



**PROSPER**  
LEARNING TRUST

## **Governance Code of Conduct**

### **DOCUMENT HISTORY**

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|--|--------------------------|
| <b>Policy reviewed and adopted by Trustees</b> | <b>October 2020</b>      |
| <b>Review frequency</b>                        | <b>Annually</b>          |
| <b>Date of next review</b>                     | <b>October 2021</b>      |
| <b>Responsible Officer</b>                     | <b>Chair of Trustees</b> |

## Introduction

This code sets out the expectations on and commitment required from Trustees and Local Advisory Committee Members in order for the Board of Trustees/Local Advisory Committees to properly carry out its work within Prosper Learning Trust and the community.

This Code should be read in conjunction with Prosper Learning Trust's Articles of Association and Scheme of Delegation.

## Policy Statement

Prosper Learning Trust endorses the Seven Principles of Public Life proposed by the Committee on Standards in Public Life chaired by Lord Nolan. These are:

**Selflessness** - Holders of public office should act solely in terms of the public interest.

**Integrity** - Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

**Objectivity** - Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

**Accountability** - Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

**Openness** - Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

**Honesty** – Holders of public office should be truthful

**Leadership** – Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## As Trustees/Local Advisory Committee Members, we will focus on our strategic functions:

1. Ensuring there is clarity of vision, ethos and strategic direction
2. Holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
3. Overseeing the financial performance of the organisation and making sure its money is well spent
4. Ensuring the voices of stakeholders are heard

## **As individuals on the Board of Trustees or relevant Local Advisory Committee we agree to:**

### **Fulfil our role & 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 develop, share and live the ethos and values of our Academy/s.
3. We agree to adhere to Academy and Trust policies and procedures as set out by the relevant governing documents and law.
4. We will work collectively for the benefit of the Academy/s.
5. We will be candid but constructive and respectful when holding senior leaders to account.
6. We will consider how our decisions may affect the Academy/s and local community.
7. We will stand by the decisions that we make as a collective.
8. 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.
9. We will only speak or act on behalf of the Board if we have the authority to do so.
10. We will fulfil our responsibilities as a good employer, acting fairly and without prejudice.
11. When making or responding to complaints we will follow the established procedures.
12. We will strive to uphold the Academy's and/or Trust's reputation in our private communications (including on social media).

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

1. We will involve ourselves actively in the work of the 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 Academy/s well and respond to opportunities to involve ourselves in activities.
5. We will visit the Academy/s and when doing so will make arrangements with relevant staff in advance and observe Academy and Board protocol.
6. When visiting the Academy(s) in a personal capacity (i.e. 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 Academy leaders, staff, parents 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 and staff both inside and outside of meetings.
3. 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 Prosper Learning Trust when matters are deemed confidential or where they concern individual staff, pupils or families.
2. We will not reveal the details of any Board of Trustees or Local Advisory Committee 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

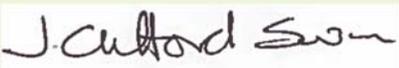
1. We will declare any business, personal or other interest that we have in connection with the board's business and these will be recorded in the Register of Business Interests.
2. We will also declare any conflict of loyalty at the start of any meeting should the need arise.
3. If a conflicted matter 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 Academy/Trust's website.
5. We will act in the best interests of the Academy/Trust 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 Board of Trustees or Local Advisory Committee, attendance records, relevant business and pecuniary interests, category of Local Advisory Committee Member and the body responsible for appointing us will be published on the Academy's website.
7. We accept that information relating to Trust Board or Committee Members will be collected and recorded on the DfE's national database of governance (Get Information About Schools), 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 sanctions.

Reference:

[www.nga.org.uk/knowledge-centre](http://www.nga.org.uk/knowledge-centre)

**Adopted by Prosper Learning Trust Board of Trustees on 22<sup>nd</sup> October 2020**

Signed .....  ..... (Chair of Board)

The Board of Trustees agrees 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.

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