



**POLICY ON VISITS TO SCHOOLS BY  
DIRECTORS AND LOCAL ADVISORY  
COMMITTEE REPRESENTATIVES  
FOR SCHOOLS WITHIN QUEST**

**St. Peter's C. of E. Primary School, Hindley  
Hindley Green Community Primary School  
St. John's C. of E. Primary School, Hindley Green  
St. John's C. of E. Primary School, Abram  
University Collegiate School, Bolton**



**September 2021**  
Review date September 2023

## **Policy on visits by Directors and Local Advisory Committee Representatives to schools within QUEST**

After obtaining satisfactory DBS clearance, LAC Representatives are welcome to come into schools to listen to readers, help with activities, help in classes, attend assemblies/worship and other school events.

Prior to coming into school, Representatives are requested to contact the Principals to arrange a convenient day and time to visit.

Named Directors, i.e. literacy, numeracy, SEN etc may benefit by coming into schools to have close contact with the teachers responsible for their particular subject. Again, this can be arranged by contacting the Principals.

LAC Representatives are also invited to attend an Annual LAC Representatives Day in the schools held each year during the summer term.

Directors and LAC Representatives will adhere to the codes of conduct at all times, attached as appendix 1 for Directors and appendix 2 for LAC Representatives.

*This policy was agreed by the Board of Directors during the  
Autumn Term 2021*

Signed:      Chair of Board of Directors

### **The Purpose of the Board of Directors**

The Board of Directors:

- Is the Academy Trust's and each school's accountable body
- Is responsible for the conduct of the schools and for promoting high standards
- Aims to ensure that children are attending successful schools which provide them with a good education and supports their well-being
- Is subject to the duties and responsibilities of charitable trustees and company directors and must abide by the articles of association, the funding agreements and the Academy Trust Handbook 2021.

### **The Board of Directors**

Sets the strategic direction of the Academy Trust and schools by:

- Setting the values, aims and objectives for the Academy Trust and schools
- Agreeing the policy framework for achieving those aims and objectives
- Setting statutory targets
- Agreeing the school improvement strategies which includes approving the budgets and agreeing the staffing structures.

Challenges and supports the Trust and its schools by monitoring, reviewing and evaluating:

- The implementation and effectiveness of the policy framework
- Progress towards targets
- The implementation and effectiveness of the school improvement strategies
- The budgets and the staffing structures

Ensures accountability by:

- signing off the School Evaluation Forms and SIAMS evaluation forms
- responding to School Improvement and Ofsted reports when necessary
- holding the CEO, Director of Education and Principals to account for the performance of the schools
- ensuring parents and pupils are involved, consulted and informed as appropriate
- making available information to the community
- being positive public advocates at all times for the schools, staff and Academy Trust.

Appoints and performance manages the CEO who will deliver the strategic aims, growth and development of the Academy Trust (which impacts on and facilitates the aims and improvement strategies and curriculum, for schools within the Academy Trust) and reports appropriately to the Board.

Must understand their statutory duties, as company directors as set out in the Companies Act 2006. These comprise the duties to:

- act within their powers
- promote the success of the company
- exercise independent judgment
- exercise reasonable care, skill and diligence
- avoid conflicts of interest
- not to accept benefits from third parties and declare interest in proposed transactions or arrangements

For Directors to carry out their role effectively, directors must be:

- Prepared and equipped to take their responsibilities seriously
- Acknowledged as the accountable body by the lead professionals
- Supported by the appropriate authorities in that task
- Willing and able to monitor and review their own performance

## **The Role of a Director**

In law the Board of Directors is a corporate body, which means:

- no director can act on her/his own without proper authority from the Board of Directors
- all directors carry equal responsibility for decisions made

## **QUEST's Board of Directors accepts the Following Principles and Procedures:**

### **General**

1. We have responsibility for determining, monitoring and keeping under review the broad policies, plans and procedures within which the Academy Trust schools operate.
2. We recognise that our CEO, Director of Education and Principals are responsible for the implementation of policy, management of the Academy Trust schools and the implementation and operation of the curriculum.
3. We accept that all directors have equal status, and our overriding concern will be the success of the Academy Trust and schools as a whole.
4. We have no legal authority to act individually, except when the Board has given us delegated authority to do so, and we will only speak on behalf of the Board of Directors when we have been specifically authorised to do so.
5. We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfill all the legal expectations as, or on behalf of, the employer.
6. We will encourage open governance and shall be seen to be doing so.
7. We will consider carefully, how our decisions may affect other schools and the community.
8. We are aware of and accept the Nolan seven principles of public life.
9. We accept collective responsibility for all decisions made by the Board of Directors or its delegated agents. This means that we will not speak against majority decisions outside the Board of Directors' meeting.
10. We will always be mindful of our responsibility to maintain and develop the ethos and promote the reputation of our schools and Academy Trust. Our actions within the schools and the local community will reflect this.
11. In making or responding to criticism or complaints affecting the schools or Academy Trust we will follow the procedures established by the Board of Directors.

