



DECLARATION OF BUSINESS & PERSONAL INTERESTS 2016/2017

All serving governors are required to sign the business interests' documentation.

REGISTER OF BUSINESS INTERESTS GUIDANCE AND MODEL FORM

It is important that governors and staff not only act impartially, but are also seen to act impartially. The governing body and school staff have a responsibility to avoid any conflict between their business and personal interests and affairs and those of the school. There is a legal duty on all governors and school staff to declare an interest likely to lead to questions of bias when considering any item of business at a meeting and for the governor and member of school staff concerned to withdraw, if necessary, whilst the matter is considered.

To help put this duty into practice, a governing body is required to establish and maintain a register of pecuniary interests indicating, for all governors headteacher and school staff, any business interests including relationships. This should include, if appropriate, the company by whom they are employed, directorships, significant shareholdings or other appointments of influence within a business or other organisation which may have dealings with the school. They should include their own interest and those of any member of their immediate family (including partners) or other individuals known to them who may exert influence. The register sheet should be signed by the governor or member of staff. The register will enable governors to demonstrate that in spending public money they or members of staff do not benefit personally from decisions that they make. The register must contain, as a minimum, the elements shown on the attached sheet.

Governing Bodies should ensure the register is up to date, complete and includes all governors and school staff. Dated nil returns are also required. There should be notification of changes from governors, as appropriate, and through an annual review of entries. To ensure evidence of completeness it should be signed off annually by the chairman of governors.

Schools must keep the register up to date with notification of changes and through annual review of entries, and must make the register available for inspection by governors, staff, parents and the Council and to publish the register, for example on a publicly accessible website.

There is often some confusion around what information needs to be declared on the business interests form and whether spouses/partners possible interest is relevant. It may be helpful to clarify the situation to governors and staff with a covering letter when sending out the form and a suggested letter is attached. This letter also gives a bit more guidance for governors and staff on how to fill in the form.

It is specifically the clerk's responsibility to maintain the register of business interests, however it is the responsibility of each individual governor or member of staff to declare their interest. The register is not a substitute for declaring an interest at meetings.

Declaration of Business Interests

- Emma Moore – Governor and a Director at Print Monkey UK Ltd
- Julie Ralph – Governor and an administrator at Outwoods Edge

Details of other educational establishment being governed

- N/A

Relationships between governors and members of school staff

- Barry Bookham – Governor and wife an LSA at Outwoods Edge