



The Keys Academy Trust

Code of Conduct for Trustees

As trustees of the Keys Academy we agree to the following:

Role & Responsibilities

- We understand the purpose of the trust and the role of the chief executive.
- We accept collective responsibility for all decisions made by the trust. This means that we will not speak against majority decisions outside any meeting.
- 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 encourage open government and will act appropriately.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our schools.
- We will actively support and challenge individual governing bodies.

Commitment

- We acknowledge that accepting office as a trustee involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the trust, 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.
- 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 government, our full names, date of appointment, terms of office, roles, attendance records, relevant business and pecuniary interests, will be published on the trust's website.

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 trustees and the clerk to the trust.

- We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
- We will respond to correspondence in a timely fashion and check email on a regular basis.

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 schools.
- We will exercise the greatest prudence at all times when discussions regarding trust business arise outside a meeting.

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 trust'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 will also declare any conflict of loyalty at the start of any meeting should the situation arise.
- We will act in the best interests of the trust as a whole 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 the chair will investigate; the members of the trust will be informed and 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, this should be brought to the attention of the members of the trust board who will investigate and take appropriate action.