



Academy Advisory Committee Code of Practice

Primary and Secondary Academies

July 2018

This code sets out the expectations on and commitment required from members of the academy advisory committee in order for it to properly carry out its work within the academy and the community and must be read subject to the provisions of CHAT's 'Articles of Association' and 'Scheme of Delegation' which themselves are subject to amendment by the Education and Skills Funding Agency and Board of Trustees. In the event of any conflict between the terms of this Code of Practice and the Articles of Association / Scheme of Delegation, it is the latter which take precedence.

1. The purpose of the academy advisory committee

- 1.1. Each academy's advisory committee is responsible for the conduct of the academy and for promoting high standards. It aims to ensure that pupils are attending a successful academy which provides them with outstanding education and supports their well-being.

2. The academy advisory committee will:

- 2.1. Work with the CHAT Board to establish the strategic direction by:
 - Supporting the vision, values, and objectives for the academy
 - Monitoring the academy development plan priorities and targets
 - Meeting statutory duties
- 2.2. Ensure accountability by:
 - Monitoring progress towards targets
 - Engaging with stakeholders
 - Contributing to academy self-evaluation

3. As advisors we agree to the following:

Role & responsibilities

- 3.1. I understand the purpose of the academy advisory committee and the roles of Head teacher and Chief Executive Officer.
- 3.2. I accept that I have no legal authority to act individually, except when the CHAT Board or academy advisory committee has given me delegated authority to do so, and therefore I will only speak on behalf of the academy advisory committee when I have been specifically authorised to do so.
- 3.3. I will not make public statements on behalf of the Trust / Advisory Committee / Academy and understand that such statements can and will only be made by those with the delegated authority to do so.
- 3.4. I accept that the academy advisory committee has collective responsibility for all decisions made by either it or its delegated agents. This means that I will not speak against majority decisions outside the local advisory committee meeting.

- 3.5. I have a duty to act fairly and without prejudice and, in so far as the academy advisory committee has responsibility for staff, I will fulfil all that is expected of a good employer.
- 3.6. I will encourage open government and will act appropriately.
- 3.7. I will consider carefully how our decisions may affect the community and other academies or schools.
- 3.8. I will always be mindful of academy advisory committee's responsibility to maintain and develop the ethos and reputation of our academy. Our actions within the academy and the local community will reflect this.
- 3.9. In making or responding to criticism or complaints affecting the academy I will contribute to ensuring the academy advisory committee follows the procedures established by the academy advisory committee or the CHAT Board.
- 3.10. I will contribute to ensuring the academy advisory committee actively supports and challenges the Head teacher and leadership team.

Commitment

- 3.11. I acknowledge that accepting office as an advisor involves the commitment of significant amounts of time and energy.
- 3.12. I will familiarise ourselves with and abide by the *7 principles of Public Life*, as set out by the Committee of Standards in Public Life.
- 3.13. I understand there is an expectation that I attend all meetings and read papers in advance of those meetings. Where I cannot attend, I will explain in advance why I am unable to do so. Full and advance notice will be given for electronic attendance (e.g. skype or conference calls). I am aware that continued non-attendance may result in consideration of removal from the academy advisory committee.
- 3.14. I will involve myself actively in the work of the academy advisory committee and accept my fair
- 3.15. share of responsibilities, including visits and service on any working groups.
- 3.16. I will get to know the academy well and respond to opportunities to involve both ourselves and the academy advisory committee in academy activities.
- 3.17. I will visit the academy, with all visits to the academy arranged in advance with the staff and undertaken within the framework established by the academy advisory committee and / or agreed with the Head teacher.
- 3.18. I will consider seriously my individual and collective needs for training and development, and will undertake relevant training.

- 3.19. I accept that I am a representative of CHAT Academies and will not, through my behaviour or actions, knowingly bring the organisation into disrepute
- 3.20. I accept that in the interests of open government, information with regard to our roles as advisors including details of any business or pecuniary interests will be published on the academy's website.
- 3.21. I accept that the role of advisor is subject to appropriate DBS checks.

Relationships

- 3.22. I will strive to work as part of a team in which constructive working relationships are actively promoted.
- 3.23. I will express views openly, courteously and respectfully in all communications with other advisors.
- 3.24. I will support the chair of the termly meetings in their role of ensuring appropriate conduct both at meetings and at all times.
- 3.25. I am prepared to answer queries from other advisors in relation to delegated functions and take into account any concerns expressed, and will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- 3.26. I will seek to develop effective working relationships with the Trust Board, Chief Executive Officer, Head teacher, staff, parents, other relevant agencies and the community.

Conflicts of interest

- 3.27. I will record any pecuniary or business interest (including those related to people I am connected with) that we have in connection with the academy advisory committee's business in the *Register of Business Interests*, and if any such conflicted matter arises in a meeting I will offer to leave the meeting for the appropriate length of time.
- 3.28. I will declare any conflict of loyalty at the start of any meeting should the situation arise.
- 3.29. I will act in the best interests of the academy as a whole and not as a representative of any group, even if elected to the academy advisory committee.

Breach of this code of practice

- 3.30. If I believe this code has been breached, I will raise this issue with the chair; the academy advisory committee will only use suspension / removal as a last resort after consulting the Chief Executive Officer and seeking to resolve any difficulties or disputes in more constructive ways.
- 3.31. Should it be that we believe the chair has breached this code another advisor, or Trustee, will investigate.

Confidentiality

- 3.32. I understand that the academy and CHAT Board have duty to comply with the requirements of GDPR and the Data Protection Act 2018 and I will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside the academy.
- 3.33. I will exercise the greatest prudence at all times when discussions regarding academy business arise outside an academy advisory committee meeting.
- 3.34. I will not reveal the details of any academy advisory committee's vote.
- 3.35. I will hold confidential within the academy advisory committee all discussions and deliberations that may occur in the process of arriving at decisions.
- 3.36. I understand that the position we hold on the academy advisory committee is separate from that of other positions we may hold at the academy. Our responsibilities to the academy advisory committee remain in effect whilst performing the duties of any other positions we may hold.
- 3.37. Revealing or disseminating confidential information without prior authorisation from the chair shall be considered cause for removal from the academy advisory committee.
- 3.38. Upon the conclusion or termination of my role as an advisor, I will return or securely destroy all documents and other materials in our possession obtained during our term as a member of the academy advisory committee. This may relate to electronic, paper or other medium.
- 3.39. These agreements and obligations shall survive the termination or conclusion of our term on the academy advisory committee.

4. Declaration

- 4.1. Advisory committee members are asked to sign and return the final page of this document.

CHAT Academy Advisory Committee Code of Practice

Declaration

I have read and understood the Academy Advisory Committee Code of Practice. As a member, I will always have the achievement and well-being of the pupils and the reputation of the academy at heart and will do all I can to be an ambassador for the academy and the Trust, publicly supporting its aims, values and ethos. I will never say or do anything publicly that would embarrass the academy, the academy advisory committee, Trust staff or the Trust itself.

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).

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 material benefits for themselves, their family, or their friends.

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.

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.

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.

Openness

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.

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.

Signature

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Print name

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Type of Advisor Parent Co-opted Education Specialist Advisor

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Date

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