### 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** - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.  
*Directors should act in the interest of the Trust, schools, pupils, parents, staff and wider community.*

**Integrity** - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

*Directors should declare all interests annually and at meetings, and agree to have them published on the Pele Trust website.*

**Objectivity** - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

*Directors should make informed decisions in the best interests of Pele Trust and its schools*

**Accountability** - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

*Directors should make themselves available to Academy Committees and be prepared to answer for decisions taken to Members, Ofsted, etc as appropriate.*

**Openness** - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

*Directors should ensure that minutes are available to be read and that decisions are made following agreed delegated arrangements.*

**Honesty** - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

*Directors should act honestly at all times and ensure minutes and documentation reflect this.*

**Leadership** - Holders of public office should promote and support these principles by leadership and example.

*Directors should act as role models for each other and for the Trust community.*

