

Thames View Infants

Approval of Board of Members Code of Conduct

<p style="text-align: center;">Governance issues</p> <p>The trust agreed at its annual general meeting of 19th September 2014 that NPW Governor Services should develop a code of conduct for members.</p>
<p style="text-align: center;">Financial Implications</p> <p>The costs of preparing the code of conduct will be charged at an hourly rate, but where possible previously prepared source documents will be used. There are no other direct financial implications.</p>
<p style="text-align: center;">Risk Management issues</p> <p>Failure to comply with the code of conduct could create reputational and operational risks for the Academy.</p>
<p style="text-align: center;">Recommendations and/or key points for discussion.</p> <p>Members were asked to consider adopting the code of conduct and adopt it at the AGM in January 2016.</p>
<p style="text-align: center;">Report</p> <p>The report was circulated four weeks in advance of the AGM. Members were asked to return comments by 15th January so they could be incorporated into the final agenda pack.</p>
<p style="text-align: center;">Name and title of report author</p> <p style="text-align: center;">Greg Robbins NPW Governor Services</p>

Thames View Infants

Code of Conduct

1) Purpose

Members are responsible for carrying out their duties with the utmost integrity. The purpose of this code of conduct is to provide members with clear guidelines as to their standard of behaviour, responsibilities, and best practice in fulfilling their obligations to Thames View Infants School and to Thames View Infants as a company.

2) Our obligations

As the members of Thames View Infants we aim to provide outstanding governance that drives improvement and holds the governing body to account for the quality of teaching and learning, levels of achievement, the safety and well being of pupils and staff and the effective management of the school's financial resources.

Our overarching aim is to ensure that our pupils receive the best possible education to enhance their life choices.

To achieve our aims we recognise that we must be fully committed to the work of the trust and carry out our duties with the utmost integrity. We will:

- regularly attend and contribute to meetings of the trust
- take responsibility for developing our knowledge and understanding of our roles as members through training and learning
- be sufficiently prepared for meetings so that well considered decisions can be taken and to hold senior leaders and the governing body to account
- carry out our duties collectively, other than when responsibilities have been delegated by the members of the trust to committees or individuals
- ensure that the governing body remains accountable for the funds expended and continues to meet the needs of students.

To meet our duties under the Companies Act we will:

- act in accordance with the law, the Articles and its objects
- act in the interests of the charity only and promote its success
- act with integrity at all times
- use reasonable skill and care in working as a member by applying our knowledge
- take professional advice as necessary
- exercise independent judgement
- exercise reasonable care, skill and diligence
- avoid conflicts of interest
- not accept benefits from third parties, and
- declare interests in proposed transactions or arrangements

In carrying out our duties we will have regard to:

- the likely long term consequences of our decisions
- the interests of our pupils and employees
- the need to foster relations with the wider school community, our partners and our suppliers

- the need to act transparently and fairly, putting the interests of the school and the trust beyond our personal interests
- maintaining the reputation of the school and the trust

3) Conflicts of interest

We recognise that a conflict of interest arises when a member's personal interests, or interests which they owe to another body, and those of the school arise simultaneously or appear to clash. This includes conflicts arising from any loyalty owed to a different individual or organisation. In particular, members agree not to be bound by decisions taken by other organisations when considering Thames View Academy business.

If a member has an interest this should be declared and s/he should withdraw, taking no part in the discussion or voting. This declaration will be minuted.

As an academy trust we maintain a register of our interests and each member, governor and senior member of staff will be required to update their interests on an annual basis. This information will be made public. If a member is in any doubt about whether they have an interest, it should be declared and the meeting will determine how to deal with it. The reputation of the trust is at risk if it is not seen to act transparently. This places a duty on members to ensure that all known interests are declared regardless of which member they are held by. The decision of the meeting shall be final. In reaching its determination the meeting will consider:

- will the member materially benefit?
- whether the conflict be authorised?
- will it affect the member individually, or as part of a larger group?
- even if the member will not benefit financially – does s/he have a conflict of loyalty?
- What the public perception would be?

Any member who fails to disclose any interest or material interest required to be disclosed may be asked to resign their membership by the remaining members.

4) Advice on the interpretation of the code

If any governor or director requires advice on the interpretation of the code they should contact the clerk to the governors at paul.baglee@npw.so or on 020 8249 6930 to discuss their concerns. This advice will be given in confidence unless both parties agree to the contrary.

5) Breaches of the code

Any breaches or potential breaches of the code should be reported to the clerk to the governors at paul.baglee@npw.so or on 020 8249 6930. These will be considered by the clerk who will decide in liaison with the chair of the Board of Governors whether an investigation should be carried out. Confirmed breaches could lead to the member being warned about their future conduct, being sanctioned or being removed from office.

All processes will follow the principles of natural justice.