



Methodist Independent Schools Trust

Trustee Code of Conduct

References to Trustees in this document apply equally to other volunteer members of the MIST Board, its Committees and working parties.

1. Introduction

- a. MIST is a charitable company limited by guarantee and thus Trustees are subject to the same statutory duties as directors of private companies. Under the Companies Act 2006, directors have a duty to:
 - Avoid conflicts of interest
 - Not accept benefits from other parties
 - Declare in advance interest in proposed transactions or arrangements within the organisation
 - Act within powers
 - Promote the success of the organisation to achieve its purposes
 - Exercise independent judgement
 - Exercise reasonable care, skill, diligence and confidentiality

There is an annual requirement to complete/update the Register of Trustee Interests, Register of Trustee Training and make the Fit and Proper Person declaration.

- b. MIST is a Methodist charity

MIST sits under the umbrella of the Methodist Conference. Conference appoints Trustees and MIST reports annually to Conference.

The Methodist Church is engaged in education as part of its Christian mission in the world. Its schools will seek to extend the Methodist ethos and character and contribute to diversity in education.

2. Key documents

Trustees should familiarise themselves with:

- a. Instrument of Government
- b. MIST's Articles of Association
- c. Governance Manual
- d. Mission, Ethos and Values statements
- e. Strategic Plan
- f. Safeguarding and Child Protection Policy
- g. Whistleblowing Policy
- h. Data Protection Policy

- i. Modern Slavery Policy/Statement
- j. Conflict of Interest Policy/Guidance

These documents are routinely reviewed by the MIST Trustees and shared with MIST schools. They are available on request to the MIST office and at www.methodistschools.org.uk.

3. MIST Executive

The MIST Executive Officers will:

- Provide Trustees with timely and relevant information in order to allow them to fulfil their (governing) responsibilities
- Provide MIST Trustees with advice and ensure that external professional advisers are available as and when needed
- Work in partnership with the Trustees to ensure that it fulfils its statutory and legal responsibilities
- Invest time, money and other resources in order to help support and further develop good governance
- Provide Trustees with the necessary administrative and other support they need to fulfil their responsibilities
- Arrange for the reimbursement of Trustees' out-of-pocket expenses incurred in the course of their duties as Trustees

4. Outline expectations of Trustees

Trustees are expected to:

- **Act within the Instrument of Government and the law** - be aware of the contents of MIST's governing document and the law as it applies to MIST.
- **Act in the best interests of MIST as a whole** - considering what is best for MIST and its beneficiaries and avoiding bringing MIST into disrepute.
- **Act in accordance with MIST's published policies** - e.g. safeguarding, whistleblowing, data protection
- **Avoid conflicts of interest but where unavoidable manage them effectively** - registering, declaring and resolving conflicts in advance wherever possible. Not gaining materially or financially unless specifically authorised to do so. See Conflict of Interest Policy.
- **Respect confidentiality** - understanding what confidentiality means in practice for MIST, MIST Executive, MIST Schools and individuals involved with MIST.
- **Have a sound and up to date knowledge of MIST and its context** - understanding how MIST works and the educational, political and church contexts within which MIST operates.
- **Attend meetings and other appointments or give apologies** - considering other ways of engaging with and supporting MIST's objectives between meetings.
- **Prepare fully for meetings and all work for MIST** - reading papers, querying anything you don't understand and thinking through issues in good time before meetings.
- **Actively engage in discussion, debating and voting in meetings** - making decisions collectively, standing by them and not acting individually unless specifically authorised to do so.
- **Work considerately and respectfully with all** - respecting diversity, different roles and boundaries, and avoiding giving offence.

- **Inform the MIST Executive of any occurrences that may impact on their suitability and/or may require a new DBS check to be conducted** - for example, receiving a conviction, caution, reprimand or warning which has been recorded on a police central record or any information held locally by police forces or statutory agencies (e.g. children's social care) that are grounds to be considered relevant, since your last annual declaration.

5. Conditions of Insurance

The conditions of our insurance require all Directors, Trustees, Officers and/or Partners to confirm the following:

- I confirm that I have not been convicted, or charged but not tried, for a criminal offence (non-motoring).
- I confirm that I have not been declared bankrupt or am the subject of bankruptcy proceedings.
- I confirm that I have not been involved in another Company within 6 months before receivership/insolvency.

If you are not able to confirm any of these statements, please note the reasons below for discussion with our insurer, or send a confidential email to the Business Director.

Signed:

Print name:

Role in MIST:

Date:

Updated: November 2023