



Code of Conduct

For all Members, Directors and Local Governing Bodies

Status	Non-Statutory
Responsible Directors	Full Directors Board
Responsible Persons	Mrs. B Nixon
Date Policy Agreed	September 2017
Last Reviewed Date	September 2022
Next Review Date	September 2023



Version Control

Version	Revision Date	Revised by	Section Revised
V2	August 2019	D Ashmore	Section 2 Pg 5/6 updated policies year Pg 7 section 2.3 – updated DfE's Database name
V3	September 2020	V Mahon/J Tuke	Pg 2 – 2 & 3 added Pg3 revised: Mission Statement, change from Core Values to Key Values. Our ambitions updated Pg 7 Update to guidance Governance Handbook, KCSIE Pg9 2.2 additional wording Pg13 additional points
V3	January 2021	J Tuke	Acknowledgement form updated to include links to documents
V4	September 2021	A Hibbitt	Updated page 3 – 5 in line with updated vision, values, aims Updated links to policies on page 14 Reference to Executive Team within document Updates made in line with updated policies for: <ul style="list-style-type: none"> • DfE Governance Handbook October 2020 • DfE Academies Financial Handbook 2021 • DfE Keeping Children Safe in Education September 2021 Updated code of conduct acknowledgement form in line with new trust wide safeguarding policy Reference to Low Level Concern added to the policy in line with Keeping Children Safe in Education September 2021
V5	June 22	L Burton	Page 11 updated nonattendance in meetings and that the Governance Professional should be notified.
V6	Sept 22	A Hibbitt	Code of Conduct Acknowledgement form updated to reflect updated policies



1 Statement of Intent

At Exceed Learning Partnership we recognise and value the effort taken by members of the Board of Directors/Local Governing Body who contribute towards Trust. We encourage your assistance and acknowledge that many Trust and Academy activities and processes would be at risk if it were not for your help. As a result, we want to make sure that your time spent as part of the Board of Directors/Local Governing Body is productive and enjoyable.

This policy outlines what is expected from members of the Board of Directors/Local Governing Body and sets out the Code of Conduct which all members are required to comply with.

1.1 Our Responsibility

EVERY CHILD, EVERY CHANCE, EVERY DAY

Children within our Trust will always be our main priority, with personalised learning as our starting point, making the challenges of 'Helping Children Achieve More' a reality.

Every child will have the opportunities to expand their horizons, and build the confidence, talents, interests, skills and qualifications to succeed as they make their way towards a fulfilling and prosperous adulthood.

The amount of time children spend in education is finite. We have a responsibility to ensure every moment a child is in an Exceed Learning Partnership School, must be spent productively.

Once wasted, it is gone forever and cannot be given back.

1.2. Our Vision

At Exceed Learning Partnership our vision is to equip young people with the knowledge, skills and mind-set to thrive and then take on the world!

We will achieve our vision by every child developing:

- a greater understanding of themselves as a learner
- recognise what their strengths are
- how they can share their strengths with others
- understand what steps they need to undertake for their continual learning journey

Pupils will be encouraged and inspired to believe in themselves, build dreams and aspirations and strive to achieve these.

At Exceed Learning Partnership we believe in social justice through exceptional schools, creating and sustaining the best schools in which to learn and work by pursuing social justice for all. All our academies are inclusive schools. They seek out and respond to the views of pupils and the wider community. At certain times, there may be difficulties in lives outside of the academy that may cause barriers to learning, including challenges to well-being. Our academies will foster a culture of support, working with a range of agencies to ensure that everyone can reach their full-potential.

Every child will be given the same opportunity to succeed, whatever his or her prior attainment. A key feature of the Exceed Learning Partnership will be a learning curriculum which builds the characteristics of Learning across all schools within the trust. This will focus on our learning philosophy skills:

Resilience, Motivation, Collaboration, Creativity, Investigation, Teamwork and Evaluation.

