



**BEACON EDUCATION**  
AMBITION RESPECT EXCELLENCE

## Governance Code of Conduct 2023/24

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# CODE OF CONDUCT (Trust Board, AIBs and PCGs)

As individuals we agree to the following:

## Role and Responsibilities

(For the purpose of this Code of Conduct the Trust Board, Academy Improvement Boards (AIBs), Parent and Community Advisory Groups (PCGs) are referred to collectively as governance bodies)

- We understand the purpose of the governance bodies and the role of the Chief Executive Officer/Chief Operations (CEO/COO);
- We accept that we have no legal authority to act individually, except when the Trust Board has given us delegated authority to do so, and therefore we will only speak on behalf of the governance bodies when we have been specifically authorised to do so.;
- We accept collective responsibility for all decisions made by the governance bodies or its delegated agents. This means that we will not speak against majority decisions outside the meetings.
- 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 will encourage open government and will act appropriately.
- We will consider carefully how our decisions may affect the community and other schools.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of the schools within our Trust. Our actions within the schools and the local community will reflect this.
- In making or responding to criticism or complaints affecting the schools we will follow the procedures established by the Trusts Complaints Policy.
- We will actively support and challenge the CEO, COO and Headteachers.

## Commitment

- We acknowledge that accepting office on a Beacon Education governance body involves the commitment of significant amounts of time and energy;
- We will each involve ourselves actively in the work of the governance body, and accept our fair share of responsibilities, including service on committees or working groups.
- 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(s) well and respond to opportunities to involve ourselves in school activities.
- We will visit the school(s), with all visits to schools arranged in advance with the staff and undertaken within the framework established by the Trust and agreed with the Headteacher.
- We will consider seriously our individual and collective needs for training and development, and will undertake relevant training;
- We accept that in the interests of open government, our full names, date of appointment, terms of office, roles on the governance body, attendance records, relevant business and pecuniary interests, person with significant control, and the Board responsible for appointing us will be published on the school's 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 members of Beacon education governance bodies.
- We will support the chair(s) in their role of ensuring appropriate conduct both at meetings and at all times.
- We are prepared to answer queries from other governance bodies colleagues 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 the Headteachers, staff and parents and other relevant agencies and the community.

## Confidentiality

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or children, both inside or outside school;
- We will exercise the greatest prudence at all times when discussions regarding school business arise outside of meetings.;
- We will not reveal the details of any vote.

## Conflicts of Interests

- 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 governance body 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/Persons with Significant Control will be published on the school's website.
- 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 each of the schools as a whole and not as a representative of any group.

## Breach of this Code of Conduct

- If we believe this code has been breached, we will raise this issue with the Chair of the Board of Trustees and the Chair will investigate; the Trust will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- Should it be the Chair that we believe has breached this code, another Trustee, such as the vice Chair, will investigate.