



Quarrydale Academy

Date of last review: Autumn 2025

Date of next review: Autumn 2026

Code of Conduct for Quarrydale Academy Governing Board

The Code of Conduct sets out the common understanding of broad principles by which the Quarrydale Academy Governing Board and individual Members and Trustees will operate, in order to effectively carry out its work within the Academy and community.

Core Strategic Role of the Governing Board

1 Establishing the strategic direction by:

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

2 Holding executive leaders to account for the education performance of the organisation and its pupils, and the effective and efficient performance management of staff by:

- Appointing the headteacher
- Monitoring progress towards targets
- Performance managing the headteacher
- Engaging with stakeholders and ensuring the voices of stakeholders are heard
- Contributing to Academy self-evaluation

3 Overseeing the financial performance of the organisation and making sure its money is well spent by:

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

The following information about each trustee/associate member will be published on the Academy's website:

1. Full name, date of appointment, term of office, date they stepped down (where applicable) and who appointed them (in accordance with the governing board's instrument of government)

2. Business and financial interests
3. Governance roles in other educational institutions
4. Any material interests arising from relationships between trustees or relationships between trustees and school staff (including spouses, partners and close relatives)
5. Attendance record at governing board and committee meetings over the last academic year, and
6. Details of the structure and responsibilities of the governing board and its committees.

The Governing Board accepts the following principles and procedures:

Role & Responsibilities

1. We understand the purpose of the board and the role of the headteacher and accept that our role is strategic and will not therefore involve ourselves in the day to day management of the school.
2. We accept that we have no legal authority to act individually, except when the board has given us delegated authority to do so, (as detailed in the scheme of delegation or evidenced in the full governing board minutes), and therefore we will only speak on behalf of the governing board when we have been specifically authorised to do so.
3. We accept collective responsibility for all decisions made by the board or its delegated agents. This means that we will not speak against majority decisions outside the governing board meeting, including by use of any social media.
4. 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.
5. We will encourage open government and will act appropriately upholding the school's reputation in our communications.
6. We will consider carefully how our decisions may affect the community and other schools/Academies.
7. We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our Academy. Our actions within the Academy and the local community will reflect this.
8. In making or responding to criticism or complaints affecting the Academy we will follow the procedures established by the governing board.
9. We will actively support and appropriately challenge the headteacher.
10. We will follow school policies and procedures as well as adhering to regulations applying to school governance equality legislation.
11. We will promote equality and diversity throughout our organisation, including the board's operation.

Commitment

1. We acknowledge that accepting office as a trustee involves the commitment of significant amounts of time and energy.
2. We will prepare well for our meetings having read the papers presented and be equipped to positively contribute to the meeting.

3. We will each involve ourselves actively in the work of the governing board, and accept our fair share of responsibilities, including service on committees or working groups.
4. We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.
5. We will get to know the Academy well and respond to opportunities to involve ourselves in Academy activities.
6. We will undertake our fair share of our role to monitor by visiting the Academy, with all visits arranged in advance with the staff and undertaken within the framework and policies established by the governing board and agreed with the headteacher. We will complete a monitoring report for each visit we undertake which will be shared with the full governing board.
7. We will consider seriously our individual and collective needs for training and development, and will undertake relevant training.
8. We accept that in the interests of open government, our full names, date of appointment, terms of office, roles on the governing body, attendance records, relevant business and pecuniary interests, category of trustee and the body responsible for appointing us will be published on the Academy's website.

Relationships

The power to take action and make decisions lies with the board as a whole, not its individual members. Trustees work as a team and make collective decisions:

1. We will strive to work as a team in which constructive working relationships are actively promoted.
2. We will express views openly, courteously and respectfully in all our communications with other trustees and staff.
3. We will support the chair, vice chair and chair of committees in their role of ensuring appropriate conduct both at meetings and at all times.
4. We are prepared to answer queries from other trustees 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.
5. We will seek to develop effective working relationships with the headteacher, staff and parents, the local authority and other relevant agencies and the community.

Use of social media

We will abide by any requirements set out in our school's social media policy.

We will:

- Uphold the reputation of the school at all times.
- Maintain a professional presence online and carefully consider how we interact with the school community.
- Review privacy settings regularly to make sure we are happy with the information about us that is publicly available.
- Report any incidents of harassment we experience, or see towards trustees, to the chair of trustees and the headteacher.

