

## **Fylde Coast Academy Trust Code of Conduct for Directors and Governors**

### **FCAT Board of Directors**

The FCAT Board of Directors has the following key strategic responsibilities:

- To set and review the vision and direction of FCAT
- To hold the Chief Executive to account for standards at all FCAT academies
- To approve FCAT budgets and oversee financial monitoring across FCAT.

### **FCAT Academy Councils**

The three core roles of the Academy Council are to:

- Set and review the vision and direction for each Academy within the framework of FCAT's vision;
- Hold the Academy Principal to account for standards at their Academy and report regularly via the Chair of Governors to the Directors
- Oversee the finances of their Academy;

In fulfilling these roles the Academy Council will:

- Approve the Academy's budget;
- Act as a critical friend to the Academy Principal;
- Approve capital programmes before submission to the Board of Directors;
- Support the Academy Principal with a limited number of statutory duties, e.g. pupil exclusions;
- Oversee Safeguarding in the academy through attendance at the Safeguarding Board;
- Review regularly Health and Safety concerns and the Academy Risk Register.

### **As Directors and Governors we agree to the following:**

#### **Role & Responsibilities**

- To acknowledge the difference between governance and management and that operational and day to day management of FCAT and the Academies is the responsibility of the Chief Executive/Academy Principal.
- To accept that we have no legal authority to act individually, except when the Board of Directors or the Academy Council has given us delegated authority to do so, and therefore we will only speak on behalf of FCAT and the Academy Council when we have been specifically authorised to do so.

- To accept collective responsibility for all decisions made by the Board of Directors/Academy Council or its delegated agents. This means that we will not speak against majority decisions outside the Board/Academy Council meetings.
- To accept that we have a duty to act fairly and without prejudice.
- To take into consideration the impact of our decisions on the wider community and other schools/academies within FCAT and the Fylde Coast area.
- To maintain and develop the ethos and reputation of FCAT its academies, understanding that our actions will reflect this.
- To follow the procedures established by FCAT and the Academy including those in response to criticism or complaints about FCAT or the Academy.
- To actively support the Chief Executive/Academy Principal and to challenge him/her as required whilst maintaining a respectful manner at all times.

### **Commitment**

- To acknowledge that accepting office as a Director/Governor involves the commitment of significant amounts of time and energy.
- To accept our fair share of responsibilities, including service on committees, working groups or hearings as required.
- To make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to do so.
- To develop knowledge about the issues in respect of education across the Fylde Coast and the Academy.
- To visit any academy/school within FCAT or the wider community only when arranged in advance with staff at the academy/school, following procedures established by the school/academy.
- To undertake training and development in respect of the role of Director/Governor.
- To accept that in the interests of open government, our names, terms of office, roles on the governing body, category of governor and the body responsible for appointing us will be published on the FCAT/the Academy's website.
- To read papers in advance of meetings and to be prepared for discussion.

### **Relationships**

- To strive to work as a team in which constructive working relationships are actively promoted.
- To express views openly, courteously and respectfully in all our communications with other Directors/Governors/Principal/members of staff/other stakeholders.
- To support the Chair or Vice Chair in their role of ensuring appropriate conduct in meetings and at all other times.

- To be prepared to answer queries from other Directors/Governors in relation to delegated functions and take into account any concerns expressed.
- To seek to develop effective working relationships with the Principal, staff and parents, other stakeholders and the wider community.

### **Confidentiality**

- To observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside the academy.
- To exercise prudence at all times when discussing FCAT and Academy business outside of meetings.
- To maintain confidentiality in respect of any voting carried out in meetings.

### **Conflicts of interest**

- To record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with FCAT/Academy Council business in the Register of Business 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 accept that the Register of Business Interests will be published on FCAT/Academy websites.
- To declare any conflict of loyalty at the start of any meeting should the situation arise.
- To act in the best interests of FCAT/the Academy 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 the issue with the Chair of the FCAT Board of Directors/Academy Council as appropriate and the Chair will investigate. FCAT will only use suspension/removal of Directors/Governors 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 Director/Governor, 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.