

Diocese of Southwell & Nottingham MAT

Guidance on Declaring Business Interests

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

A. REGISTER OF BUSINESS INTERESTS

1. The Board of Directors & Local Governing Body

To help put this duty into practice, the Trust is required to establish and maintain a register indicating individuals' business/pecuniary interests. 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.

- The register should include an entry for all directors, governors, associate members, headteachers, and the Clerk to the Board of Directors.
- Individuals 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 must be signed and dated by the individual and countersigned by the Chair of the Board to indicate that he/she has noted any declarations.
- The Clerk to the Board of Directors must ensure that the register is up to date and complete. Dated nil returns are also required.
- The forms must be renewed annually.
- The completed register must be retained by the Clerk and made available on request to the Board of Directors, the Chief Executive Officer, the appointed auditors and the EFA/DfE, if requested.
- The form completed by the Chair of the Board must be countersigned by the Chief Executive. The form completed by the Chief Executive must be countersigned by the Chair of the Board.

The register enables Directors to demonstrate that in spending public money they do not benefit personally from decisions that they make. The register must contain, as a minimum, the elements shown on the attached sheet.

2. Other staff with financial responsibility

It is also a requirement for all individuals in a position to influence financial decisions across the trust, to complete a form declaring any business/ pecuniary interests. These forms should be countersigned by the Headteacher within each academy to indicate that he/she has noted any declarations. Where a staff member is also a director or member of the local governing body, their form must be countersigned by the Chair of the Board who should bring any declared interests to the attention of the Chief Executive.

B. OPPORTUNITY TO DECLARE INTERESTS AT MEETINGS

There will be a standing agenda item at every meeting (including committee meetings) called "Declaration of Interest" to allow directors and governors the opportunity to declare ANY interests relating to items on the agenda.

Register of Business / Pecuniary Interests

Individuals should include interests of both themselves any member of their immediate family (including partners). Completion of this register does not remove the legal duty upon directors, governors and members of staff with financial responsibility to declare personal interest in any item of business at a meeting and for the person concerned to withdraw whilst the matter is considered.

Name of Individual

Person / Relationship (self / partner)	Name of Business	Nature of Business	Nature of Interest	Date interest started eg start date of employment	Date interest ends / ongoing
NIL					

If you have no such interests please write “NIL” in the table above.

I certify that I have declared all beneficial interests which I or any person connected with me have with businesses or other organisations which may have dealings with the school. I also undertake to inform the school of any change in these business interests.

Signed:C.Melless..... (Designation governor and vicar.....) Date: 25th June 2024

I have noted the interests declared above:

Signed  (DesignationLocal CoG.....) Date: 25/6/24

Countersigning

- Chair of the Local Governing Body must countersign the form for The Principal and members of the Local Governing Body.
- Chief Executive Officer to countersign the form for the Chair of the Local Governing Body.
- The Principal must countersign the forms for staff with financial responsibility within the Academies and inform the Chief Executive of the interests.