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## School Governor Register and Declaration of Business Interests for Murdishaw West Community Primary School

It is the policy of Murdishaw West Community Primary School that governors and staff not only act impartially, but are also seen to act impartially. The Governing Board and school staff have a responsibility to avoid any conflict between their business and personal interests and affairs and those of the school.

There is a legal duty on all our governors to declare an 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. To help put this duty into practice, our Governing Board is required to establish and maintain a register of pecuniary interests indicating, for all governors, staff and the headteacher, any business interests. This will 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.

They will 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 page will be signed by the governor/staff member. The register will enable governors 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.

The Chair of our Governing Board will ensure the register is up to date, complete, and includes all governors and staff. Dated nil returns are also required. There will be notification of changes from governors, as appropriate, and through annual review of entries. To ensure evidence of completeness it will be signed off annually by the chair of governors. Staff will be asked to complete the register at their annual performance management review.

The completed register will be retained by the Clerk to the Governors as a confidential document, and made available on request to members of the Governing Board, the Headteacher, staff, parents, the Director of Education and for inspection as part of an audit.



**Register of School Governor/Staff Business Interests**

Governors and staff are advised to include interests of both themselves, any member of their immediate family (including partners). Completion of this register does not remove the legal duty upon governors and staff to declare personal interest in any item of business at a meeting and for the governor concerned to withdraw whilst the matter is considered.

**Name of Governor/Staff Member .....**

**NOTE : If it is NIL State “NIL”**

Person/ Relationship	Name of Business	Nature of Business	Nature of Interest	Date of Appointment or Acquisition	Date of Cessation of Interest	Date of Entry

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.

Signed : .....(Governor/Staff)

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

..... (Chair of Governors)

Date : ..... Review : .....

**DISCLOSURE OF CONFLICT/ PECUNIARY INTEREST**

The School Governance Regulations requires Governing Boards to maintain a register of Governors’ business interests. This requirement has been extended to include declarations of business interests of spouses and partners of Governors; any relationship a Governor has with an employee of a school or Governor at which s/he is a serving Governor and to declare their membership of any other Educational Governing Board.

**Please complete as appropriate and return to the School Admin Office**

Please print your name in full .....

School ... ..

- A** Neither I or my spouse/partner or relative have any financial interest in any company/organisation from which the school may or is considering purchasing goods or services.
  
- B** I or my spouse/partner or relative have a direct/indirect link with the companies/bodies/organisation listed below:-

Name of Company or Body	Business of Company or Body	Relationship to Company or Body

- C** I am a Governor/ Trustee of the following educational establishments

Name of Educational Establishment	Appointing Body	Term of Office

**D** I do not have any relationship with a member of school staff/Governing Board including spouse, partner and relatives

**E** I have the following relationship with a member of school staff/ Governing Board

NAME OF STAFF MEMBER/GOVERNOR	RELATIONSHIP

Continued overleaf

**F** I agree to be bound by the 7 principles of public life namely, selflessness, integrity, objectivity, accountability, openness, honesty and leadership

**G** I acknowledge my ongoing legal duty as a Governor to declare any pecuniary interest I may have in relation to any business to be discussed at ANY Governing Board meetings.

**Governors are required to declare offers of gifts and hospitality which are made to them in their official capacity.**

**H** I GIVE NOTICE that I have received the following gift(s)/ hospitality over the value of £25.00

Date(s) of receipt	N/A
Nature of gift(s) and/or hospitality	
Approximate value	
Name(s) and addresses of donor(s)	
Does the donor of the gift and/or hospitality have or has had or is likely in the future to have dealings with the School? If yes please specify	

Chairs Signature \_\_\_\_\_ Date \_\_\_\_\_



## GUIDANCE NOTES

1. As a general principle 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 are required to complete the declaration even if you have no business interests to declare.
2. You should register all interests and personal circumstances which could give rise to an interest in a contract or other matter coming before the Governing Board, including details of any other educational establishment you govern.
3. An interest is anything that might influence a Governor to take into account some factor other than the interests of the school and can be divided into pecuniary and non-pecuniary.
4. Pecuniary interests are those where an item under discussion may have a financial benefit to the individual Governor or their spouse or partner. An example could be the discussion of a contract to be let by the school, which might profit that Governor. Teachers must be able to fulfil their role as elected representatives of the teaching staff, but the teacher must not have a personal interest that is different from the teaching staff as a whole.
5. Non-pecuniary interest can be defined as any factor, which would cause an intelligent observer to think that the judgement of a Governor is biased. Most often this will be a case of knowing someone who has a financial interest in the decision being made or being related to someone who is, or has applied to be, employed at the school.