1.3 Our Values

INSPIRE - Embodied in the Trust motto, “Every Child, Every Chance, Every Day”, all members of our organisation aim for excellence in their individual professional roles, in our innovative, evidenced-based practice and in our pupils so that we can all fulfil our potential in whatever we aspire to do or be!

INCLUDE - At Exceed Learning partnership we are concerned with achieving equitable, diverse and quality education for all pupils. Social justice includes a vision of society in which the distribution of resources is equitable and all members are physically and psychologically safe and secure.

INTEGRITY - We respect the individuality of our academies and their communities and always act with integrity. By allowing high levels of autonomy wherever possible, we are able to nurture personalised learning approaches and focus on developing holistic people.

EXCEED - Excellence and enjoyment should be an entitlement for all children and adults working in our Trust. We are developing cutting-edge, research-informed and highly engaging pedagogies that ensure high levels of progress and rapid development of staff; leading to the highest levels of achievement for all!

1.4 Our Aims

Outstanding Professionals

To develop winning teams of Governors, leaders, staff and other stakeholders who are forward thinking, highly skilled, open, hardworking and determined to enable success for others

Innovative Systems Enabling Creative Schools

To create Innovative and sustainable schools that are creative, vibrant, safe, compliant, financially healthy, well-resourced and exceptionally well governed and led

Strong Partnership and Communities

To Work closely with our local communities and parents to secure the best outcomes and opportunities for our learners.

To develop a network of partnerships across all our academies, our local area and across the country which are powerful in supporting the development of all.

Which enables.....

Exceptional Learners

To develop learners who are highly successful with attributes, skills and qualifications for a fulfilling life.

To ensure all our learners have a high quality school experience and enjoy an abundance of opportunities.

We will be achieving our aims by ensuring:

- Excellence in learning where our pupils are enabled to be creative thinkers and turn their ideas into actions;
- A diverse, inspirational curriculum, with exciting enrichment and leadership opportunities;
- The development of skills and networks for the future, including for the world of work;
- Our Learning curriculum and values are interleaved through all our priorities in order to develop life-long skills which develop our pupils into responsible, confident and successful members of our communities and wider society;
- Creative, resourceful staff facilitating challenging and stimulating learning, where career progression is mapped and supported;
- High standards of governance, with financial security and effective leadership and management with strong support services to enable our academies to focus on achieving excellent outcomes.

1.4 For our pupils

- Academies where children come first and all activities reflect this.
- Inclusive schools that promotes the highest expectations for every individual.
- Every lesson good or better.
- Every child enabled to make progress and achieve their full potential.
- Every individual nurtured emotionally and encouraged to learn independently.

1.5 For Staff

- Collaboratively working within a system of self-improving schools.
- A community of peer led professional learning, reflection, challenge and support.

1.6 For Communities

- Academies assisting parents in the education for their children;



To achieve this, Exceed Learning Partnership school improvement strategy aims to develop:

- Genuine collaboration, based on shared values, trust and respect.
- Effective leadership at all levels.
- Quality in the classroom.
- Rich curriculum and extra-curricular activities, promoting a culture of vocation.
- Pastoral support systems to maximise pupils' wellbeing, self-esteem and confidence.
- Systematic monitoring and intervention.
- Clear systems and policies in place to ensure consistency is achieved.
- Targeted professional development.

1.7 Our Ultimate Aims

- All Academies well led and governed.
- Well-motivated staff, working together to improve all schools.
- Succession planning management is in place to secure good leaders in the future.
- Robust school improvement, challenge and support procedures are embedded and successful.
- Good strategic business and financial management and efficiency at Trust and Academy level, ensuring value for money.
- Reputation of success, results in offers of support to schools outside the Trust.

