



# 18 – Trustee and Governor Code of Conduct

Approving Body	MITRE Full Board
Date Approved	Autumn 2024
Version	1
Supersedes Version	Autumn 2022
Review Date	Autumn 2026

The following assessments have been completed in relation to this policy

Workload impact       Equality impact       Trust virtues



## MITRE TRUSTEE AND GOVERNOR Code of conduct

***To be signed and dated (pg. 4) annually by all local governing body members and MITRE trustees.***

The Minster Trust for Education believes that the ability of the Trust as a whole and each school governing body to work together for the good of the schools in the trust depends essentially on trust and an understanding of a common purpose.

The board of trustees and each local governing body has adopted the following principles and procedures, common to all those engaged in governance in MITRE.

### General - GOVERNORS

1. We have responsibility for determining, monitoring, and keeping under review the broad policies, plans and procedures within which the school operates.
2. We recognise that the Head Teacher is responsible for the implementation of policy, day-to-day management of the school and the implementation of the curriculum.
3. We accept that all governors have equal status, and although appointed by different groups (e.g. foundation, parents, staff) our overriding concern will be the welfare of the school as a whole.
4. We have no legal authority to act individually, except when the governing body has given us delegated authority to do so. Our collective authority is delegated to us by the Trust.

### General - TRUSTEES

5. We have responsibility for determining, monitoring, and keeping under review the broad policies, plans and procedures within which the trust operates.
6. We recognise that the Chief Executive Officer is responsible for the implementation of policy, day-to-day management of the trust and the development of education across the trust.
7. We accept that all trustees have equal status, and although appointed by different bodies our overriding concern will be the welfare of the trust as a whole.
8. We have no legal authority to act individually, except when the board has given us delegated authority to do so. Our collective authority is outlined in the Scheme of Delegation and Reserved Authority.

### General - ALL

9. We have a duty to act fairly and without prejudice
10. We will encourage open government and should be seen to be doing so.
11. We will consider carefully how our decisions may affect other schools and trusts.



### Commitment

12. We acknowledge that accepting office as a governor or trustee involves the commitment of significant amounts of time and energy.
13. We will each involve ourselves actively, attend regularly and accept our fair share of responsibilities, including service on committees or working groups.
14. We will get to know the organisation well and respond to opportunities to involve ourselves in school and trust activities.
15. We will consider seriously our individual and collective needs for training and development and will complete all necessary training in a timely manner, especially any statutory training.

### Relationships

16. We will strive to work as a team.
17. We will seek to develop effective working relationships with Head Teachers, staff, parents, the Trust, and other relevant agencies (including the Diocesan authorities, where appropriate) and the community.

### Confidentiality

18. We will observe complete confidentiality when required or asked to do so by the board or governing body, especially regarding matters concerning individual staff or students. As a matter of trust, we will not discuss the views of fellow trustees or governors with members of the public outside our meetings.
19. We will exercise the greatest prudence if a discussion of a potentially contentious issue affecting the school or trust arises outside the board or governing body.

### Conduct

20. We will encourage the open expression of views at meetings but accept collective responsibility for all decisions made by the board, the governing body or its delegated agents.
21. We will only speak or act on behalf of the board or governing body when we have been specifically authorised to do so; in making or responding to criticism or complaints affecting the school or trust we will follow the procedures established by MITRE.
22. School visits will be undertaken within established frameworks and agreed with the Head Teacher.
23. In discharging our duties, we will always be mindful of our responsibility to maintain and develop the ethos and reputation of our schools and the trust as a whole.

**Trustees and governors all abide by the Nolan Principles of Public Life**



## Appendix A – Nolan principles of public life

- **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 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 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.

Signature: ..... Name: .....

Date: ..... School/Board of Trustees: .....