

BWT Governance Code of Conduct

Reviewed September 2024

Those governing at Brooke Weston Trust are expected to demonstrate explicit behaviours such as transparency, integrity, and accountability in fulfilling their roles. They are committed to acting in the best interests of the Trust, ensuring compliance with legal and regulatory requirements, and fostering a culture of open communication. Practically, this involves making well informed, evidence-based decisions and carefully balancing short and long term risks and opportunities. They should challenge assumptions constructively, remain objective, and avoid conflicts of interest. This framework serves as a reference point for evaluating decisions, particularly in high risk situations, ensuring alignment with the [Trust's values](#) and strategic objectives.



Trustees: We agree to follow the [charity governance code](#)

Local Governors: We recognise and support the principles set out in the [charity governance code](#)

We will abide by the Seven Nolan Principles of Public Life:

Selflessness

We will act solely in terms of the public interest.

Integrity

We will avoid placing ourselves under any obligation to people or organisations that might try inappropriately to influence us in our work.

We will not act or take decisions in order to gain financial or other material benefits for ourselves, our family, or our friends. We will declare and resolve any interests and relationships.

Objectivity

We will act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

We are accountable to the public for our decisions and actions and will submit ourselves to the scrutiny necessary to ensure this.

Openness

We will act and take decisions in an open and transparent manner. Information will not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

We will be truthful.

Leadership

We will exhibit these principles in our own behaviour. We will actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

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As individuals, we agree to:

Fulfil our role & responsibilities

1. Leadership & Governance:

Our core role is to lead the trust's vision and strategy, with operational responsibilities handled by the CEO and Senior Leadership Team. We will promote and embody the trust's values and ethos, and ensure decisions benefit the trust and the wider community. Trustees will act fairly and without bias as an employer, while local governors will serve as ambassadors for the trust in their communities.

2. Compliance & Governance:

We will fulfil our duties as outlined in the scheme of delegation, adhere to trust policies, procedures, and legal requirements, and cooperate with necessary compliance checks (e.g., disclosure or right-to-work). We will uphold the Equality Act and promote equal opportunities for all.

3. Collective Responsibility:

We will work together for the benefit of the trust, supporting and standing by collective decisions. In holding senior leaders accountable, we will be candid, constructive, and respectful. If actions conflict with the Seven Principles of Public Life or put pupils at risk, we will raise concerns with trust leaders or, if necessary, the relevant authorities.

4. Communication & Representation:

We will only represent the trust board when authorized and will protect the trust's reputation in all communications, including on social media. Members will ensure the trust board operates effectively and intervene only if governance standards decline.

5. Handling Complaints:

We will follow established procedures when making or responding to complaints, ensuring fairness and transparency throughout the process.

Demonstrate our commitment to the role

1. Active Participation:

We will engage fully in the board's work, accepting a fair share of responsibilities, including serving on committees or working groups as needed. We will attend all meetings whenever possible and provide advance notice if unable to attend.

2. Preparation & Contribution:

We will come prepared to meetings, having reviewed all relevant materials, and contribute positively while observing board protocols.

3. School Engagement:

We will get to know the school(s) well, seek opportunities to be involved in school activities, and arrange visits in advance, following school and board practices.

4. Respect for Protocols:

Whether visiting a school in an official or personal capacity (e.g., as a parent), we will uphold the commitments made in this code.

5. Commitment to Development:

We will participate in induction and ongoing training, with a focus on priority areas like safeguarding, and commit to continuously enhancing our skills and knowledge.

Build and maintain relationships

1. Effective Collaboration:

We will build strong working relationships with leaders, staff, parents, and stakeholders, including those at the local level and in the wider community.

2. Open and Respectful Communication:

We will express our views openly, courteously, and respectfully in all interactions with board members and staff, inside and outside of meetings.

3. Inclusive Environment:

We will foster an inclusive atmosphere where all board members' contributions are valued equally and work together to support the chair in leading the board.

4. Community Representation:

Local governors will champion the voices of their school community, working effectively with trustees, while trustees will engage with and be accountable to local governors and relevant authorities.

Transparency and confidentiality

1. Commitment to Confidentiality:

We will maintain confidentiality regarding sensitive matters involving staff, pupils, or families, both during and after our time in office.

2. Handling Confidential Information:

We will ensure confidential documents are securely managed and disposed of appropriately, and we will not disclose details of board votes.

3. Data Protection:

We will follow the Trust's data protection policies when handling personal data, report any breaches to the data protection officer, and prioritize reporting child protection concerns where a child is at risk of harm.

Declare conflicts of interest

Members, Trustees, and Governors will avoid conflicts between their personal interests and their duties to the trust. We will declare all relevant interests, which will be recorded in the register of business interests and published on the trust's website. We acknowledge that our names, roles, and other relevant information will be published online for transparency and recorded on the DfE's national database. Additionally, we will act in the best interest of the trust, not as representatives of any external group.

Breach of this code of conduct

If we believe the code has been breached, we will report it to the chair, who will investigate and seek to resolve the issue constructively. Suspension or removal will only be used as a last resort. If the chair is believed to have breached the code, the vice chair or another designated member will investigate. Local governors deemed unsuitable for their role may be removed by the board of trustees.

As part of the BWT Governance structure I will always have the wellbeing of the children and the reputation of the school and Trust at heart; I will do all I can to be an ambassador for the trust and school, publicly supporting its aims, values and ethos.

I declare I will carry out my role(s) with honesty and integrity, and help to ensure that the:

- Trust and its various schools are an environment where everyone is safe, happy, and treated with respect;
- Achievement and well-being of our pupils is at the heart of what we do;
- Governance expectations are met; and
- Reputation of the Trust/school is maintained.



Adopted by: BWT Board of Directors on 05.09.2024

Signed: Richard Morrison, Chair of the board

This Code of Conduct has been customised for Brooke Weston Trust based on the model provided by the National Governance Association. We agree that the Board of Trustees will review this code annually, and it will be adopted by all committees, including the local governing boards.

Document control

Date of last review:	October 2024	Author:	Head of Governance
Date of next review:	September 2025	Version:	1
Approved by:	Board of Directors	Status:	Approved

Summary of changes:

New Code of Conduct issued to all governance layers following a review of the NGA 2024 document.