2 Code of Conduct for all members of Exceed Learning Partnership Trust and its Local Governing Bodies

2.1 Legal Framework

This Code of Conduct has due regard to statutory legislation including, but not limited to, the following:

- The Children Act 1989
- The Children Act 2004
- The Education Act 2011
- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018
- The Childcare Act 2006
- Protection of Freedoms Act 2012



- The Data Protection Act 2018
- The General Data Protection Act (GDPR)

This Code of Conduct also has due regard to guidance including, but not limited to, the following:

- DfE Governance Handbook October 2020
- DfE Academies Trust Handbook 2022
- DfE Keeping Children Safe in Education September 2022
- DfE Disqualification under the Childcare Act 2006 August 2018
- The Seven Principles of Public Life (Nolan Committee)

2.2 Role and Responsibilities

- (1) Members/Directors of Exceed Learning Partnership and its Local Governing Bodies will always be mindful of their responsibilities and to maintain the ethos and reputation of the Academies within the Trust.
- (2) The Members/Directors of the Trust and Local Governing Boards (LGBs) must apply the highest standards of conduct and ensure robust governance, as these are critical for effective financial management. They should follow the Governance Handbook, which describes the following features of effective governance and will aid compliance with the Academies Financial Handbook:
 - **strategic leadership** that sets and champions vision, ethos and strategy
 - **accountability** that drives up educational standards and financial performance
 - **people** with the right skills, experience, qualities and capacity
 - **structures** that reinforce clearly defined roles and responsibilities
 - **compliance** with statutory and contractual requirements
 - **evaluation** of governance to monitor and improve its quality and impact
- (3) Local Governing Bodies (LGBs) will have oversight and scrutiny of their respective academy within an overall strategic direction and framework determined by the Trust Board. LGBs can raise matters of concern or interest directly with Directors of the Trust Board. The Chair of the LGB will attend a Chair of Governors Board with other members of the academies to support the work of the Trust and have a voice in ensuring the best outcomes, procedures or resourcing is achieved across the Trust.



- (4) Members/Directors of Exceed Learning Partnership and its Local Governing Bodies are responsible for determining, monitoring and keeping under review the financial performance, policies, plans and procedures within which the Trust and how its Academies will operate.
- (5) All Members/Directors of Exceed Learning Partnership and its Local Governing Bodies will be required to make themselves familiar with Trust and Academy procedures, including the following:
 - Finance Policy
 - Child Protection and Safeguarding Policy
 - Equality Policy
 - Health and Safety Policy
 - Behavioural Policy
 - Whistleblowing Policy
 - Assessment Policy
 - Data Protection Policy
 - Disciplinary Procedures
 - Complaints Procedures
 - Safer Recruitment Policy
- (6) This Code of Conduct will be reviewed by the Exceed Learning Partnership on an annual basis and will be signed by Directors and Governors at the first meeting held in the Autumn Term.
- (7) The Exceed Learning Partnership and its Local Governing Bodies have three core strategic functions: to ensure accountability, establish the strategic direction of the Trust and its Academies and to ensure financial probity.
- (8) Members/Directors of Exceed Learning Partnership and its Local Governing Bodies accept that they have no legal authority to act individually, except when the Board of Directors/Local Governing Body has given them delegated authority to do so in accordance with the Schemes of Delegation, therefore they will only speak on behalf of the Board of Directors/ Local Governing Body when they have been specifically authorised to do so.
- (9) Members/Directors of Exceed Learning Partnership and its Local Governing Bodies accept collective responsibility for all decisions made by the Board of Directors and Local Governing Body or its delegated agents, this means that they will not speak against majority decisions outside of any Trust Board/Local Governing Body meeting.
- (10) Members/Directors of Exceed Learning Partnership and its Local Governing Bodies have a duty to act fairly and without prejudice, and in so far as they have responsibility for staff, they will fulfil all that is expected of a good employer.
- (11) Members/Directors of Exceed Learning Partnership and its Local Governing Bodies will encourage open governance and will act appropriately.
- (12) Members/Directors of Exceed Learning Partnership and its Local Governing Bodies will consider carefully how their decisions may affect the community and other schools.



- (13) Members/Directors of Exceed Learning Partnership and its Local Governing Bodies will actively support and challenge the leadership of the Trust and Academies.
- (14) In making or responding to criticism or complaints Members/Directors of Exceed Learning Partnership and its Local Governing Bodies will follow the procedures established by the Board of Directors.
- (15) Under no circumstances will Members of Exceed Learning Partnership and its Local Governing Bodies speak against majority decisions outside of meetings.

