



## **Code of Practice for the South West Essex Community Education Trust (SWECET) for LSAB Members.**

As LSAB Members we agree to the following:

### **Role & Responsibilities**

- We understand the purpose of the Board and the role of the Chief Executive Officer, Headteachers and Chief Operating/Finance Officer.
- We accept that we have no legal authority to act individually, except when the Board has given us delegated authority to do so, and therefore we will only speak on behalf of the Board when we have been specifically authorised to do so.
- We have a duty to act fairly and without prejudice.
- We will consider carefully how our discussions may affect the community and other schools.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our Trust and school. Our actions within the Trust and the local community will reflect this.
- In making criticism or complaints affecting the school we will follow the procedures established by the Board.
- We will actively support and challenge the Headteacher.

### **Commitment**

- We acknowledge that accepting office as a LSAB Member involves the commitment, time and energy.
- We will each involve ourselves in the work of the school, and accept our fair share of responsibilities, including attending working parties and meetings if relevant or required.
- We will make full efforts to physically attend all meetings.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- We will visit the school, with all visits arranged in advance with the staff and undertaken within the framework established by the Board and agreed with the Headteacher.
- We will consider seriously our individual and collective needs for training and development, and will undertake relevant training
- We accept that in the interests of open government, our names, terms of office and the body responsible for appointing us will be published on the Trust's and School's websites.

### **Relationships**

- We will strive to work as a team in which constructive working relationships are actively promoted.
- We will express views openly, courteously and respectfully in all our communications with others.

- We will support the Chair(s) in their role(s) of ensuring appropriate conduct both at meetings and at all times.
- We are prepared to answer queries from Trustees or other LSAB Members in relation to 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.
- We will seek to develop effective working relationships with the Headteacher, staff and parents, the local authority and other relevant agencies and the community.

### **Confidentiality**

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school
- We will exercise the greatest prudence at all times when discussing school business outside a meeting.

### **Conflicts of interest**

- We will declare any conflict of loyalty at the start of any meeting should the situation arise.
- We will also act in the best interests of the School 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 this issue with the Chair and he/she will investigate; the Board will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- Should it be the Chair of a committee that we believe has breached this code, the Chair of the Board will intervene and investigate.

**All LSAB Members will abide to 'The Seven Principles of Public Life' as published by Nolan. The Accounting Officer must abide by these principles.**

*(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.

