

KERNOW LEARNING Multi Academy Trust

TRUSTEE AND MEMBER CODE OF CONDUCT

The CEO (or their named representative) is responsible for the day-to-day management of the Trust, the implementation of policy and the operation of the curriculum.

1 CEO's Responsibilities

- Day-to-day management of the Trust
- Strategic vision
- Implementation of policy
- Operation of the curriculum

2 Board Responsibilities

Trustees have wide responsibilities under statute, regulations and the funding agreement. It is responsible for ensuring that the Trust's funds are used only in accordance with the law, its articles of association, its funding agreement and this handbook.

Trustees are subject to the duties and responsibilities of charitable trustees and company Trustees as well as any other conditions that the Secretary of State agrees with them.

Trustees **must** be aware of the Charity Commission's guidance for trustees CC3: The Essential Trustee: What you Need to Know, what you need to do and should be aware of other guidance listed in Annex D.

Trustees duties comprise to:

- act within their powers
- promote the success of the Trust
- exercise independent judgement
- exercise reasonable care, skill and diligence
- avoid conflicts of interest
- not to accept benefits from third parties
- declare interest in proposed transactions or arrangements

3 Vision

The curriculum in our schools is bold, ambitious, exciting and inclusive, making learning irresistible for all. It is rooted in the communities that our schools are proud to serve and capitalises on the knowledge, skills and diversity they offer. We are committed to a curriculum which enables children to flourish in and positively shape the rapidly changing global village they will inhabit.

The Values of KERNOW LEARNING

Respect We will exhibit care, consideration and concern for the needs and feelings of all.

Collaboration Each member of Kernow Learning is prepared to give each time they come together to work collaboratively.

Integrity The Kernow Learning community will ensure a caring and transparent culture enabling us to work in an ethical and open way, being honest and fair We will welcome challenge at all levels. We will ensure that expectations are clearly communicated.

Inclusivity We will celebrate the unique strengths of everyone and value their contributions.

Learning Learning in our trust is for everyone. We will equip all learners with skills and knowledge for life long success.

Wellbeing Our trust is committed to caring for its community. We will ensure that our pupils, staff and volunteers wellbeing is central to all we do.

Happiness Maximise enjoyment in all aspects of school life, not just school. Promoting a love of learning and a passion for the profession.

Teamwork We will make sure that everyone matters, everyone helps and everyone succeeds whatever their role in our trust.

Equality We will respect the rights of each person and provide opportunities which will not discriminate

Community We see ourselves as one community and will support all members.

4 Trust Aim

If all our stakeholders commit to the vision and values of our trust then the success of our schools and Kernow Learning and the mission statements below can be realised:

Our children and their families are at the centre of what we do; empowered to learn and achieve; valued within their communities as visible, resilient, active and responsible citizens.

Our employees are passionate about being the best that they can be; providing opportunities for enriched learning through a genuinely broad and balanced curriculum and building pathways to independence.

Our Trust is relentlessly focused on improvement; we value and celebrate success and build partnerships to develop excellent provision.

5 Commitment

- Being a Trustee involves significant amounts of time and energy. Careful regard should be paid to this when agreeing to serve or to continue to serve on the Board.
- New Trustees should be committed to the role and should review their capacity with their Mentor three months after their appointment, to confirm or review their commitment, prior to agreement of their appointment by KERNOW LEARNING Board of Trustees.
- All Trustees should involve themselves actively in the work of the Trust and accept a fair share of the responsibilities, including service on committees and working parties.
- Regular attendance at meetings is **essential**.
- Trustees should know the Trust well
- Trustees must take an active part in the termly Self Evaluation Process, and respond honestly and transparently to undergo self-evaluation, and evaluation of the performance of the Trust as a whole.

6 Relationships

- Trustees should strive to operate as a team, in which constructive working relationships are actively promoted.
- Trustees should develop effective working relationships with the CEO and other Trust Trustees.

8 Confidentiality

- Trustees must observe complete confidentiality when asked to do so by the LAB, especially in relation to matters concerning individual staff, pupils or parents.
- Whilst Trustees are entitled to disclose the decisions made by the Trust, they should follow any agreed protocol for public disclosure of decisions, unless it has been agreed as a confidential item by the Trust. Trustees are not entitled to identify the views expressed by individual named Trustees.
- Trustees should exercise the highest degree of prudence when discussion of potentially contentious issues arise outside of meetings.
- Any comments to the Press must be approved by the CEO and the Chair of the Board.
- Trustees should observe at all times the use of the Social Media Policy in operation at the Trust.
- Trustees will, upon ceasing to be a Trustee, continue to work to the principles in this Code of Conduct, particularly those relating to confidentiality. (See Confidentiality and Code of Conduct Agreement at the end of this document.)

