

# Community Board ~ Code of Conduct



## As members of the Community Board, we will focus on our strategic functions:

1. Helping to ensure there is clarity of vision, ethos and strategic direction for the school, having regard to the vision of the Vine Trust Board and the Church of England's Vision for Education
2. Acting as a support and a sounding board for school leaders and offering advice and challenge when appropriate or requested
3. Being aware of the financial performance of the organisation and reporting as necessary to the Local Schools Board
4. Helping to ensure the voices of stakeholders are heard
5. Being aware of and supporting the wellbeing and professional development of the headteacher and staff and the wellbeing and learning of children at the school
6. Encouraging open and honest collaborations between the schools in the hub
7. Encouraging the school to support activity or projects within the Church and community
8. Helping to maintain or develop further links to our local community and to the wider world for the benefit of children at the school

## As individuals on the Community Board we agree to:

### Fulfil our role & responsibilities

1. We accept that our role is to acquire the knowledge and understanding of the school which will allow us to support and where requested to advise
2. We will support development of and share the ethos and values of our school
3. We will support the school as appropriate during OFSTED and SIAMS inspections
4. We will work collectively for the benefit of the school
5. We agree to adhere to school/trust policies and procedures as set out by the relevant governing documents and law.
6. We will be candid but constructive and respectful if asked for our advice
7. We will share and feed back to the Local Schools Board information and important local intelligence
8. We will consider how our discussions may affect the school and local community.
9. Where we see decisions and actions which 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.
10. We will only speak or act on behalf of the board if we have the authority to do so.
11. We will strive to uphold the school's reputation in our private communications (including on social media).

### Demonstrate our commitment to the role

1. 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.
2. We will make every effort to attend all meetings and where we cannot attend explain in advance why we are unable to.
3. We will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol.
4. We will get to know the school well and respond to opportunities to involve ourselves in school activities.

5. We will visit the school and when doing so will make arrangements with relevant staff in advance and observe school and board protocol.
6. When visiting the school in a personal capacity (i.e. as a parent or carer), we will continue to honour the commitments made in this code.
7. We will take responsibility for developing our individual and collective skills and knowledge on an ongoing basis, particularly with annual updating of safeguarding training
8. We will, subject to availability, support panels for complaints and other statutory purposes at other schools

**Build and maintain relationships**

1. We will develop effective working relationships with school leaders, staff, parents/carers and other relevant stakeholders from our local community
2. We will express views openly, courteously and respectfully in all our communications with board members and staff both inside and outside of meetings.
3. We will support the chair in their role of leading the board and ensuring appropriate conduct.

**Respect confidentiality**

1. We will observe complete confidentiality both inside and outside of school when matters are deemed confidential or where they concern individual staff, pupils or families.
2. We will ensure all confidential papers are held and disposed of appropriately.
3. We will maintain confidentiality even after we leave office.

**Declare conflicts of interest and be transparent**

1. 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.
2. We will also declare any conflict of loyalty at the start of any meeting should the need arise.
3. 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.
4. We accept that the Register of Business Interests will be published on the school’s website.
5. We will act in the best interests of the school as a whole and not as a representative of any group.
6. We accept that in the interests of open governance, our names and role, attendance records, relevant business and pecuniary interests, will be published on the school’s website.

This Code of Conduct and Nolan Principles (see below) is accepted by a decision of the  
 ..... Community Board

on .....

Signed by the Chair on behalf of ..... Community Board

## 7 'Nolan Principles' of public life

### Openness

Holders of public office should be as open as possible about all the decisions and actions they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

### 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.

### 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.

### 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.

### 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.

### 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.