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# SARACENS

MULTI-ACADEMY  
TRUST

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## TRUSTEE CODE OF CONDUCT

Approved by Board: 8<sup>th</sup> October 2020

To be reviewed: September 2023

Saracens Multi-Academy Trust

Lanacre Avenue

London NW9 5FN



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## 1. Commitment

1.1. At Saracens Multi-Academy Trust, the Trustee Board accepts that being a Trustee involves the commitment of significant amounts of time and energy and we agree to:

- be active and involved members of the Trustee Board, attend regularly, and share responsibilities, including service on Committees or working groups
- get to know the Schools well and respond to opportunities to involve ourselves in the activities of the Schools
- attend training and take responsibility for our own learning and development as a Trustee
- prepare for meetings by reading paperwork beforehand.

## 2. Confidentiality

2.1. We recognise the need to observe complete confidentiality when required to do so by the Trustee Board, especially regarding matters concerning individual staff or students and we will:

- not divulge information about members of staff or pupils inappropriately.
- not divulge details of discussions and voting that take place during Trustee meetings
- exercise great care if a discussion of a potentially contentious issue arises outside the Trustee Board
- maintain a full and accurate entry on the Register of Interests
- declare an interest if an item under discussion at any full or Committee meeting of Trustees impinges upon our personal, family or financial situation
- maintain this duty after we cease to be Trustees

2.2. The Duty of Confidentiality will not apply where a Trustee makes a protected declaration in the public interest in accordance with the Trust's Whistleblowing Policy.

## 3. Conduct

3.1. We agree to work as a member of the Trustee Board at all times and be loyal to collective decisions; we will:

- encourage the open expression of views at meetings, but accept collective responsibility for all decisions made by the Trustee Board or its delegated agents. This means we will not speak out *against* majority decisions in public, or in private, outside the Trustee Board
- only act on behalf of the Trustee Board when we have been specifically authorised to do so
- follow the procedures and policies established by the Trustee Board, when making or responding to criticism or complaints affecting the School
- follow the Code of Practice for visits established by the Trustee Board and agreed with the Principal(s) when making visits to Schools
- comply with our duties as company directors and charity trustees
- always be mindful of our responsibility to maintain and develop the ethos and reputation of our Schools

- seek to develop effective working relationships with the Local Governing Bodies, Principal(s), staff and parents, and other relevant agencies and the community.

## **4. Communication**

- 4.1. As Trustees we owe a duty of mutual trust and confidence to our Trust, and to each other, which may be breached if unsuitable material is contained in any communication or correspondence, including all types of electronic communication, personal blogs, websites and social networking sites
- 4.2. We will gain the agreement of the Chairman prior to posting any content (written, vocal or visual) to the internet which identifies us as members of the Trustee Board (or indeed as having any connection with the Trustee Board and its schools) or before speaking to the media.
- 4.3. Except in emergency, we will always use the email address provided by the Saracens Multi-Academy Trust when communicating electronically regarding school or trust business.

## **5. General**

- 5.1. We are responsible for determining, monitoring and keeping under review the broad policies, plans and procedures of the Trust
- 5.2. We recognise that the Principal(s) is responsible for the implementation of policy, day-to-day management of the School(s) and the implementation of the curriculum
- 5.3. In addition to our responsibility for ensuring regularity and propriety in the use of public funds, we are responsible for maintaining the sustainability of the Trust, ensuring its ability to continue as a going concern.
- 5.4. We accept that all Trustees have equal status, and, although appointed by different groups, our overriding concern will be the welfare of the Trust as a whole
- 5.5. We have no legal authority to act individually, except when the Trustee Board has given us delegated authority to do so
- 5.6. We have a duty to act fairly and without prejudice, and in the manner that is expected of a good employer
- 5.7. We will encourage open governance and will act appropriately
- 5.8. We will consider carefully how our decisions may affect pupils and all schools within the Trust.
- 5.9. We will ensure that we have due regard to equality and diversity considerations whenever significant decisions are made.

5.10. We will act in accordance with the Nolan Principles for public life, namely:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

## **6. Conflicts of Interest**

6.1. We will record any pecuniary business or other interest in the Register of Interests and keep our entry up to date

6.2. We will publish the details required by the statutory guidance on the constitution of Trustee Bodies on our school website.

6.3. If any conflict arises for a Trustee in a meeting he or she will offer to withdraw while the matter is considered.

6.4. We will declare any conflict of loyalty at the start of a meeting or at any time during a meeting, should one arise.

6.5. We will act in the best interests of the Trust as a whole and not as a representative of any particular group.

## **7. Breach of This Code of Conduct**

7.1. If we believe this code has been breached by a fellow Trustee, we will raise the issue with the Chairman to investigate. The Trustee Board will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in constructive ways.

7.2. Should we believe that the Chairman has breached this code, we will raise the issue with the Vice-Chairman to investigate.

## **8. Public Interest Disclosure**

8.1. Nothing in this code prevents a Trustee making a disclosure under the Trust's Confidential Reporting (Whistleblowing) Code.