



Trustees Code of Conduct April 2024

Approved by: Trustees on 17 APRIL 2024

Last reviewed on: APRIL 2024

Next review due by: APRIL 2025

This code of conduct sets out the expectations on and commitment required from trustees for BYB@Blackrod to properly carry out its work.

As individuals on the board of trustees we agree to the following:

Role and Responsibilities

- We understand the purpose of the board
- We accept that we have no legal authority to act individually, except when the board has given us delegated authority to do so, and therefore we will only speak on behalf of the board of trustees when we have been specifically authorised to do so. We accept collective responsibility for all decisions made by the board or its delegated agents. This means that we will not speak against majority decisions outside the trustees' board 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 consider carefully how our decisions may affect the community.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of BYB@Blackrod. Our actions will reflect this.
- In making or responding to criticism or complaints affecting BYB@Blackrod we will follow the procedures established by the board.
- We acknowledge that all individuals have fundamental human rights and welcome the diversity of the community living, working and learning in the Borough. We will be committed to promoting equality and tackling social exclusion and as such will integrate equality into all of our activities.
- We will undertake an enhanced criminal record check (DBS) on appointment and ensure that the Chair be informed of any subsequent criminal convictions or cautions received at the earliest opportunity.

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 board, 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 get to know provision well and respond to opportunities to involve ourselves in activities.
- We will consider seriously our individual and collective needs for training and development, and will undertake relevant training.

- We will abide by the seven principles of public life recommended in the Nolan Committee's report "Standards in Public Life" as detailed below.

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.
- We will support the chair in their role of ensuring appropriate conduct at all times.
- We will seek to develop effective working relationships with all staff, parents, the local authority and other relevant agencies and the community.

Confidentiality

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or children.

Conflicts of interest

- We will record any pecuniary or other business interest that we have in connection with 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 BYB@Blackrod.

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 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, another trustee will investigate.

As members of the Board of BYB@Blackrod we will always have the well-being of the children and the reputation of BYB@Blackrod at heart; we will do all we can to be ambassadors, publicly supporting its aims, values and ethos; we will never say or do anything publicly that would bring BYB@Blackrod into disrepute.

All new trustees and associate trustees will be asked to adopt the code on appointment or election and sign the acceptance below to confirm that they have read and accepted the code. Completed forms should be returned to BYB@Blackrod and stored securely.