



Code of Conduct for Academy Interim Boards (AIB) (2020)

The AIB has the following core functions:

- (a) ensuring that the vision, ethos and direction of the school are clearly defined
- (b) ensuring that the Principal performs his or her responsibilities for the educational performance of the school;
- (c) ensuring the sound, proper and effective use of the school's financial resources; and,
- (d) ensuring the voices of stakeholders are heard.

In exercising their functions the AIB shall:

- (a) act with integrity, objectivity and honesty and in the best interests of the school; and
- (b) be open about the decisions they make and the actions they take, and in particular shall be prepared to explain decisions and actions to interested parties.

Specifically, as individuals on the AIB we agree to the following:

Role & Responsibilities

- We understand the purpose of the AIB and the role of the Principal and senior leadership team.
- We will fulfil our role and responsibilities as set out in our scheme of delegation.
- We accept that we have no legal authority to act as individuals, except when the AIB has given us delegated authority to do so, and therefore we will only speak on behalf of the AIB when we have been specifically authorised to do so.
- We accept collective responsibility for all decisions made by the AIB or its delegated agents. This means that we will not speak against majority decisions outside the AIB meeting.
- We will work collectively for the benefit of the school.
- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer.
- We will not discriminate against anyone and will work to advance equality of opportunity for all.

- We will encourage open authority and will act appropriately.
- We will consider carefully how our decisions 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 school. Our actions within the school and the local community will reflect this.
- In making or responding to criticism or complaints we will follow the procedures established by the AIB.
- We will actively support and challenge the Principal and senior leadership team.
- We will accept and respect the difference in roles between the AIB and staff, ensuring that we work collectively for the benefit of the organisation.
- We will respect the role of the Principal and their responsibility for the day to day management of the school, and avoid any actions that might undermine such arrangements.
- We agree to adhere to the school's rules and policies and the procedures of the AIB as set out by the relevant Trust documents and law.
- When formally speaking or writing in our AIB role, we will ensure our comments reflect current organisational policy even if they might be different to our personal views.
- When communicating in our private capacity (including on social media) we will be mindful of and strive to uphold the reputation of the school.
- We will avoid, as far as possible, becoming involved in any communication which may lead to a conflict of interest with the role of the AIB.

Commitment

- We acknowledge that accepting office as a member of the AIB involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the AIB, and accept our fair share of responsibilities, including service on committees or working groups.
- We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to do so.
- 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 well and respond to opportunities to involve ourselves in school activities.
- We will visit the school, with all visits arranged in advance with the Principal and undertaken within the framework established by the AIB.
- When visiting the school in a personal capacity (i.e. as a parent or carer), we will maintain our underlying responsibility as a member of the AIB, and continue to honour commitments made in this code.
- We will consider seriously our individual and collective needs for induction, training and development, and will undertake relevant training.
- We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the AIB, attendance records, relevant business and pecuniary interests, category of member of the AIB and the body responsible for appointing us will be published on the school's website.

- In the interests of transparency we accept that information relating to member of the AIBs will be collected and logged on the Department for Education's national database of member of the AIBs ("Get information about schools").

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 other member of the AIBs, the clerk to the AIB and school staff both in and outside of meetings.
- We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
- We will work to create an inclusive environment where each board member's contributions are valued equally.
- 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 (detailed below) or which may place pupils at risk.
- We are prepared to answer queries from other member of the AIBs in relation to delegated functions 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 Principal, staff, parents, the local authority and other relevant agencies and the community.
- We will be candid, but constructive and respectful when holding senior leaders to account.

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 discussions regarding school business arise outside of an AIB meeting.
- We will not reveal the details of any AIB vote.
- We will ensure all confidential papers are held and disposed of appropriately.
- We will maintain confidentiality even after we leave office.

Conflicts of interest

- We will record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the AIB's business in the Register of Business Interests, and if any such conflicted matter arises in a meeting we will offer to leave the meeting for the appropriate length of time.
- We accept that the Register of Business Interests will be published on the school's website.

- We will also declare any conflict of loyalty at the start of any meeting should the situation 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 will act in the best interests of the school as a whole and not as a representative of any group, even if elected to the AIB.

Ceasing to be a member of the AIB

We understand that the requirements relating to confidentiality will continue to apply after a member of the AIB leaves office.

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 AIB 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 AIB 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.
- **Integrity** - Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
- **Objectivity** - Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- **Accountability** - Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
- **Openness** - Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

- **Honesty** – Holders of public office should be truthful.
- **Leadership** – Holders of public office 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.

Adopted by: The Academy Interim Board of Morecambe Bay Academy on []

Signed: [Chair of the Board]

The Academy Interim Board agrees that this code of conduct will be reviewed annually, upon significant changes to the law and policy or as needed and it will be endorsed by the Trustees of The Bay Learning Trust.