

Declaration of Interest – Guidance for Governors

Please read the following notes on the declaration of interests and submit the form – for retention in the school office.

1. INTRODUCTION.

In accordance with the Academy Financial Handbook every Academy must maintain a Register of Business Interests.

Each member, trustee, local academy committee member, Headteacher and staff with financial responsibilities are required to register and declare any relevant business and pecuniary interests that could be perceived as influencing their decision-making and creating a conflict between their personal interests and the interests of the school.

2. WHAT SHOULD BE REGISTERED AND DECLARED.

As a general principal you should register and declare anything which a member of the public might reasonably think puts you at risk of being biased by putting private considerations above the public interest or seeking preferential treatment for yourself or people/bodies with whom you are connected.

You should register all interests and personal circumstances which could give rise to an interest in a contract or other matter. The register must include all business interests such as directorships, shareholdings and other appointments within a business or other organisation which may have dealings with the school. The disclosures should also include business interests of relatives and other individuals who may exert influence. Schools should ensure the register is up to date and complete, includes all governors and relevant staff and in this regard signed and dated. Nil returns are also required.

An interest is anything that might influence an individual to take into account some factor other than the interests of the school and can be divided into pecuniary and non-pecuniary.

Pecuniary interests are those where an item under discussion may have a financial benefit to an individual or their spouse or a partner. An example could be the discussion of a contract to be let by the school, which might profit that individual.

A non-pecuniary interest can be defined as where a decision could have potential non-financial implications, beneficial or otherwise, to the individual or the school. This could be a case of knowing someone who has a financial interest in the decisions being made or being related to someone who is, or has applied to be, employed at the school.

It is for individuals to decide what others might reasonably think would influence their judgement and to declare such an interest.

The Trust should keep the register up to date and ensure an annual review of entries. Trustees and local academy committee members should be given the opportunity to declare any interests prior to the start of any Trustee or Sub-Committee meeting. Other interests that occur unexpectedly should be declared at the time.

The Register should be retained by the school and available for inspection. Trusts must publish on their websites relevant business and pecuniary interests of members, trustees, local academy committee members and accounting officers.

For further guidance, contact your clerk or your Chair of Trustees.