

**STRICTLY CONFIDENTIAL**  
**Declaration of pecuniary and personal interest**  
**Staff and Governors**

Full Name: .....

Address: .....

.....

.....

Position held at school: .....

I \_\_\_\_\_, declare that I hold the following personal and/or pecuniary interest(s):

Pecuniary interests	Please provide details of the interest
Current employment	
Businesses (of which I am a partner or sole proprietor)	
Company directorships/Charity trusteeships – details of all companies of which I am a director/trustee	
Membership of professional bodies, membership organisations, public bodies or special interest groups of which I am a member and have a position of general control or management	
Gifts or hospitality offered to you by external bodies while acting in your position as a governor/trustee and whether this was declined or accepted in the last 12 months	
Contracts offered by you for the supply of goods and/or services to the trust/school	
Any other conflict	

Personal interests	Name	Relationship to me	Organisation	Nature of the interest
Immediate family/close connections/ relationships to governor/trustee/ member of staff				
Company directorships or trusteeships of family/close connections to governor/trustee/ member of staff				

**If you are a governor, trustee or member of staff of any other schools and/or academies, please provide details below:**

<b>Name of school / academy</b>	
<b>Position held</b>	
<b>Date appointed/elected to post</b>	
<b>Date of termination to post</b>	

To the best of my knowledge the information supplied above is correct and complete. I understand that it is my responsibility to declare any conflict of interest/loyalty, business or personal that relates directly or indirectly, to myself or any relation in any contract, proposed contract or other matter when present at a meeting at the school where such contract or matter comes under consideration. I understand that I must withdraw from any meeting during the discussion of such contract or matter and must not vote in respect of it.

I agree to review and update this declaration annually.

Signed: ..... Date: .....

**Financial Regulations for Schools**

The governing body of each school is required to establish a register which lists, for each member of the governing body and the headteacher, any business interests they or any member of their immediate family may have. The register must be kept up to date with any notifications of changes and through an annual review of entries and must be made available for inspection by governors, staff, parents and the authority.

**Financial Regulations for Staff:-**

A governor, head Teacher or any employee of the School who is in a position to influence a decision of the School, and with a business interest, direct or indirect, in a personal capacity in any contract with the School, shall declare that interest in writing to the Governing Body. In addition, it is the responsibility of governors and employees of the School to declare any business interest, direct or indirect, of immediate family members in any contract, proposed contract or other matter connected with the School. Such declarations shall be recorded in the register of business interests

**GUIDANCE NOTES:** Governors and trustees have a legal duty to act only in the best interests of their schools. Where a situation arises in which they cannot do this due to a personal interest they have, steps should be taken to identify, prevent and record the conflict. This ensures governors or trustees are acting in the best interests of the school.

In the declaration above, you must provide details relating to:

- Your ownership or partnership of a company or organisation which may be used by the trust/school to provide goods or services;
- Goods or services you offer which may be used by the trust/school;
- Any close relation you have to someone who satisfies either of the above;
- Any close relationship you have to someone who is employed by the trust/school.

Declaring your conflicts of interest is a legal requirement within the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 and for academies, in the Articles of Association and Academies Financial Handbook. However, making an annual declaration does not remove your requirement to make an oral disclosure of the interest and temporarily leave the meeting, where the interest is relevant to something being discussed.

### **Pecuniary interests**

Generally, governors should not participate in any discussions in which they may directly or indirectly benefit from a pecuniary interest, except where the relevant authority has authorised this i.e. legislation for maintained schools or articles of association for academies. A direct benefit refers to any personal financial benefit and an indirect benefit refers to any financial benefit you may have by virtue of a relationship to someone who stands to gain from a decision of the governing board. Both direct and indirect interests must be declared.

### **Non-pecuniary interests (Conflicts of loyalty)**

There may be a non-pecuniary interest whereby the governor does not stand to gain any benefit but a declaration should still be made. For example, this might be where a governor has a family member working in the school. While the governor might not benefit personally, their judgment could be impaired if something was brought up that would affect the family member.

### **Handling the conflict**

The governing board must make a decision as to whether or not they should take steps to remove the conflict by:

- Not pursuing the course of action it relates to; or
- Proceeding with it in an alternative way which does not give rise to conflict; or
- Not appointing the governor in question or seeking to secure their resignation.

### **In the minutes of the meeting, the following should be recorded:**

- The nature of the conflict;
- Which governor(s) it relates to;
- Whether a declaration was made in advance of the meeting;
- A brief overview of what was discussed;
- Whether the governor(s) withdrew from the meeting;
- How the governors made the decision in the best interests of the school.

The School and Early Years Finance (England) Regulations 2013 provide for local authority financing schemes to keep a register of pecuniary interests for the trustees, governors and staff of schools. The register should be reviewed annually by the clerk to the governing body but any new interest or ceased interest, should be reported to the clerk as and when they occur. Upon completion, this signed form should be given to the clerk of governors whose responsibility it is to keep a register of all interests and review it annually.

### **Publication of Register of Business Interests**

Details of governor and trustee business/pecuniary interests will be published in a register of business interests and also on the school's website. Where there is no website maintained for the school, the governing body must arrange for the following information to be published on a website, the address and details of which are made known to parents.