2.3 Confidentiality

- (1) Members/Directors of Exceed Learning Partnership and its Local Governing Bodies will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside and outside school.
- (2) Members/Directors of Exceed Learning Partnership and its Local Governing Bodies will at all times ensure confidentiality outside a Board of Directors/Local Governing Body meeting and greatest prudence when discussing the Trust and Academy business
- (3) Members/Directors of Exceed Learning Partnership and its Local Governing Bodies will not reveal details of any Board of Directors/Local Governing Body vote under any circumstance.
- (4) Members/Directors and Local Governors accept that, in the interest of open government, their full names, date of appointment, terms of office, role, attendance record and any business/pecuniary interests they have will be published on the Trust/Academy website.
- (5) In the interests of transparency, Directors and Governors accept that information relating to members of Exceed Learning Partnership and Local Governing Bodies will be logged on the Department of Education's national database (Get information about schools).
- (6) Members/Directors of Exceed Learning Partnership and its Local Governing Bodies will ensure that all confidential papers are held and disposed of appropriately.

2.4 Commitment

- (1) Members/Directors of Exceed Learning Partnership and its Local Governing Bodies acknowledge that accepting office as a Member/ Director/ Governor involves the commitment of significant amounts of time and energy.
- (2) Members/Directors of Exceed Learning Partnership and its Local Governing Bodies will be involved actively in the work of the Board of Directors/ Local Governing Body, and accept their fair share of responsibilities, including service on committees or working groups.
- (3) Members/Directors of Exceed Learning Partnership and its Local Governing Bodies will make full efforts to attend all meetings. Where they cannot attend a meeting they will contact the Trust/Academy in advance to explain why they are unable to.
- (4) We will consider seriously our individual and collective needs for training and development, and undertake relevant training and inductions in a prompt and efficient manner.



2.5 Behaviour of Directors and Governors

- (1) The Chair of the Board of Directors and the Chairs of Local Governing Bodies are responsible for ensuring the appropriate conduct and behaviour of Directors and Governors at all times.
- (2) Members/Directors of Exceed Learning Partnership and its Local Governing Bodies will seek to develop open, honest and effective working relationships with the CEO, Principals, staff members, parents/carers and the community.
- (3) Members/Directors of Exceed Learning Partnership and its Local Governing Bodies will strive to work as a team in which constructive working relationships are actively promoted.
- (4) Members/Directors of Exceed Learning Partnership and its Local Governing Bodies will always express their views openly, courteously and respectfully in all our communications with other Directors/Governors.
- (5) The Board of Directors and the Local Governing Bodies acknowledge the time, effort and skills demonstrated in the execution of delegated functions by other members of Exceed Learning Partnership and the Local Governing Bodies.
- (6) Members/Directors and Governors will take into account any concerns expressed about their delegated function, and will be prepared to answer questions from other Directors and Governors regarding their role.
- (7) When making decisions, Directors and Governors will carefully consider how their decisions and actions might affect those who are part of the school community and wider locally.

2.6 Conflicts of interest

- (1) Members/Directors of Exceed Learning Partnership and its Local Governing Bodies will act in the best interests of Partnership as a whole and not as a representative of any group or individual, even if elected to the Board of Directors/Local Governing Body.
- (2) Interest of those related or closely connected to a Director or Local Governor will be declared on the Register of Business Interests.
- (3) If any such conflict matter arises in a meeting Members of Exceed Learning Partnership and its Local Governing Bodies will leave the meeting for the appropriate length of time.
- (4) Members/Directors of Exceed Learning Partnership and its Local Governing Bodies will also declare any conflict of loyalty at the start of any meeting should the situation arise.



