



# NMAT Code of Conduct for Members, Trustees and Governors

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## Introduction

This Code Of Conduct sets out the expectations on and commitment required from Members, Governors, Trustees and appropriate Trust/Academy committee members in order for the governing boards to properly carry out its work within the Academy/s and the community. Unless otherwise stated, 'Trust' includes the academies, and it applies to all levels of governance.

Once approved by the Trust, the Code Of Conduct will apply to all Members, Governors and Trustees/relevant committee members.

**This Code Of Conduct should be read in conjunction with the relevant law and for academies, their articles of association and agreed scheme of delegation.**

**As Members, Trustees and Governors, we will focus on our core governance functions.**

Establishing the Trust's strategic direction, by:

- Ensuring there is clarity of vision, values, ethos and strategic direction for the trust/academies;
- Implementing the improvement strategy with priorities and targets;
- Meeting statutory duties;
- Holding 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 (Trustees only);
- ensuring the voices of stakeholders are heard.

**As individuals of NMAT governance we agree to fulfil our roles and 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 (Trustees only).
- We will fulfil our role and responsibilities as set out in our scheme of delegation.
- We will develop, share and live the ethos and values of our Trust.
- We agree to adhere to academy/trust policies and procedures
- We will work collectively for the benefit of the Trust.
- We will be candid but constructive and respectful when holding senior leaders to account.
- We will consider how our decisions may affect the Trust 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 Trust 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 Academy's / Trust's reputation in our private communications (including on social media). We will have regard to our

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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 Trust, 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 Trust and/or the Academy/s well and respond to opportunities to involve ourselves in related activities.
- We will visit the Trust and/or Academy/s and when doing so will make arrangements with the relevant staff in advance and observe protocol.
- When visiting the Trust and/or Academy in a personal capacity (i.e. as a parent or carer), we will continue to honour the commitments made in this Code Of Conduct.
- 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 Trust and Academy leaders, staff, parents/carers and other relevant stakeholders from our local community.
- We will champion the voices of our community and stakeholders.
- Those governing at Local Governing Body level will establish effective working relationships with Trustees.
- Trustees will engage with the Local Governing Body and Members

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 work to create an inclusive environment where each member's contributions are valued equally
- We will support the Chair in their role of leading the meeting and ensuring appropriate conduct.

### **Respect confidentiality**

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or students, both inside or outside the Trust.
- We will exercise the greatest prudence at all times when discussions regarding Trust business arise outside a meeting.
- We will not reveal the details of any votes.
- 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**

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- 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 will declare annually that we have read and understood Keeping Children Safe in Education.
  - We accept that the Register of Business Interests will be published on the Trust's website.
  - We will act as a Member, Trustee or Governor and not as a representative of any group
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- 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.
  - We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles in the Trust, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the school's website.

### **Ceasing to be a Member, Trustee or Governor.**

We understand that the requirements relating to confidentiality will continue to apply after a Member, Trustee or Governor leaves office.

### **Breach of this code of conduct**

- If we believe this Code Of Conduct has been breached, we will raise this issue with the Chair. The appropriate governing board 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 Of Conduct, the Executive Principal will investigate the matter.

### **We agree to abide by the Seven Nolan 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** - 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 family, or our friends. We will declare and resolve any interests and relationships.

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**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 Trust
- 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

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## **Privacy Notice for Members, Trustees and Governors**

The aim of this policy is to inform Members, Trustees and Governors how we use information which is provided by them.

The document will tell you about the information which NMAT collects, what the information is used for, how the information you have provided us is stored and for how long and finally will inform you about your rights in regards to the information.

For the purposes of this policy, NMAT is the data controller for information it uses and also for information that used by its Academies.

In this document NMAT (NMAT) and the Academies within NMAT, whether singly or in groups, are referred to as '**we**' or '**our**'. Parents are referred to as '**you**' or '**your**'.

Much of the information we collect is classed as 'personal data' and our use of it is covered by a set of rules called the General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This document tells you more about:

- The information we collect
- What we use the information for
- How your information is stored and how long we keep it
- What rights you have to the information

### **What Information do we collect and use about Members, Trustees and Governors?**

Personal data that we may collect, use, store and share (when appropriate) about members/trustees/governors includes, but is not restricted to:

- Current and previous contact details – title, name(s), address(es), email address, telephone contact details
- Current governance positions (type of role appointed to, any positions held on an academy board and term of office)
- Previous governance positions (type of role appointed to, any positions held on an academy board, terms of office served and reasons for resignations/suspensions)
- Training records (of attendance at organised/commissioned training events)
- DBS details
- Signed Code of Conduct, Declaration of Eligibility and Register of Pecuniary Interest forms
- Information provided by individuals as part of an application form to facilitate the appointment procedure including any references that may be taken.

