

Code of Conduct for Hamilton Lodge School and College (HLSC) Trustees and Governors

This code sets out the expectations on and commitment required from HLSC trustees and governors in order for the Trustees and Governors to properly carry out their work within the school, college and the community.

The Trustees have the following core strategic functions:

Establishing the strategic direction, by:

- Setting the vision, values, and objectives for HLSC
- Agreeing the HLSC improvement strategy with priorities and targets
- Meeting statutory duties

Ensuring accountability, by:

- Appointing the Principal
- Monitoring progress towards targets
- Performance managing the Principal
- Engaging with stakeholders
- Contributing to HLSC self-evaluation
- Complying with the requirements of Companies House and the Charities Commission

Ensuring financial probity, by:

- Setting the budget
- Monitoring spending against the budget
- Ensuring value for money is obtained
- Ensuring risks to the organisation are managed

The Governors have the following core strategic functions:

Establishing the strategic direction by:

- Setting the vision, values and objectives for HLSC
- Agreeing the HLSC improvement strategy with priorities and targets

Helping ensure accountability by

- Monitoring progress towards targets
- Contributing to HLSC evaluation

As individuals on one or both boards we agree to the following:

Role & Responsibilities

We understand the purpose of the boards and the role of the Principal.

We accept that we have no legal authority to act individually, except when the board has given us delegated authority to do so, and therefore we will only speak on behalf of the Trustees when we have been specifically authorised to do so.

We accept collective responsibility for all decisions made by the Trustees and/or Governors or their delegated agents. This means that we will not speak against majority decisions outside the Trustees/Governors' meetings.

We have a duty to act fairly and without prejudice, and in so far as Trustees 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 always be mindful of our responsibility to maintain and develop the ethos and reputation of HLSC. Our actions within HLSC and the local community will reflect this.

In making or responding to criticism or complaints affecting HLSC we will follow the procedures established by the Trustees and Governors.

We will actively support and constructively challenge the Principal.

Commitment

We acknowledge that accepting office as a Trustee and/or Governor involves the commitment of significant amounts of time and energy.

We will each involve ourselves actively in the work of the Trustees and/or Governors, 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 HLSC well and respond to opportunities to involve ourselves in HLSC activities.

We will visit the HLSC, with all visits to HLSC arranged in advance with the staff and undertaken within the framework established by the Governors and agreed with the Principal.

We will consider seriously our individual and collective needs for training and development, and will undertake relevant training

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 Governors and Trustees.

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 Trustees and Governors 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, 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 HLSC

We will exercise the greatest prudence at all times when discussions regarding HLSC business arise outside a Trustees or Governors meeting.

We will not reveal the details of any Trustees or Governors vote.

Conflicts of interest

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 Trustees' or Governors' business in the Register of Business and 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 a potential situation arise.

We will act in the best interests of HLSC 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 and the chair will investigate; the Trustees or Governors 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.

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.