

**Turvey Primary School
2021-22**

NGA Register of Interests

Name	Position	Name of organisation	Nature of interest	Date interest was registered	Date interest ceased	Notes
Andrew Pickford		Barclays Bank plc Citizens Advice Bureau Three Rivers	Employee Trustee			
Wendy Stark						Nil
Mark Westwood		Turvey Parish Councillor	Parish Councillor			
Mike Pitt		Mike Pitt Mortgages				
Angela Laval		Cisco Howard Cottage Housing Trust	Husband is employee Husband is trustee			
Adam Boreham		Equinet Media				
Lorraine Gibson						Nil
Sharon Coles		Heydon Boreas	Husband is a Director			

Mark Smith		Govia Thameslink Conservative Party RMT Trade Union Citizens Advice Bureau Bedford	Employee Member Member Trustee			
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Record of Review (review to be conducted by the clerk)

Date						
Signature						



**Information Sheet 26: Business Interest Forms and information for
Maintained schools and Academies** *(provided by the National Governors'
Association and the Academies Financial Handbook)*

In the interest of openness and transparency all Maintained school governing boards must set up and maintain a register of business interests to be reviewed annually. The Academies Financial Handbook recommends that it is good practice to review the register regularly to keep it up to date. The Clerk should minute that this has taken place and prompt the chair to add this as an agenda item each year. To ensure evidence of completeness it should be signed off annually by the Chair of governors. Usually this will happen at the first meeting of the academic year.

Governing boards should ensure the register is up to date, complete and includes all governors. Dated nil returns are also required. There should be notification of changes from governors, as appropriate, and through an annual review of entries.

From 1st September 2015, it became a statutory duty for governing boards of maintained schools to publish a register on the school website. Academies also have to do this (Academies Financial Handbook August 2014).

In addition it is good practice for governors to sign a declaration of interests form at the start of each meeting. Currently most governing board members/directors verbally declare if they have a relevant business interest. Academy trusts must capture relevant business and pecuniary interests of members, trustees, local governors of academies within a multi-academy trust and senior employees. Failure to declare an interest is a serious matter. It might be an oversight, but a deliberate failure would be cause to suspend the governor.

What is a business interest?

There is no definitive list of what constitutes a business interest, but declarations should include:

- Links with individuals, businesses, contractors, directorships, shareholdings or other appointments where the school may purchase goods or services from or who are directly employed by the school.
- Interests of related persons such as parent, spouse, co-habitee, child or business partners where influence could be exerted by that person over a governor or a member of staff.

Where a governor or member of staff or related person has any interest, either pecuniary or non-pecuniary, in a matter to be discussed at a governors' meeting the governor or member of staff must declare their interest and withdraw from that part of the meeting.

If there is a doubt about whether or not an 'interest' should be declared and included on the register it is recommended that it should be included. (Academies Financial Handbook, August 2014). This is good practice for maintained schools as well as Academies.

There is a requirement in the Articles of Association of Academies for governors who have a personal interest (financial or otherwise) which may conflict with their duties as governors to declare it as soon as they become aware of it. Again this advice is good practice for maintained school governing boards.

Declaration of pecuniary and personal interest

Name:

School:

Position:

I [Name], declare as a Governor/Trustee of [School/Trust Name] 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 – details of all companies of which I am a director	
Charity trusteeships – details of all companies of which I am a 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 to governor/trustee				
Company directorships or trusteeships of family/close connections to governor/trustee				

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

Name of school/academy: _____
Position held: _____
Date appointed/elected to post: _____
Date of termination to post: _____

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 and give consent for the information provided to be used in accordance with the trust/school's conflicts of interest policy.

Signed: _____

Date: _____

NGA - 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 board 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.

The Charity Commission has produced [guidance on dealing with conflicts of interests](#) which may be useful, even for schools that do not have charitable status.