

TRUSTEE CODE OF CONDUCT

As Trustees we agree to follow the [Charity Governance Code](#).

We will abide by the [Seven Principles of Public Life](#):

- **Selflessness**
We will act solely in terms of the public interest.
- **Integrity**
We will avoid placing ourselves under any obligation to people or organisations that might try inappropriately to influence us in our work.

We will not act or take decisions in order to gain financial or other material benefits for ourselves, our families or our friends. We will declare and resolve any interests and relationships.
- **Objectivity**
We will act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- **Accountability**
We are accountable to the public for our decisions and actions and will submit ourselves to the scrutiny necessary to ensure this.
- **Openness**
We will act and take decisions in an open and transparent manner. Information will not be withheld from the public unless there are clear and lawful reasons for so doing.
- **Honesty**
We will be truthful.
- **Leadership**
We will exhibit these principles in our own behaviour. We will actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

We will apply the highest standards and will:

- act within our powers;
- promote the success of The JCB Academy;
- exercise independent judgement;
- exercise reasonable care, skill and diligence;
- avoid conflicts of interest;
- not accept benefits from third parties;
- declare interest in proposed transactions or arrangements.

We will focus on our core purpose:

1. Strategic leadership: defining a vision, fostering a culture and championing the strategy.
2. Accountability and assurance: providing robust and effective oversight of operations and performance
3. Engagement: strategic oversight of relationships with stakeholders.

As individuals we agree to:

- **Fulfil our role and responsibilities**

- We accept that our role is strategic and so will focus on our core purpose rather than involve ourselves in day-to-day management.
- We will fulfil our role and responsibilities as set out in the Scheme of Delegation
- We will develop, share and live the ethos and values of The JCB Academy.
- We agree to adhere to The JCB Academy's policies and procedures.
- We shall fully co-operate with individual requests that are necessary to ensure organisational compliance, such as Disclosure and Barring Service checks.
- We will work collectively for the benefit of The JCB Academy.
- We will be candid but constructive and respectful when holding senior leaders to account.
- We will consider how our decisions may affect The JCB Academy and its 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 learners 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 JCB Academy's reputation in our private communications (including on social media).
- We will have regard to our responsibilities under the Equality Act and will work to advance equality of opportunity for all.

- **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 JCB Academy well and welcome opportunities to be involved in school activities.
- When visiting The JCB Academy in a personal capacity (e.g. as a parent/carer), we will continue to honour the commitments made in this Code of Conduct.
- We will participate in induction training, prioritise training in required areas (such as safeguarding) and commit to developing our individual and collective skills and knowledge on an ongoing basis.

- **Build and maintain relationships**
 - We will develop effective working relationships with leaders, staff, parents/carers and other relevant stakeholders.
 - We will respect the remit of, and engage constructively with, relevant authorities, sector bodies and other trusts.
 - We will express views openly, courteously and respectfully in all our communications with each other and with staff both inside and outside of meetings.
 - We will work to create an inclusive environment where each Trustee's contributions are valued equally.
 - 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 The JCB Academy when matters are deemed confidential or where they concern individual staff, learners or families.
 - We will not reveal the details of any vote of the Board.
 - We will ensure all confidential papers are held and disposed of appropriately.
 - 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 JCB Academy's website.
 - We will act as a Trustee, 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 Board, attendance records, relevant business and pecuniary interests, category of trustee and the body responsible for appointing us will be published on The JCB Academy's website.
 - We accept that information relating to Board members will be collected and recorded on the DfE's national database (Get Information About Schools), some of which will be publicly available

We understand that potential or perceived breaches of this Code of Conduct will be taken seriously and that a breach could lead to formal sanctions.