9 Conduct

- Trustees should express their views openly within meetings, but accept **collective responsibility** for all decisions.
- Trustees should only speak or act on behalf of the Academy Trust when they have been specifically asked to do so
- In responding to criticism or complaints relating to the Trust, Trustees should refer to the Trusts Complaints Procedure for the correct procedure to be followed and advise the complainant accordingly.
- Trustees have a **responsibility** to maintain and develop the ethos and reputation of the Trust. Their actions within the community should reflect this.
- Any pecuniary interest that a Trustee may have in connection with the Trusts business must be recorded in the Register of Pecuniary Interests.
- Where an interest is declared, the Trustee must leave the meeting while the item is under discussion.

10 Training and development

- Trustee training and development is essential. It benefits the Trust, individual Trustees and can help to develop effective teamwork.
- Trustees are required to undertake training to further their individual interests and ability within the work of the Trust as a whole.

11 Mentoring

- An experienced Trustee will act as a Mentor to new Trustee for the first three months of their appointment.
- Mentors can provide support and a listening ear for all aspects of the work of the LAB.

- Trustees should be prepared to act as Mentors, as required.

12 Meetings

- Individual Trustees do not have any authority in the Trust.
- **It is the collective decisions of all the Board of Trustees together that carry authority.**
- The activities that Trustees undertake outside meetings can be seen as preparation for the times when the Board 'goes live' - in a meeting.

13 Meetings Charter

As a Trustee I expect:

- people to attend regularly and be punctual and be asked to resign my position if I fail to attend meetings for 6 months without providing accepted apologies
- the Trustees to terminate the appointment of a Trustee whose presence or conduct is deemed by them not to be in the best interests of the Trust
- disqualification, if those matters referenced in the KERNOW LEARNING Articles of Association (68-80) apply
- an agenda and relevant documents to reach me at least seven days before the meeting;
- an agenda that makes clear the purpose of each item;
- a Chair who keeps to the agenda and runs the meeting so that time is given to each matter in proportion to its importance, draws on all Governors for contributions and keeps discussions to the point;
- my contribution to be heard and others to contribute to the discussion;
- the decision-making process to be quite clear;
- Trustees to work together;
- Trustees to take **collective responsibility** for decisions;
- minutes that summarise views succinctly, record decisions accurately and are made available, in draft form, soon after each meeting.

Others can expect me to:

- attend regularly and be punctual;
- read the agenda, minutes and other papers before the meeting and note items I want to say something about;
- bring my papers to the meeting or request paper copies to the meeting (as relevant) from the Company Secretary, in advance – as appropriate. Papers are usually available electronically at the meeting;
- make relevant and positive contributions;
- listen to and consider what other people want to say; and
- accept my share of collective responsibility, even for those decisions that I do not personally agree with.

Wellbeing Statement

Kernow Learning is committed to providing a healthy working environment and improving the quality of working lives for all staff.

Kernow Learning's Wellbeing Strategy aims to ensure that our values are embedded in everything we do as a Trust, and that staff are recognised as our greatest asset.

The Chartered Institute of Personnel and Development (CIPD) define wellbeing as:

***'Creating an environment to promote a state of contentment which allows an employee to flourish and achieve their full potential for the benefit of themselves and their organisation.'* (CIPD 2016)[1]**

Kernow Learning Trustees expect all staff to promote a culture of wellbeing. They are committed to the integration of its Wellbeing Strategy in all work activities, policies and practices, so that a positive environment can be created that is compatible with promoting staff engagement, performance and achievement.

In this, and all of Kernow Learning's policies, staff can expect to be treated in line with Kernow Learning's values and with due regard to their wellbeing.

Atlantic Centre of Excellence Multi Academy Trust

TRUSTEE/MEMBER CONFIDENTIALITY AND CODE OF CONDUCT AGREEMENT

This agreement should be read in conjunction with the following policies:

- Data Protection Policy
- ICT User
- Social Media Policy

All equipment and information must be kept securely. In particular, private and confidential material must be kept secure at all times. Trustees must ensure that all reasonable precautions are being taken to maintain confidentiality of material in accordance with Trust requirements.

All Trustees working at home must have regard to the Trust's Data Protection, E-Safety and Social Media policies and ensure that appropriate security measures are in place for all information (including back-up arrangements) and secure storage for any confidential information. These policies are available to view on request or in Google Drive.

<p>I confirm that I have read the Trustee Code of Conduct and I agree to the arrangements as detailed in this agreement and the associated policies</p>
Signed
Name (IN CAPS)
Date

<p>To be completed on leaving the Trust as a Trustee / Member</p> <p>As I will no longer act as Trustee, I confirm that the following have been returned to the Trust:</p> <ul style="list-style-type: none"> • all hard copies and electronic copies of documents • any manuals • any hardware and software provided for my use by the Trust • any data produced or received • any passwords relating to the Trust <p>I confirm that I no longer hold any information, passwords or documentation, in any form, which belong to or pertain to the Trust.</p>
Signed
Name (IN CAPS)
Date
<p>I confirm that all hard copies and electronic copies of paperwork and passwords relating to the Trust have been returned to the academy.</p>
Signed
Name (CAPITALS)
Position
Date