



Warrington Primary Academy Trust Governor/Trustee - Code of Conduct

Warrington Primary Academy Trust (WPAT) code of conduct had been developed using guidance from the National Governance Association (NGA). It is a requirement that all local governors and trustees read and accept the code in line with effective governance. This code will be reviewed and accepted on an annual basis.

Prior to signing this code can you please ensure you have read KCSIE Part 1, Annex A and are aware of all updates. It is the individual's responsibility to ensure this has been completed.

As governors/trustees you are expected to abide by the seven Nolan Principles of Public Life. A copy of these can be found in your induction pack and are available on our online platforms.

WPAT has the following core functions

Establishing strategic direction by

- Ensuring clarity of vision, ethos and strategic direction
- Agreeing the school improvement strategies, priorities and targets
- Agreeing the business plan
- Meeting statutory duties

Ensuring accountability by

- Appointing the CEO
- Performance management of CEO
- Monitoring the educational performance of the trust and progress towards targets
- Engage with stakeholders
- Contributing to self-evaluation processes (LGC and Trust reviews)

Overseeing the financial performance of WPAT by

- Setting the budget
- Monitoring

- Ensuring best value
- Ensuring risk management
- Ensuring the audit function is conducted regularly, independently, with rigorous manner and any recommendations are implemented

As individual governors/trustees of WPAT we agree to:

Roles and Responsibilities

- I accept our strategic role and will focus on the core functions.
- I understand the purpose of the role and will fulfil this in line with the WPAT Scheme of Delegation.
- I agree to adhere to all school/trust policies and procedures as defined by documentation and the WPAT Articles of Association.
- I will work collectively for the benefit of all schools.
- I will be constructive and respectful when holding leaders to account.
- I accept that I have no legal authority to act individually (except when given delegated authority). Therefore, I will only speak on behalf of the trust when authorised to do so.
- I understand the purpose of our committee/board and the role of executive leaders.
- I accept that we have a collective responsibility for all decisions or delegates. This means we shall not speak against the majority decisions outside of meetings.
- I have a duty to act fairly, responsibly and without prejudice.
- I will act appropriately in line with good governance and principles.
- I will always be mindful of my responsibility to maintain and develop the ethos of WPAT.
- I will always follow procedure when responding to complaints/criticism.
- When communicating I will strive to uphold the reputation of WPAT. This includes in a private capacity via social media.
- I will ensure when speaking formally that my comments reflect organisational policy and are aware this may differ from my personal views.
- I will ensure all email communication regarding WPAT takes place using our assigned email address. Should I hold two roles within the trust, I accept I will need to use both methods to ensure confidentiality and effective succession planning.

Commitment

- I acknowledge that by accepting the role of governor/trustee I will involve myself actively in the work of the board and undertake responsibility as part of the committee/board.
- I understand that to fulfil the role there is a minimum annual training expectation.
- I will participate in an induction programme and take individual responsibility for further training on an ongoing basis.
- I will work to gain a knowledge of WPAT, the schools and ways in which I can improve my strategic knowledge.
- When visiting the school in a personal capacity (parent/carer) I will continue to honour this code.
- Every effort will be made to notify the relevant clerk/chair should I be unable to attend a meeting.
- I will arrive at all meetings prepared, having read papers and ready to make a positive contribution.
- During visits to a school I will ensure I follow all school, board and 'link visit' protocol and will provide advance notice of such visit.
- I accept that all virtual meetings will take place by MS Teams and be recorded.
- I accept that my full names, date of appointment, term of office and all relevant pecuniary interests will be published on the schools/ WPAT website.
- I accept that in relation to trustees all information will be given to the DfE for use in their national database.

Relationships

- I will work as part of a team and promote constructive, effective working relationships.
- I will act with courtesy and respect when communicating with all the WPAT team both in and out of meetings. This includes clerking services and external advisors.
- I will support the chair by always ensuring appropriate conduct during meetings.
- I will understand the strategic relationship I have with all staff.

Confidentiality

- I will observe complete confidentiality when matters are deemed confidential or relate to specific staff or pupils, both in and out of school.
- I will not reveal outcomes of votes.
- I will ensure confidential papers are held and disposed of appropriately.
- I will ensure confidentiality will be maintained beyond leaving term of office.

Conflict of Interest

- I will always declare any business, personal or other interest I have in connection to my role and understand these will be recorded in the register of business interests. I accept that this register will be published on the school/trust website.
- I accept that if a conflict arises, we will offer to leave the meeting whilst the matter is discussed.
- I accept that information in relation to my role as a governor/trustee, may be available in the public domain, such as with the DfE, GIAS.
- I will always act in the best interest of WPAT.

Breach of Code

This code will be reviewed on an annual basis across WPAT by all governors and trustees. It is the responsibility of the LGC/trust chair to ensure a review takes place. If at any point WPAT believe this code has been breached the matter will be dealt with by the chair of the LGC/Board. If the chair is in breach, the most appropriate person will investigate. All breaches are taken seriously and may result in formal sanctions/removal from office.

Adopted at the Full Governing Committee 27th September 2023