



Children's



Endeavour



Trust

Code of Conduct for Trustees

The Children's Endeavour Trust comprises:

Abbot's Hall Community Primary School
 Bosmere Community Primary School
 Broke Hall Community Primary School
 Chilton Community Primary School
 Combs Ford Primary School
 Freeman Community Primary School
 Springfield Junior School
 Whitehouse Community Primary School

Document Control

Version	Date	Author	Comments
Issue 1	3 rd Apr '19	Trust Board	Review Spring 2021.
	May 2020	CEO	New schools added.
	10 th Feb '21	CEO	Approved by Board
	9 th Feb '22	CEO	Approved by Board
	Nov 25	CEO	Approved by Board

Owner: CEO

Approver: HR and People Committee

Statutory Policy: No

Review Cycle: Annual

Approval date: 4th November 2025

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1. The Aim of the Code

The aim of the code is to ensure that there is high confidence in good governance and probity amongst all Trustees. A Code of Conduct is therefore a vehicle to ensure we achieve this.

The Code applies to all Trustees when undertaking any responsibility as stated in the Articles of Association.

2. The Trust's objectives

The Trust's objectives are to:

- Establish a skilled board that is competent, accountable, independent and diverse enough to promote best practice in Governance of the Children's Endeavour Trust
- Use The Good Governance Standard for Public Services as a guide to help the Board achieve good governance and to assess and self-audit strengths and weaknesses with a view to improvement
- Ensure that its Trustees promote and uphold high value standards of conduct, probity and ethics
- Ensure its Trustees act in accordance with the Trust's Articles of Association and this code
- Ensure that each Trustee shall stand by decisions taken by the Board in accordance with the Articles
- Each Trustee shall uphold the seven principles of public life identified by The Nolan Committee on standards in public life (May 1996)

3. The Nolan Principles

- **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 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 it.
- **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.

By accepting appointment to the Board, each Trustee agrees to accept the provisions of this code.

4. The Good Governance Standards for Public Services

Our code is based upon the six principles of good governance as stated in the Independent Commission on Good Governance in Public Services (2005):

1) **Good governance means focusing on the organisation's purpose and on outcomes for learners.**

We will:

- Be rigorous and transparent about how decisions are taken
- Have and use good quality information, advice and support about services
- ensure that an effective risk management system is in operation
- Have clear strategic aims and objectives
- Make our spending plans on accounts accessible

Key Questions:

- What is this organisation for?
- Can I easily find a clear explanation of what this organisation is doing?
- Can I easily find out about the quality of service provided to the public?
- What is being done to improve services?
- Can I easily find out about the organisation's funding and how it spends its money?

2) Good governance means performing effectively in clearly defined functions and roles.

We will:

- Make sure that appointed and elected Trustees have the skills, knowledge and experience they need to perform well
- Develop the capability of people with governance responsibilities and evaluate their performance, as individuals and as a group
- Strike a balance in the board, between continuity and renewal
- Make our Trust visible and be clear about who is doing what

Key Questions:

- Who is in charge of the organisation?
- How are they elected or appointed?
- At the top of the organisation, who is responsible for what?

3) Good governance means promoting values for the whole organisation and demonstrating the values of good governance through behaviour.

We will:

- Understand formal and informal accountability relationships
- Take an active and planned approach to dialogue with and accountability to all stakeholders
- Take an active and planned approach to responsibility to staff

Key Questions:

- According to the organisation, what values guide its work?
- Does it follow these values in practice?
- What standards of behaviour should I expect?
- Do the senior people in the organisation put these standards of behaviour into practice?
- Do they put into practice the 'Nolan' principles for people in public life (selflessness, integrity, objectivity, accountability, openness, honesty and leadership)?

4) Good governance means taking informed, transparent decisions and managing risk

We will:

- Be clear about the Trust's purposes and its intended outcomes for students and staff

- Make sure that students receive the best quality education we are able to provide
- Make sure the taxpayers receive value for money

Key Questions:

- Who is responsible for what kinds of decisions in the organisation?
- Can I easily find out what decisions have been taken and the reasons for them?
- Are the decisions based on up-to-date and complete information and good advice?
- Does the organisation publish a clear annual statement on the effectiveness of its risk management system?
- Does the organisation publish a clear annual account of how it makes sure that its policies are put into practice? Is the statement reassuring? How does it compare with my own experience?

5) Good governance means developing the capacity of the governing body to be effective.

We will:

- Be clear about the functions of the Board
- Be clear about the functions of the Leadership group
- Ensure responsibilities are carried out by those with delegated powers
- Be clear about the relationships of Trustees and stakeholders

Key Questions:

- How does the organisation encourage people to get involved in running it?
- What support does it provide for people who do get involved?
- How does the organisation make sure that all those running the organisation are doing a good job?

6) Good governance means engaging stakeholders and making accountability real

We will:

- Put organisational values into practice
- Behave in ways that uphold and exemplify effective governance
- Publish accounts each year in a timely manner

Key Questions:

- Can I easily get information to answer all these questions?
- Are there opportunities for me and other people to make our views known?
- Does the organisation publish an annual report containing its accounts for the year? Are copies freely available? Is the content informative?
- How do I find out what decisions were taken as a result of my and others' opinions being asked for?
- Are there opportunities to question the people in charge about their plans and decisions?
- Can I easily find out how to complain and who to contact with suggestions for changes?

5. Duties and Responsibilities of Trustees

- Trustees will fulfil the responsibilities and duties of the Trust in good faith and in accordance to the law including (but not limited to):
 - Acting in the best interests of the Trust
 - Secure the proper and effective use of the Trust's resources
 - Act within the scope of the authority given to them and within the articles and the general rule of law
 - Use the proper degree of skill and care when making decisions, particularly in relation to financial matters
- Be committed to the Trust's vision and values
- To contribute to and share the responsibility for the Board's decisions
- To read Board papers, attend meetings and attend training and other relevant events
- Declare all interests they have as required by the articles and general law and to comply with any rules regarding withdrawal from a meeting where this is required because of due interest
- Respect the confidentiality of information that they have access to
- Inform the clerk to the Board as soon as possible should any personal change of circumstances occur

6. Breaches of the Code

Every Trustee has a duty to report any suspected breaches of this code to the Independent Complaints Trustee. (If the allegation is regarding this Trustee then reports should be made to the Chair of the Board).

Failing to report a breach or suspected breach is itself a breach of this code.

Reported breaches will be taken seriously and may result in suspension or removal from the board.

In the event of a breach each Trustee agrees to participate fully in any investigation instigated by the Board. Trustees will also abide by any sanction that may be imposed.