

Code of Conduct for Trustees 2020

Introduction

The purpose of the Code is to enable individual Trustees to have a clearer understanding of their role.

People who become Trustees make a positive contribution by giving their time and bringing their expertise to help with across the Trust improvement.

The Clerk to the Trust Board will give all new Trustees a copy of the Code before their appointment. Trustees are asked to record their understanding of the expectations by signing this document below and passing back to the Clerk to be kept with Trust records.

Individual trustees should:

- a) Support the aims and objectives of The White Horse Federation (TWHF) and safeguard the interests of TWHF and its students in the wider community
- b) Work co-operatively with other Trustees in the best interests of TWHF placing a high priority on attending and contributing to meetings, sending apologies in advance of the meeting to the Clerk to the Trust Board when unavoidable absence is necessary.
- c) Remain loyal to the consensus decisions reached, even when these go against their own view.
- d) Base his or her view on matters before the Board on an impartial assessment of the available facts.
- e) Take due account of views of parents, pupils, staff and other interested parties
- f) Make all decisions as set out in its Articles of Association
- g) No Trustee will act or speak on behalf of the Board without delegated authority to do so. In exceptional circumstances the Chair may act on behalf of the Board but must report these actions to the Board as soon as possible after action has been taken.
- h) Treat each other and the Clerk to the Board with respect at all times, valuing each other's contributions to the work of the Board.
- i) Be confident that the CEO will respect the Trustees' strategic oversight role and will provide the Board with the information it needs to hold TWHF to account for the standards achieved
- j) Refer parents to TWHF complaints procedure in the event of receiving complaints relating to any aspect of TWHF.
- k) Resist the temptation or outside pressure to use their position of Trustee to benefit himself or herself or other individuals or agencies. Trustees will make known any personal or pecuniary interest that might affect their ability to participate in particular discussions or decisions. This will be done through an annual declaration of interest, and also through the standard declaration on



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each agenda. It is each Trustee's responsibility to ensure that he/she completes the annual declaration of interest form.

- l) Be mindful of the criteria disqualifying individuals from being a Trustee and will immediately stand down from the Trustee position if any of the criteria should apply.
- m) Observe the confidentiality of any matters deemed confidential by the Board.
- n) Seek to be good ambassadors for TWHF in the wider community and make every effort to get to know the trust well and respond to opportunities to involve themselves in trust activities
- o) Ensure that the Board does its utmost to ensure that it fulfils all statutory requirements, taking due account of information sent by regulatory bodies.
- p) Participate in training and development opportunities
- q) Agree to use a TWHF email address for all correspondence relating to TWHF.
- r) Agree to use Governor Hub for storing Trustee information and to keep personal information up to date including declarations of interest.

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 members, board or Salisbury Board of Education (depending on appointment) 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 this will be reported to the Members, Trustee or Salisbury Board of Education who will investigate.

Safeguarding

I confirm that I have read and understood the DfE publications

- Keeping Children Safe in Education September 2019
- Working Together to Safeguard Children, July 2018

New Trustees

I confirm I will complete a DBS application within 21 days of commencing the role of Trustee.

Trustees– annual declaration

I confirm that there has been no change to my DBS certification in the past 12 months