



# THE LOCAL ADVISOR CODE OF CONDUCT

July 2023



## The Local Advisor Code of Conduct

This Code sets out the expectations on and commitment required from Local Advisors in order for the Local Advisory Board (LAB) to carry out properly its work within the school, its community and as part of The Circle Trust.

### The purpose of the Local Advisory Board

The LAB is the school's responsible body. The LAB is a committee of the Trust Board of The Circle Trust. The Circle Trust is a multi-academy Trust to which this school belongs. Local Advisors are responsible for the conduct of their school and for promoting high standards. The LAB aims to ensure that children and young people are attending a successful school, which provides them with a good education and supports their well-being.

#### **In this respect the LAB:**

- Sets the strategic direction of the school by (amongst other things):
  - Setting the values, aims and objectives for the school
  - Agreeing the school improvement strategy which includes approving the budget
- Holds the Headteacher to account for the performance of the school
- Challenges and supports the school by (amongst other things) monitoring, reviewing and evaluating:
  - The implementation of policies
  - Progress towards targets
  - The implementation and effectiveness of the school improvement strategy
- Ensures accountability by (amongst other things):
  - signing off the school's own self-evaluation report
  - reporting to and responding to requests from the Trust Board
  - responding to Ofsted reports when necessary
  - ensuring parents and pupils are involved, consulted and informed as appropriate
  - making information available to the community
- Participates with the Chief Executive Officer in the performance management of the Headteacher who will deliver the aims (through the day-to-day management of the school, implementation of the agreed policy framework and school improvement strategy, and delivery of the curriculum) and report appropriately to the LAB.

#### **For LABs to carry out their role effectively, Local Advisors must be:**

- Prepared and equipped to take their responsibilities seriously;
- Acknowledged as the responsible body by the lead professionals;
- Seek support when required from the Trustees, CEO and Company Secretary; and
- Willing and able to monitor and review their own performance.



## The role of a Local Advisor

The LAB is a corporate body which means:

- No Advisor can act on their own without proper authority from the LAB or the Trust Board of The Circle Trust;
- All Advisors carry equal responsibility for decisions made; and
- Although appointed through different routes (i.e. parents, staff or co-opted), the overriding concern of all Advisors has to be the welfare of the school as a whole.

### General

- We understand purpose of the LAB and the role of the Headteacher are as set out above.
- We are aware of and accept the Nolan seven principles of public life (see Appendix 1).
- We have no legal authority to act individually, except when the Trust Board have given us delegated authority to do so, and therefore we will only speak on behalf of the LAB when we have been specifically authorised to do so.
- We have a duty to act fairly and without prejudice.
- We accept collective responsibility for all decisions made by the LAB. This means that we will not speak against majority decisions outside the LAB meetings.
- We will consider carefully how our decisions may affect the community and other schools.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school. Our actions within the school and the local community will reflect this.
- In overseeing the school, we will follow the procedures and policies established by The Circle Trust and enact the responsibilities required of us.

### Commitments

- We acknowledge that accepting office as a Local Advisor involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the LAB, and accept our fair share of responsibilities, including service on committees or working groups.
- We will make full efforts to attend all meetings and give notice if we are unable to.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- Our visits to school will be arranged in advance with the staff and undertaken within the framework established by the LAB and agreed with the Headteacher.
- We will consider seriously our individual and collective needs for training and development, and will undertake relevant professional development.
- We are committed to actively supporting and when appropriate challenging the Headteacher.

### 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 Local Advisors and others.
- We will support the Chair in their role of ensuring appropriate conduct both at meetings and at all times.



- We are prepared to answer queries from other Local Advisors and Trustees in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- We will seek to develop effective working relationships with the Headteacher, staff and parents, our community and the Trust to which we belong, The Circle Trust.

### Confidentiality

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school
- We will exercise the greatest prudence at all times when discussions regarding school business arise outside a LAB meeting.
- We will not reveal the details of any Advisor's vote.

### Conflicts of Interest

In accordance with [The Circle Trust's Register of Interests Policy](#):

- We will record any pecuniary or other interest that we have in connection with the LAB, the school or The Circle Trust in the LAB Register of Interests;
- We will declare any pecuniary or other interest in a matter for discussion at a meeting and offer to leave the meeting for the appropriate length of time.

### Suitability

The criteria for disqualification for serving as a Local Advisor are set out in [The Circle Trust LAB Terms of Reference](#). Each Advisor confirms by signing this Code that they are not disqualified from serving as a Local Advisor and should at any time a criteria for disqualification apply or will or be likely to apply they will without delay inform the Chair of the LAB and the Company Secretary.

## Breach of this Code of Conduct

- If we believe this Code has been breached, we will raise this issue with the LAB Chair and the Chair will investigate; the LAB should only use suspension 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 Advisor, such as the Vice Chair or a Trustee will investigate.
- We understand that any allegation of a material breach of this Code of Conduct by any Local Advisor shall be raised at a meeting of the LAB, and, if agreed to be substantiated by a majority of Advisors, shall be minuted and can lead to consideration of suspension from the LAB



**The Trust Board adopted this Code of conduct on 5 July 2023.**

All Local Advisors will be asked to sign this document on appointment.

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### Undertaking:

As a member of the Local Advisory Board I will abide by this Code and will always have the well-being of the children and the reputation of the school at heart; I will do all I can to be an ambassador for the school, publicly supporting its aims, values and ethos; I will never say or do anything publicly that would embarrass the school, the Local Advisors, the Headteacher or The Circle Trust.

Signed:	
Printed name:	
Date:	

## Appendix: The Seven 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).

 <h3>Selflessness</h3> <p>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 material benefits for themselves, their family, or their friends.</p>	 <h3>Integrity</h3> <p>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.</p>	 <h3>Objectivity</h3> <p>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.</p>	
 <h3>Accountability</h3> <p>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.</p>	 <h3>Openness</h3> <p>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.</p>	 <h3>Honesty</h3> <p>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.</p>	 <h3>Leadership</h3> <p>Holders of public office should promote and support these principles by leadership and example.</p>