# STRATTON PLAYGROUP

# 2 Code of Conduct for Charity Trustees

**General**

The Trustee must always act in the best interest of Stratton Playgroup as a whole; it is not acceptable to act in order to gain financial or any other material benefit for the trustee, for family, friends or any other organisation. Therefore:

* Trustees must understand and support the aims and objectives of the playgroup and act in accordance with the constitution at all times.
* Trustees must act and make decisions in the best interest of the playgroup, its present and future beneficiaries; and be aware of issues that may affect the present and future development of the playgroup.
* Professional assistance should be obtained as needed to enable the trustees to be able to make appropriate decisions affecting the playgroup.
* Trustees must not receive benefits financial or non-financial that are not explicitly authorised by the constitution. Trustees should not exert any influence to gain preferential treatment for themselves, their family, or any other organisation in which they have interest.
* Trustees are jointly and severally liable for their decisions; therefore decisions must be taken collectively and communicated to staff, stakeholders and funders in a united manner.
* Trustees are accountable to their stakeholders for their actions and as such, decision-making and governance issues should be as transparent as possible, except, such as personnel matters, when confidentiality is required.
* Trustees should spend an appropriate amount of time reading papers and preparing for board meetings. A minimum attendance of 75% of meetings is expected of trustees to ensure that best practice in governance is reached and maintained. Where a trustee is unable to attend a meeting he/she should always ensure that the Chair is informed beforehand.
* Should a trustee feel that they require further guidance or training in their role is needed, the playgroup administrator should be informed, who will actively develop such training on an individual or group basis.
* Trustees have a duty of confidentiality and should not, therefore repeat confidential information outside the confines of the trustees meetings.

**Conflict of Interest**

As a member of the governing body of a charity, you must avoid any conflict between interests of the organisation and personal interests. Trustees are required to act reasonably and prudently in all matters relating to the playgroup and need always to bear in mind that their prime concern is the interests of the playgroup. They cannot let their personal views or prejudices affect their conduct as trustees. They need to exercise an appropriate degree of care in dealing with the administration of the playgroup.

* Any trustee who has financial interest in a matter under discussion should declare the nature of their interest and withdraw from the room unless they have a dispensation to speak.
* If a trustee has any interest in the matter under discussion which creates a real danger of bias (that is, where you, or people connected with you through family, business or another charity) they should declare the nature of the interest and withdraw from the room, unless they have a dispensation to speak.

* If a trustee has any other interest which does not create a real danger of bias, but which might reasonably cause others to think it could influence their decision, they should declare the nature of the interest, but may remain in the room, participate in the decision, and vote if they wish.
* If in any doubt about the application of these rules, they should consult with the Chair.
* If there is a potential for conflict of interest - it is recommended that each trustee’s interests are recorded in a written statement and listed in a register.

**Data Protection**

The information provided will be processed in accordance with the data protection principles as set out in the Data Protection Act 1998. Data will be processed only to ensure that the trustees act in the best interest of the playgroup. The information provided will not be used for any other purpose.

**Changes to the Policy or Procedures**

Changes to the policy or procedures can only be made by the management committee of the playgroup.

This policy was adopted at an open committee meeting of Stratton Playgroup

Held on

**12/05/2022**

Signed on behalf of the committee