

# Register of Business Interests for School Governors, Associate Members & Clerk to Governors

Academic Year 2021-22

Name: \_\_\_\_\_

Category/Position: \_\_\_\_\_

Date of Appointment: \_\_\_\_\_

Date of Resignation/Retirement: \_\_\_\_\_

*Please complete the following detail relating to your pecuniary interest*

<b>Nature of Interest 1:</b>		
<b>Date from which involved:</b>		
<b>Nature of Interest 2:</b>		
<b>Date from which involved:</b>		
<b>Received &amp; Checked by the Clerk*:</b>		<b>Date:</b>
<b>Date of interest ceased:</b>		
<b>Received &amp; Checked by the Clerk*:</b>		<b>Date:</b>

### PLEASE NOTE

Governors/members are reminded that completion of this form does not remove the requirement upon them to disclose orally, any interest on an agenda item at a specific meeting. It is therefore advised that governors/members should leave the meeting, with their departure time and return time being noted in the minutes by the Clerk.

I certify that I have declared all beneficial interests, which I or any person closely connected to me, with businesses or other organisations which may also have dealings with the school.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Received & Checked by the Clerk\*: \_\_\_\_\_

Date: \_\_\_\_\_

\* Signature required



## GUIDANCE ON COMPLETING YOUR REGISTER OF BUSINESS INTERESTS FORM

### Purpose of the form

All governors, associate members, Clerk to Governors\* and anyone else who is involved in discussions surrounding school governance have an obligation to avoid any conflict of interest between their own affairs and those of the school.

Nature of interest include pecuniary interests, governorships held at other schools, any 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. It should also include 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.

- \* *Whilst not legally required, it is seen as good practice for the Clerk to also sign a Register of Business Interests if any of the above criteria apply. The Chair of Governors should then be the counter signatory. Regulation 16 of [The School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013](#), adds that the clerk may stay in the meeting to act in his/her capacity as clerk. The clerk must withdraw only if the meeting is to consider his/her appointment or remuneration, or any disciplinary action to be taken against him/her.*

### FURTHER INFORMATION

Extracted from the [Governance Handbook](#)

#### **Publishing information about individuals**

People that govern hold an important public office and their identity should be known to their school(s) and wider communities. As expected under [statutory guidance for maintained schools](#) and required by the [Academies Financial Handbook \(AFH\)](#) and funding agreements for academy trusts, boards must publish details<sup>25</sup> on their website about each person (including all governors and associate members in maintained schools and all Members, Trustees, individuals on any LGBs and the AO26 in academy trusts). This information must include any relevant material business or pecuniary interests, including any governance roles in other educational institutions. It must also include any material interests arising from close family relationships between those involved in governance or between them and senior employees because such interests may increase the risk of:

- an inappropriate concentration of control of a publicly funded service among a small number of related individuals;
- a lack of safeguards against financial irregularity and the trust not being governed solely in its best interests; and
- potential negative external perception and damage to the reputation of the organisation or schools in general.

Under [s.538 of the Education Act 1996](#), and the AFH, the Secretary of State requires boards to provide certain details they hold about people involved in governance, as volunteered by individuals, via [Get information about schools \(GIAS\)](#) and keep the information up to date. The information to be provided is set out in a [message to all schools, published on 1 July 2016](#). Not all of the information collected via GIAS will be published, but all will be held encrypted securely by the department.

Boards should make it clear in their code of conduct that information about each person will be published on their website and via GIAS. Anyone failing to provide information to enable the board to fulfil their responsibilities may be in breach of the code of conduct and as a result be bringing the board into disrepute. Maintained school boards should consider suspending governors, while academy trust boards, Members or other appointing bodies should consider removing such individuals.

**Date of next document review:**

**September 2022 or earlier if change in legislation.**