4. Attendance at Board of Directors/Local Governing Body and Committee meetings

- (1) A high level of attendance (70%) at meetings of the Board of Directors/Local Governing Body and their Committees is expected so that Directors/Governors can perform their functions properly. The minimum acceptable level of attendance will be more than half of the Board of Directors/Local Governing Body, or the Committee meetings which the Director/Governor is a member of, held in one academic year.
- (2) If unable to attend a meeting, Directors/Governors should notify the Trust Governance Professional or Academy and give as much notice as possible of their absence and the reason for the absence.
- (3) Giving an apology does not in itself protect a Director/Governor from disqualification for failing to attend any Board of Directors/Local Governing Body meetings in the relevant period. The Board of Directors/Local Governing Body has to consent to the reasons for absence.
- (4) A Director/ Governor will be disqualified if they fail to attend Board of Directors/Local Governing Body meetings - without the consent of the Board of Directors/Local Governing Body - for a continuous period of six months, beginning with the date of the first meeting missed.
- (5) A Director/ Governor disqualified for non-attendance is not eligible for re-appointment as the same category of Director/Governors for a period of twelve months from the date of disqualification.

4.1 Access to the Academy

- (1) Members/Directors of Exceed Learning Partnership and its Local Governing Bodies will take an active interest in the Trust, its Academies and its community.
- (2) Visits to the Academy will be arranged in advance with the Principal.
- (3) Exceed Learning Partnership and its Local Governing Bodies will adhere to the agreed framework in which all visits will be undertaken.
- (4) Directors and Governors will actively participate in the Academy community, and will respond to opportunities to be involved in Trust activities and events.

4.2 Suspension

- (1) If the need arises to use the sanction of suspending a Director/ Governor, Exceed Learning Partnership and its Local Governing Bodies will do so by following the Exceed Learning Partnership Articles of Association to ensure a fair and objective process.

4.3 Removal

- (1) Members/Directors of Exceed Learning Partnership and its Local Governing Bodies recognise that removing a Director/Governors from office is a last resort, and that it is the appointing bodies which have the power to remove those they appoint.

- (2) If the need arises to use the sanction of removing a Director/Governors, we will do so by following the Exceed Learning Partnership Articles of Association so as to ensure a fair and objective process.

5 Breaching this code of conduct

- (1) If a Member/Director of Exceed Learning Partnership or its Local Governing Bodies breaches this code of conduct, the issue will be raised with the Chair of the Board of Directors/Chair of Local Governing, who will investigate the concern. In the event that it is believed the Chair of the Local Governing Body has breached this code, the Chair of the Board of Directors/Local Governing Body will undertake the investigation. In the event that it is believed the Chair of the Board of Directors has breached this code, another Director will undertake the investigation, the Members will then hear this and the outcome will be the Members decision.
- (2) Exceed Learning Partnership and its Local Governing Bodies will only suspend or remove a Director/Governor from their post as a last resort.
- (3) Exceed Learning Partnership and its Local Governing Bodies will attempt to resolve any difficulties or disputes in a constructive manner before suspension or removal is considered.

Our mutual expectations of one another are that the CEO, Executive Team and Principal:

- Share information with Directors/Governors, whether it is good or bad
- Trust Directors/Governors to act professionally regarding any information or discussion that may take place in Board of Directors/ Local Governing Body meetings or committee meetings.
- Be familiar with legislation to help Directors/Governors make the right decisions.
- Encourage the Board of Directors/Local Governing Body to improve (through training and self-review) and be part of the planning process.
- Know and value individual Director's/Governors' skills and talents.
- Encourage all Directors/Governors, new and experienced, to participate fully in the business of the Board of Directors/Local Governing Body.
- Promote the role of the Director/Governor in the Academy and within the community, so that staff and others understand the purpose and responsibilities of the Director/Local Governor.

The Director/Governor should:

- Attend meetings regularly, making the Board of Directors/Local Governing Body meeting a priority.
- Read any paperwork prior to the meeting.