### **Commitment**

12. We acknowledge that accepting office as a director involves the commitment of significant amounts of time and energy.
13. We will each involve ourselves actively in the work of the Board of Directors, attend regularly and accept our fair share of responsibilities, including service on committees or working groups. When we cannot attend we will explain in advance when and why we cannot attend.
14. We will get to know the schools and Academy Trust well.
15. We will consider seriously our individual and collective needs for training and development and will undertake relevant training.
16. We are committed to actively supporting and questioning the CEO.

### **Relationships**

17. We will strive to work as a team in which constructive working relationships are actively promoted.
18. We will seek to develop effective working relationships with our CEO, Director of Education and Principals, staff, parents, the Local Authority, Liverpool Diocese, other relevant agencies and the community.
19. We will express views openly, courteously and respectfully in all our communications with other directors and staff.
20. We will support the Chair in their role of ensuring appropriate conduct both at meetings and at all times and locations.
21. We are prepared to answer queries from other directors 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.

### **Confidentiality**

22. We will observe confidentiality regarding proceedings of the Board meetings in meetings and from our visits to schools as directors.
23. We will observe complete confidentiality when required or asked to do so by the Board, especially regarding matters concerning individual staff or students.

24. We will exercise the greatest prudence if a discussion of a potentially contentious issue affecting the schools arises outside the Board of Directors meetings with members of the public.
25. We will not reveal the details of any Board of Directors vote or individual's decisions.

#### **Conflicts of Interest**

26. We will record any pecuniary or other business interest that we have in connection with the Board of Directors business in the Register of Business Interests.
27. We will declare any pecuniary interest - or a personal interest which could be perceived as a conflict of interest - in a matter under discussion at a meeting and offer to leave the meeting for the appropriate length of time.

#### **Breach of this Code of Practice, Suspension and Removal**

28. If we believe this Code has been breached, we will raise this issue with the Chair and the Chair will investigate (if the Chair has breached the Code of Conduct for Directors then either the CEO (if he/she is a director) or the Vice Chair (if the CEO does not have director responsibility) will investigate; the Board of Directors should only use suspension as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
29. We understand that any allegation of a material breach of this Code of Conduct for Directors by any director shall be raised at a meeting of the Board, and, if agreed to be substantiated by a majority of directors, shall be minuted and can lead to consideration of suspension from the Board.
30. If removal from the Board is necessary, this shall be in accordance with the Trust Articles of Association.

#### **The Board of Directors of QUEST adopted this Code of Conduct for Directors on 21<sup>st</sup> September 2021.**

All directors will sign the Code of Conduct for Directors at the first Board of Directors meeting of each school year.

As a member of the Board of Directors I will always have the well-being of the children and the reputation of the schools and Academy Trust at heart. I will do all I can to be an ambassador for the schools in our Academy Trust, publicly supporting their aims, values and ethos. I will never say or do anything publicly that would embarrass or compromise the schools, the Academy Trust, the Board of Directors, the CEO or staff.

I agree to safeguard myself, the school and fellow colleagues by not posting or commenting about any aspect related to any colleague, school, the Academy Trust or its business on any social networking site (Facebook, MSN, Twitter etc) in line with the Academy Trust's e-safety policy and confidentiality clauses above

I agree to the terms of the Code of Conduct for The Board of Directors and will adhere to the Seven Principles of Public Life as specified below.

#### **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.

**Local Advisory Committee Representatives  
Code of Conduct – 2021/22**

**The Purpose of the Local Advisory Committees**

The Local Advisory Committees:

- Are each school's advisory body
- Are responsible for the conduct of the schools and for promoting high standards
- Aims to ensure that children are attending successful schools which provide them with a good education and supports their well-being

**The Local Advisory Committee Representatives:**

Supports the school by monitoring, reviewing and evaluating:

- The implementation and effectiveness of the policy framework
- The School self-evaluation and SIAMS evaluation forms
- The School Improvement Plan
- The implementation and effectiveness of school improvement strategies to ensure a whole and rounded education

Ensures parents and pupils are involved, consulted and informed as appropriate

Makes information available to the community

Encourages full school involvement as a hub of the community

Are positive public advocates at all times for the school, staff and Academy Trust

For Local Advisory Committee Representatives to carry out their role effectively, Representatives must be:

- Prepared and equipped to take their responsibilities seriously
- Acknowledged as the accountable body by the lead professionals
- Supported by the appropriate authorities in that task
- Willing and able to monitor and review their own performance

**The Role of a Local Advisory Committee Representative**

A Local Advisory Committee is a corporate body which means:

- no Representative can act on her/his own without proper authority from the Board of Directors
- all Representatives carry equal responsibility for decisions made
- although appointed through different routes (i.e. parents, staff, Directors appointments), the overriding concern of all Representatives has to be the success of the schools and the Academy Trust as a whole

**QUEST's Local Advisory Committee Representatives accepts the following principles and procedures**

**General**

1. We have responsibility for monitoring and keeping under review the broad policies, plans and procedures within which the schools operate the curriculum.
2. We recognise that our CEO and senior leaders with delegated responsibilities are accountable for the implementation of policy, management of the school and the implementation and operation of the curriculum.
3. We accept that all representatives have equal status, and our overriding concern will be the success of the schools and Academy Trust as a whole.
4. We have no authority to act individually
5. We have a duty to act fairly and without prejudice
6. We will encourage open discussion and shall be seen to be doing so.
7. We will consider carefully, how our decisions may affect other schools and the community.
8. We are aware of and accept the Nolan seven principles of public life.
9. We accept collective responsibility for all decisions made by the Local Advisory Committee. This means that we will not speak against majority decisions outside the Local Advisory Committee meetings.
10. We will always be mindful of our responsibility to maintain and develop the ethos and promote the reputation of our schools and the Academy Trust. Our personal and collective actions and words within the schools and the local community will reflect this.
11. In making or responding to criticism or complaints affecting the schools or Academy Trust we will follow the procedures established by the Board of Directors.

### **Commitment**

12. We acknowledge that accepting office as a Representative of a Local Advisory Committee involves the commitment of significant amounts of time and energy.
13. We will each involve ourselves actively in the work of the Local Advisory Committee, attend regularly and accept our fair share of responsibilities, including service on committees or working groups. When we cannot attend we will explain in advance when and why we cannot attend.
14. We will get to know the schools and Academy Trust well and respond to opportunities to involve ourselves in their activities.
15. We will consider seriously our individual and collective needs for training and development and will undertake relevant training.
16. We are committed to actively supporting and asking questions to ensure the best learning and well being for all.

### **Relationships**

17. We will strive to work as a team in which constructive working relationships are actively promoted.
18. We will seek to develop effective working relationships with our staff and parents, and the local community.
19. We will express views openly, courteously and respectfully in all our communications with other representatives and staff.
20. We will support the Chair in their role of ensuring appropriate conduct both at meetings and at all times and locations.

### **Confidentiality**

21. We will observe confidentiality regarding proceedings of the Local Advisory Committee meetings in meetings and from our visits to schools as representatives.
22. We will observe complete confidentiality when required or asked to do so by the Local Advisory Committee, especially regarding matters concerning individual staff or students.
23. We will exercise the greatest prudence if a discussion of a potentially contentious issue affecting the schools arises outside the Local Advisory Committee meetings with members of the public.
24. We will not reveal the details of any Local Advisory Committee vote or individuals decisions.

### **Conflicts of Interest**

25. We will record any pecuniary or other business interest that we have in connection with the Local Advisory Committee business in the Register of Business Interests.
26. We will declare any pecuniary interest - or a personal interest which could be perceived as a conflict of interest - in a matter under discussion at a meeting and offer to leave the meeting for the appropriate length of time.

### **Breach of this Code of Practice, Suspension and Removal**

27. If we believe this Code has been breached, we will raise this issue with the Chair of the Local Advisory Committee and the Chair will investigate (if the Chair has breached the Code of Conduct for Local Advisory Representatives then either the CEO or the Chair of the Board of Directors will investigate). Suspension should only be used as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
28. We understand that any allegation of a material breach of this Code of Conduct for Representatives by any Representative shall be raised at a meeting of the Local Advisory Committee, and, if agreed to be substantiated by a majority of representatives, shall be minuted and can lead to consideration of suspension from the Local Advisory Committee.
29. If removal from the LAC is necessary, this will be in accordance with the school's Scheme of Delegation.

### **The Local Advisory Committee Representatives of QUEST adopted this Code of Conduct for Representatives on 28<sup>th</sup> September 2021.**

All members will sign the Code of Conduct for Representative at the first Local Advisory Committee meeting of each school year.

As a Representative of the Local Advisory Committee I will always have the well-being of the children and the reputation of the schools and Academy Trust at heart. I will do all I can to be an ambassador for the schools in our Academy Trust, publicly supporting their aims, values and ethos. I will never say or do anything publicly that would embarrass or compromise the schools, the Academy Trust, the Board of Directors, the CEO or staff.

I agree to safeguard myself, the school and fellow colleagues by not posting or commenting about any aspect related to any colleague, school, the Academy Trust or its business on any social networking site (Facebook, MSN, Twitter etc) in line with the Academy Trust's e-safety policy and confidentiality clauses above.

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