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This may include information about (where applicable):

- Disability and access requirements
- CCTV images captured whilst on the school site.

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## **Why we collect and use this information**

NMAT will use this data to:

- Establish and maintain effective governance
- Comply with the law
- Comply with the statutory requirements for recording governance within the Academy Trust Handbook, Funding Agreement, Articles of Association and Get Information About Schools (GIAS) on the DfE database. This will include: recording of your name, term of office dates, your attendance at meetings; which is also published on the Trust and/or academy website.
- In order to respond to investigations from our regulators or to respond to complaints raised by our stakeholders
- Populate the National Governor Database (Department for Education) in accordance with statutory regulations
- Provide appropriate statutory advice and guidance
- Circulate information to the governing board to enable them to undertake their role and functions
- Deliver governor advice, guidance, information and training as needed within your term of office.

## **The legal basis for using this information**

We only collect and use Members, Trustees and Governors' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation (see above)
- We provide governor advice, guidance, information and training

## **Collecting this information**

While the majority of information we collect is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you, we make it clear whether providing it is mandatory or optional.

In addition, the school also uses CCTV cameras around the school site for security purposes and for the protection of staff, students and visitors. CCTV footage involving governors and volunteers will only be processed to the extent that it is lawful to do so.

## **Storing your personal data**

Some of the personal data that we collect, and use, is added to your personnel file. Other data, depending on its purpose will be kept in other systems or in manual files. We use email to enable authorised users to transfer information to one another.

If you'd like to know how long we keep a specific piece of personal data, please contact the Data Protection Officer whose details can be found at the end of this Privacy Notice.

## **Sharing your personal data**

We do not share information about members/trustees/governors outside of the Trust with any third party without consent unless the law and other valid obligations require us to do so.

Where it is legally required or necessary (and it complies with data protection law) we may share personal information about Members, Trustees and Governors with:

- Our local authority, to meet our legal obligations to share certain information with, such as details of governors

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- The Department for Education
- Appropriate regulators i.e., Ofsted, Regional Director
- Suppliers and service providers – to enable them to provide the service we have contracted them for.

### Your rights to your personal data

You have rights relating to the personal data that we collect and use. Depending on the legal basis we are using the information you have different rights. If we are using your personal data based on your consent, you can withdraw that consent and we will stop using that personal data. Withdrawing your consent will need to be recorded in writing, please contact the Data Protection Officer.

### The right to be informed:

If you ask us, we must tell you if we are collecting or using your personal data. If we are collecting or using your personal data, you have:

### The right of access to your personal data

You have the right to view the personal data that we hold about you, to receive a copy of the data and to be given more information about the data including any transfer to countries who do not fall under the requirements of the GDPR.

Some information we hold cannot be accessed in this way. If you ask for information that is not available, there may be other ways of accessing it and we can help you.

To have access to your personal data we will need to collect details of what you want and in the first instance you can contact the Data Protection Officer whose details can be found at the end of this Privacy Notice. You will also need to supply us with standard information to verify your identity.

### Other rights

You also have rights to ask us to correct inaccurate personal data, to ask us to stop using it or to object to us using it. For some data you may have the right to ask us to erase it, or to provide it in an electronic format that you can give to someone else. For some personal data if we are subjecting it to automated decision making then you have the right to object to this and request that a person is involved.

You will be given full details of these rights if you request access to your personal data or you can ask the Data Protection Officer.

### Who to contact:

The Trust has the responsibility to ensure that your personal data is protected. It is called the **data controller**. All members of staff work for the data controller.

We recommend that you contact the NMAT data protection lead:

Name of Person: Samina Javed-Sarwar  
email address: [SJaved-Sarwar@nunthorpe.co.uk](mailto:SJaved-Sarwar@nunthorpe.co.uk)

Trusts are also required to have someone called a Data Protection Officer or DPO. The DPO advises NMAT about issues to do with data protection, but can also help you, if you have a problem.

Our Data Protection Officer is:

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**GDPR Sentry Limited**

Unit 434 Birch Park,

Thorp Arch Estate,

Wetherby,

West Yorkshire, LS23 7FG

Email address: support@gdprsentry.com

Contact number: 0113 804 2035

If you have any questions about this privacy notice, please contact the data protection administrator or the Data Protection Officer.

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