Riviera Education Trust

Inspiring the individuals of today, for a better society tomorrow

"Aspire, Belong, Collaborate"

Trustees Code of Conduct

Review Frequency	Annual
Reviewed	1st July 2026
Next Review	July 2027
Agreed by Trustees	2nd October 2026

Oldway Primary School

Roselands Primary School – Believe and Achieve

Shiphay Learning Academy

INTRODUCTION

This code sets out the expectations on and commitment required from all trustees and academy committee members in order to achieve the effective governance of the academies within Riviera Education Trust.
Unless otherwise stated, 'school' includes all schools and academies in the Trust.
'Trustee' includes Trustees and Local Stakeholder Board Members.

This Code should be read in conjunction with the relevant law, the articles of association and agreed scheme of delegation for the Riviera Education Trust.

It is based on the Nolan Principles of Public Life and the Framework for Ethical Leadership in Education (see appendices) and the National Governance Association Model Code of Conduct (August 2020).

As trustees, we will focus on our strategic functions:

- ensuring there is clarity of vision, ethos and strategic direction
- holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
- overseeing the financial performance of the organisation and making sure its money is well spent
- ensuring the voices of stakeholders are heard

As individuals on the board we agree to:

Fulfil our role & responsibilities

- We accept that our role is strategic and so will focus on our core functions rather than involve ourselves in day to day management.
- We will develop, share and live the ethos and values of our school/s.
- We agree to adhere to school/trust policies and procedures as set out by the relevant governing documents and law.
- We will work collectively for the benefit of the school/s.
- We will be candid but constructive and respectful when holding senior leaders to account.
- We will consider how our decisions may affect the school/s and local community.

- We will stand by the decisions that we make as a collective.
- Where decisions and actions conflict with the Seven Principles of Public Life or may place pupils at risk, we will speak up and bring this to the attention of the relevant authorities.
- We will only speak or act on behalf of the board if we have the authority to do so.
- We will fulfil our responsibilities as a good employer, acting fairly and without prejudice.
- When making or responding to complaints we will follow the established procedures.
- We will strive to uphold the school's / trust's reputation in our private communications (including on social media).

Demonstrate our commitment to the role

- We will involve ourselves actively in the work of the board, and accept our fair share of responsibilities, serving on committees or working groups where required.
- We will make every effort to attend all meetings and where we cannot attend explain in advance why we are unable to.
- We will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol.
- We will get to know the school/s well and respond to opportunities to involve ourselves in school activities.
- We will visit the school/s and when doing so will make arrangements with relevant staff in advance and observe school and board protocol.
- When visiting the school in a personal capacity (i.e. as a parent or carer), we will continue to honour the commitments made in this code and maintain our underlying responsibility as a Trustee / Academy committee member.
- We will participate in induction training and take responsibility for developing our individual and collective skills and knowledge on an ongoing basis.

Build and maintain relationships

- We will develop effective working relationships with school leaders, staff, parents and other relevant stakeholders from our local community/ communities.
- We will express views openly, courteously and respectfully in all our communications with board members and staff both inside and outside of meetings.

- We will support the chair in their role of leading the board and ensuring appropriate conduct.

Respect confidentiality

- We will observe complete confidentiality both inside and outside of school when matters are deemed confidential or where they concern individual staff, pupils or families. This covers all forms of verbal and written communication, including the various forms of social media such as Facebook and Twitter.
- We will not reveal the details of any governing board vote.
- We will ensure all confidential papers are held and disposed of appropriately.
- We will ensure the use of official school/trust email addresses for all official correspondence.
- We understand that the requirements relating to confidentiality will continue to apply after a trustee leaves office.
- We will maintain confidentiality even after we leave office.

Declare conflicts of interest and be transparent

- We will declare any business, personal or other interest that we have in connection with the board's business and these will be recorded in the Register of Business Interests.
- We will also declare any conflict of loyalty at the start of any meeting should the need arise.
- If a conflicted matter arises in a meeting, we will offer to leave the meeting for the duration of the discussion and any subsequent vote.
- We accept that the Register of Business Interests will be published on the school/trust's website.
- We will act in the best interests of the school/trust as a whole and not as a representative of any group.
- We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the governing board, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the Trust's website.
- We accept that information relating to board members will be collected and recorded on the DfE's national database of governors (Get information about schools), some of which will be publicly available.