- Maybe asked to be a member of an additional committee/working group
- Observe confidentiality and never discuss an individual teacher or pupils at a meeting or the content of a discussion outside the Board of Directors/Local Governing Body.
- Put the interests of the pupils and staff at the heart of his/her actions.
- Be willing to learn by visiting the Academy in an appropriate manner.
- Understand the difference between governance and management and never step over the "invisible line".
- Be a supportive ear for parents but not the receiver of complaints.
- Be committed to training and agree to undertake appropriate training in order to develop their own skills and support the development of the team of Directors/Governors.
- Be an ambassador for Exceed Learning Partnership, publicly supporting its aims, values and ethos
- Never say or do anything publicly that would embarrass the Trust, its Academies, the CEO, Principals, or the other members of the Board of Directors/Local Governing Body
- Express views openly, courteously and respectfully in all communications with board members and staff both inside and outside of meetings

6 Low-level concern policy

The overarching aim of the Trust Low-Level Concern Policy is to facilitate a culture in which the clear values and expected behaviours which are set out within the Code of Conduct are lived, constantly monitored, and reinforced by all staff, Governors, Directors, Members. In particular, the intention of this policy is to:

- maintain a culture of openness
- embed trust and transparency in which staff are confident and clear about expected behaviours of themselves and their colleagues
- delineate boundaries and reporting lines
- ensure staff feel empowered to raise any low-level concern, whether about their own or a colleague's behaviour
- ensure that where behaviour might be construed as falling short of the standards set out in our Code of Conduct and Safeguarding and Child Protection Policy and Procedure
- provide for responsive, sensitive and proportionate handling of such concerns when they are raised – maintaining on the one hand confidence that concerns when raised will be handled promptly and effectively whilst, on the other hand, protecting staff from false allegations or misunderstandings.

Where a Low Level concern exists, Directors/Governors should:

Refer to the Safeguarding and Child Protection Policy and Procedure by reporting it to the academies Designated Safeguarding Lead, Principal or Chief Executive Officer as soon as reasonably possible

and, in any event, within 24 hours of becoming aware of it (where the concern relates to a particular incident).

Policy Agreed September 2021 and reviewed September 2022

Signed CEO: *B.A. Nixon*

Signed: Chair of Directors: *J. Blewett*

Policy to be reviewed in September 2023



Name of Member/Director/Governor/Parent Governor/Staff Governor	
Role on the Trust Board/Local Governing Body	
Date of Appointment	
Length of Appointment	

Please tick the appropriate box once you have read and understand the following documents:

Trust Wide Polices		
Keeping Children Safe in Education	Keeping children safe in education 2022 (publishing.service.gov.uk)	
Health and Safety Policy	https://www.exceedlearningpartnership.co.uk/policies/	
Equalities and Diversity Policy	https://www.exceedlearningpartnership.co.uk/policies/	
Whistleblowing Policy	https://www.exceedlearningpartnership.co.uk/policies/	
Freedom of Information and General Data Protection	https://www.exceedlearningpartnership.co.uk/policies/	
Disciplinary Policy	https://www.exceedlearningpartnership.co.uk/policies/	
Trust Child Protection and Safeguarding Policy	ELP---Trust-Safeguarding-Policy-sep-2022v2~1.pdf (exceedlearningpartnership.co.uk)	
Complaints Policy and Procedure	https://www.exceedlearningpartnership.co.uk/policies/	
Policies Individual to each Academy (Governor Roles)		
Behaviour Policy and Academy Safeguarding Policy	http://www.hilltop-primary.co.uk/policies/ https://www.edlingtonvictoria.co.uk/school-policies-1/ http://www.carrlodgeacademy.org/policies-/ http://www.sandringham.school/information/policies http://www.sheepdiplane.doncaster.sch.uk/page/policies-downloads/1726 https://www.willowprimaryschool.co.uk/ https://www.bentleyhighstreet.co.uk/ https://www.rosedale.doncaster.sch.uk/	

I hereby acknowledge the terms detailed within the Exceed Learning Partnership Trust and Local Governing Body Code of Conduct and agree to abide by this code whilst I am an active member of the Trust/Governor Body. I understand that the role is of a voluntary nature and will therefore not receive payment for my duties. Any expenses which I claim will be made in line with the Directors' and Governors' Allowances Policy.

Signature

Date