

## **Code of Conduct for trustees and committee members**

This Code sets out the standards of behaviour expected of St Paulinus Pre-school trustees and committee members.

### **Respect**

Trustees and committee members must treat each other, members of staff and others they come into contact with when working in their role with respect and courtesy at all times. They must respect the role of staff and let them work unhindered.

### **Commitment**

Trustees and committee members must devote sufficient time preparing for and attending meetings to ensure they add value to the Board's or the committee's work.

### **No personal benefit**

Trustees and committee members must not benefit from their position beyond what is allowed by the law. Trustees and committee members should take decisions solely in terms of St Paulinus Pre-school interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends

### **Conflicts of interest**

Trustees and committee members should identify and promptly declare any actual, potential or perceived conflicts affecting them. They must absent themselves from any discussion where there is any such conflict.

### **Openness and accountability**

Trustees and committee members must be open, responsive and accountable to each other and members of staff about their decisions and actions.

Trustees and committee members must disclose anything in their past which could bring St Paulinus Pre-school into disrepute e.g. removal from any previous governance role.

### **Confidentiality**

Trustees and committee members must respect the status of confidential issues they read and discuss. They are bound to maintain the status of this material and any discussions.

### **Integrity**

Trustees and committee members are required to use their knowledge, expertise and experience to take the best decisions they can in the interests of the charity. They are equally responsible for all decisions of the board or committee. Trustees and committee members should also promote and support the principles of good governance by leadership and example and should act in an individual capacity and not as a representative of any group, organisation or individual.

**Statement of acceptance**

I have read and understood the above Code of Conduct for trustees and committee members. I agree to abide by the standards set in the code.

Signed: .....

Name (please print) .....

Date .....