

Code of Practice for Teignmouth Learning Trust Directors

This code sets out the expectations on and commitment required from Directors in order that they may carry out their work within the school and the community.

The purpose of the Directors

The Directors are the school's accountable body. They are responsible for the conduct of the school and for promoting high standards. The Directors aim to ensure that children are attending a successful school which provides them with a good education and supports their well-being.

The Directors:

- set the strategic direction of the school by:
 - Setting the values, aims and objectives for the school
 - Agreeing the policy framework for achieving those aims and objectives
 - Setting statutory targets
 - Agreeing the school improvement strategy which includes approving the budget and agreeing the staffing structure
- challenge and supports the school by monitoring, reviewing and evaluating:
 - The implementation and effectiveness of the policy framework
 - Progress towards targets
 - The implementation and effectiveness of the school improvement strategy
 - The budget and the staffing structure
- ensure accountability by:
 - Signing off the Self Evaluation Form or the equivalent
 - Responding to Ofsted reports when necessary
 - Holding the Principal to account for the performance of the school
 - Ensuring parents and pupils are involved, consulted and informed as appropriate
 - Making available information to the community
- Appoint and performance manage the Principal who will deliver the aims (through the day to day management of the school, implementation of the agreed policy framework and school improvement strategy, and delivery of the curriculum) and report appropriately to the Directors.

For the Directors to carry out their role effectively, they must be:

- Prepared and equipped to take their responsibilities seriously;
- Acknowledged as the accountable body by the lead professionals;
- Supported by the appropriate authorities in that task; and
- Willing and able to monitor and review their own performance.

The role of a Director

In law the Directors are a corporate body, which means:

- No Director can act on her/his own without proper authority from a meeting of the Directors;
- All Directors carry equal responsibility for decisions made, and
- Although appointed through different routes (i.e. parents, staff, Local Authority Community), the overriding concern of all Directors has to be the welfare of the school as a whole.

General

- We understand the purpose of the Directors and the role of the Principal as set out above.
- We are aware of and accept the Nolan seven principles of public life: see appendix.
- We accept that we have no legal authority to act individually, except when the Directors have given us delegated authority to do so, and therefore we will only speak on behalf of the Directors 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 will encourage open government and will act appropriately.
- We accept collective responsibility for all decisions made by the Directors or their delegated agents. This means that we will not speak against majority decisions outside the Directors meeting.
- 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 our school. 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 Directors

Commitment

- We acknowledge that accepting office as a Director involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the Directors, and accept our fair share of responsibilities, including service on committees or working groups.
- If acting as Directors, we will not go beyond our duties or act outside of the powers of authority conveyed on us, and acknowledge that were we to do so we could be held liable to the school and/or third parties.
- If acting as trustees on the Trust body, we accept that we may be held responsible up to the limit in the Articles of Association, were the school to go bankrupt.
- We will make full efforts to attend all meetings and where we cannot attend explain in advance in full why we are unable to.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- Our visits to school will be arranged in advance with the staff and undertaken within the framework established by the Directors and agreed with the Principal.
- We will consider seriously our individual and collective needs for training and development, and will undertake relevant training
- We are committed to actively supporting and challenging the Principal.

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 Directors.
- We will support the Chair in their role of ensuring appropriate conduct both at meetings and at all times.
- We are prepared to answer queries from other Directors 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 Principal, staff and parents, the local authority 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 pupils, both inside or outside school.
- We will exercise the greatest prudence at all times when discussions regarding school business arise outside a Director's meeting.
- We will not reveal the details of any Directors vote.

Conflicts of interest

- We will record any pecuniary or other business interest that we have in connection with the Directors business in the Register of Business Interests.
- We will declare any pecuniary interest - or a personal interest which could be perceived as a conflict of interest - in a matter under discussion at a meeting and offer to leave the meeting for the appropriate length of time.

Breach of this code of practice

- If we believe this code has been breached, we will raise this issue with the Chair and the Chair will investigate; the Board should only use suspension as a last resort after seeking to resolve any difficulties or disputes in more constructive ways;
- We understand that any allegation of a material breach of this code of practice by any Director shall be raised at a meeting of the Directors, and, if agreed to be substantiated by a majority of Directors, shall be minuted and can lead to consideration of suspension.

Undertaking:

As a Director I will always have the well-being of the children and the reputation of the school at heart; I will do all I can to be an ambassador for the school, publicly supporting its aims, values and ethos; I will never say or do anything publicly that would embarrass the school, the Directors, the principal or staff.

Signed

Printed name

Date:

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

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.

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.

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.

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.

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.

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.

Leadership

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