We will not:

- Accept friend requests from pupils.
- Disclose any information that is confidential or would breach data protection principles.
- Make comments online about any members of the governing board or school community.
- Post any inappropriate/offensive language, images or comments on social media that may bring us or the school into disrepute.

Confidentiality

- We will observe complete confidentiality when matters are deemed sensitive or confidential or where they concern specific members of staff or pupils, parents/carers both inside or outside school, including by the use of any social media.
- We will not reveal the details of any governing board vote.
- We will not use information for a purpose other than what it was collected and intended for.
- We will exercise the greatest prudence at all times when discussions regarding the school business arise outside a governing board meeting.
- We will ensure confidential papers are securely held and disposed of at all times in line with school procedures.
- We will maintain confidentiality, even when we are no longer a trustee at the academy.

Our commitment to confidentiality does not overrule our duty to report child protection concerns to the appropriate channel where we believe a child is at risk of harm.

Breaches of confidentiality

In the event of a breach of confidentiality, we will inform the chair as soon as possible who will investigate the matter further.

We understand that if we breach confidentiality, we may be suspended or removed.

Data protection

We will follow the school's GDPR policy and information security processes and measures.

Our commitment to data protection does not overrule our duty to report child protection concerns to the appropriate channel where we believe a child is at risk of harm.

Conflicts of Interest

We will act in the best interests of the school at all times and are aware that trustees are not there to represent the views of any single group or individual.

To make sure our board takes impartial decisions without bias, we will:

- Publish an up-to-date register of business and pecuniary interests of all trustees including associate members.
- Declare any potential conflicts of interest at the beginning of each meeting, withdraw from the meeting for the relevant item of business and not vote on the matter.
- We will also declare any conflict of loyalty at the start of any meeting should the situation arise.

Published information about Trustees and Members

The following information about each member, trustee or associate trustee will be published on the school's website:

- Full name, date of appointment, term of office, date they stepped down (where applicable) and who appointed them (in accordance with the governing board's Articles of Association)
- business and financial interests relevant to the role of school trustee (that a trustee or member could potentially gain from by the position on the governing board)
- governance roles in other educational institutions
- any material interests arising from relationships between trustees or members or relationships between trustees, members and school staff (including spouses, partners and close relatives)
- attendance record at governing body and committee meetings over the last academic year,
- details of the structure and responsibilities of the governing body and its committees and the approved board and committee minutes, and any agenda and papers considered at a meeting will be made available to any interested person.
- the school are also required to submit personal information about trustees to the Department of Education's national database of governors (Get Information About Schools – GIAS) some of which will be publicly available.

Breach of this code of conduct

1. Governing bodies should ensure that prior to appointment, (or as soon as possible thereafter) all new trustees/associate members agree to the expectations for behaviour and conduct, as set out in this code of conduct, and that the trustee/associate member understands the circumstances in which the governing body may suspend or remove a trustee/associate member. The governing board will provide support to a new trustee/associate member via good induction, training and mentoring and any potential issues will be addressed promptly.
2. If we believe this code has been breached, we will raise this issue with the chair and the chair will investigate; the governing board will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes informally. The responsibility for the suspension/removal of a trustee can only be undertaken by the full governing board or the appointing body in accordance with the regulations and cannot be delegated elsewhere. The chair will seek advice from the Governor Services should a trustee be considered for suspension/removal.
3. Should it be the chair that we believe has breached this code, another trustee, such as the vice chair (or independent trustee/person appointed by the vice chair) will investigate.

All trustees will adhere to the principles as detailed below:

The Seven Principles of Public Life (The Nolan Principles)

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.

Trustee's Declaration

I have ready this document and understand the expectations of the Nolan Principles and the required conduct of a school trustee.

I understand all the requirements of this policy and agreed to abide by this policy.

I will endeavour to be an ambassador for the school, supporting its aims, values and ethos and prioritise the wellbeing of the children, staff and parents/carers.

I understand that potential or perceived breaches of this code will be taken seriously and that a breach could lead to formal sanctions that could include suspension or removal as a trustee.

Signed

Date:

Print Name

This code of conduct will be reviewed annually, and it will be endorsed by the full governing board of Quarrydale Academy.