- In the interests of transparency, we agree that brief biography information provided by individual trustees/ governors may be published on trust/ school websites.
- We understand that potential or perceived breaches of this code will be taken seriously and that a breach could lead to formal sanctions.
- Foundation governors in particular, aided by their colleagues, have a specific role in preserving and developing the Christian ethos and distinctiveness of the school in accordance with the trust deed.
- We will confront malpractice by speaking up against and bringing to the attention of the relevant authorities' any decisions and actions that conflict with the Seven Principles of Public Life (see annex) or which may place pupils at risk.

Breach of this code of conduct

- If we believe this code has been breached, we will raise this issue with the chair and the chair will investigate; the Trustee Board / Local Stakeholder Boards 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 that we believe has breached this code, another Trustee Board / Local Stakeholder Board member, such as the vice chair, will investigate.

The Seven Principles of Public Life

(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.

Openness - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership - Holders of public office should promote and support these principles by leadership and example.

The Framework for Ethical Leadership in Education

The Ethical Leadership Commission has developed the following Framework for Ethical Leadership to help school leaders take difficult decisions. As important as the language is, these aren't just fine words, they are meant to support a culture in which ethical decision making can flourish.

- Selflessness School and college leaders should act solely in the interest of children and young people.
- Integrity School and college leaders must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. Before acting and taking decisions, they must declare and resolve openly any perceived conflict of interest and relationships.
- Objectivity School and college leaders must act and take decisions impartially and fairly, using the best evidence and without discrimination or bias. Leaders should be dispassionate, exercising judgement and analysis for the good of children and young people.
- Accountability School and college leaders are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
- Openness School and college leaders should expect to act and take decisions in an open and transparent manner. Information should not be withheld from scrutiny unless there are clear and lawful reasons for so doing.
- Honesty School and college leaders should be truthful.
- Leadership School and college leaders should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles, and be willing to challenge poor behaviour wherever it occurs. Leaders include both those who are paid to lead schools and colleges and those who volunteer to govern them.
- Schools and colleges serve children and young people and help them grow into fulfilled and valued citizens. As role models for the young, how we behave as leaders is as important as what we do. Leaders should show leadership through the following personal characteristics or virtues:

  Trust: *leaders are trustworthy and reliable*
  We hold trust on behalf of children and should be beyond reproach. We are honest about our motivations.
  Wisdom: *leaders use experience, knowledge and insight*
  We demonstrate moderation and self-awareness. We act calmly and rationally. We serve our schools and colleges with propriety and good sense.
  Kindness: leaders demonstrate respect, generosity of spirit, understanding and good temper
  We give difficult messages humanely where conflict is unavoidable.

Justice: *leaders are fair and work for the good of all children*
We seek to enable all young people to lead useful, happy and fulfilling lives.
Service: *leaders are conscientious and dutiful*
We demonstrate humility and self-control, supporting the structures, conventions and rules which safeguard quality. Our actions protect high-quality education.
Courage: *leaders work courageously in the best interests of children and young people* We protect their safety and their right to a broad, effective and creative education. We hold one another to account courageously.

Optimism*: leaders are positive and encouraging*
Despite difficulties and pressures, we are developing excellent education to change the world for the better.

DETAILS OF AMENDMENTS

October 2021

- Policy reviewed.

July 2022

- Policy reviewed without change.

July 2023

- Reviewed without change.

July 2024

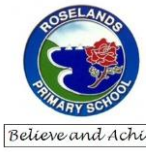
- Reviewed and updated in line with Academy Trust Governance Guide.

July 2025

- Reviewed and updated in line with Academy Trust Governance Guide.

July 2026

- Reviewed in line with Academy Trust Governance Guide.



Believe and Achieve