

Register of Interests Proforma for the academic year 2019 - 2020

School/Trust Name: _____

Full Name: _____

Status (Governor/Trustee/Associate Member/Member of Staff etc) _____ Date of Election/Appointment: _____

Business Interests	Please provide details:			Date interest ceased
Current Employment				
Businesses (of which I am a proprietor)				
Company Directorships				
Charity Trusteeships				
Any other conflict				
Personal Interests	Names of Connections/Involvement	Detail of Relationship	Nature of Interest	
Immediate family/close connection who works in the school				
Business involvement/ company directorships or trusteeships of family/close connection				
Details of any other educational establishments where you are a governor				

I understand that it is my responsibility to declare the nature of any business or personal interest, direct or indirect, of myself, partner/spouse/relatives/close connections in any contract, proposed contract or other matter in connection with the school and when present at a meeting where the contract or other matter comes under consideration to withdraw during the discussion and not vote in respect of it.

I certify that I have declared all beneficial interests that I, or any person closely 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 to these interests.

Signed _____ Date _____

NOTES ON WITHDRAWAL FROM MEETINGS AND DISCLOSURE OF INTERESTS

Business interests and pecuniary interests are not synonymous. Pecuniary interest is a wider term which would capture personal financial interests (e.g. trust funds and investments) as well as potential interests (e.g. possible promotion for a teacher governor). It is because these kinds of interests may not be clear in advance that the regulations make separate provision for them to be declared at the meeting at which the concerned matter comes up for discussion. Sometimes this will not be clear in advance, so a declaration can be made at any time during a meeting. These declarations are required to be formally recorded in the minutes of that meeting.

The general principle is that no-one should be involved in making a decision where his or her personal or financial interests may conflict or, to an outsider, appear to conflict with those of the governing board.

- The relevant regulations* apply to all members of the governing board and the headteacher and any others in attendance at the meeting, including associate members, though if a matter is to be voted upon, then only to the members of the governing board.
- The clerk to the governing board shall only be required to withdraw when the governing board is discussing the clerk's pay/contract or disciplinary action against the clerk.
- Governors have to withdraw when their own appointment, reappointment or removal as a member of the governing board or a committee is under consideration.
- Any governor who is employed to work at the school (other than the headteacher), must withdraw from a meeting where the pay or performance appraisal of any particular person employed to work at the school is under discussion.
- The headteacher must withdraw from any meeting where his/her own pay or performance appraisal is under discussion.

- If a person has any pecuniary interest, direct or indirect in any contract, proposed contract or any other matter under discussion at a meeting s/he shall at the meeting disclose the fact and:
 - (a) withdraw from the meeting during the consideration or discussion of the meeting;
 - (b) not vote on any question with respect to that matter.
- A person has an indirect pecuniary interest if:
 - (a) s/he, or any nominee of hers/his, is a member of a company or other board with which a contract is under consideration or has been made;
 - (b) s/he is a partner in business or in the employment, of a person with whom the contract is made or under consideration.
- A person has a direct or indirect pecuniary interest in a matter if a relative (including a spouse), partner or close connection, has a direct or indirect pecuniary interest.
- The headteacher (whether a governor or not), a governor who is a teacher or member of the non-teaching staff, or any teacher who is in attendance in an advisory capacity should not have an interest that is greater than the interest of the generality of teachers at the school.
- A person present at a meeting of a selection panel at which the subject for consideration is that person's appointment (or that of his/her relative, spouse, partner or close connection) to a post as a teacher or otherwise at the school, a transfer or promotion or retirement or shall be a candidate for the resulting vacancy, s/he shall be deemed to have an interest.
- Where there is any dispute as to whether somebody should withdraw from a meeting and not vote, that question must be determined by the other governors present at the meeting.

* [The School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013](#) and [DfE Departmental Advice](#).