

## **Declaration of Pecuniary and Personal Interest**

### **This is a statutory document and must be completed**

It is important that members, trustees, local academy councillors and staff not only act impartially, but are also seen to act impartially. The Members, Board of Trustees, Local Governing Body (or equivalent) and academy staff have a responsibility to avoid any conflict between their business and personal interests and affairs and those of the individual academy and Trust as a whole. There is a legal duty on all Members, Trustees, local academy councillors and staff to declare an interest likely to lead to questions of bias when considering any item of business at a meeting and for the academy councillor or staff concerned to withdraw, if necessary, whilst the matter is considered.

To help put this duty into practice, Academy Trusts are required to establish and maintain a register of interests indicating, for all members, trustees, staff and local academy councillors any business and pecuniary interests. This should include, if appropriate, the company by whom they are employed, trusteeships, significant shareholdings or other appointments of influence within a business or other organisation which may have dealings with the academy or Trust.

Members, Trustees, local academy councillors and staff completing the 'Declaration of pecuniary and personal interest' forms 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 'Declaration of pecuniary and personal interests' form should be signed by the academy councillor/staff member and completed on an annual basis.

All completed declaration forms will be passed to the Clerk who will collate this information and enter it on to a main trust register. This information is retained by the Trust. The register will be shared with other governance stakeholder and the clerking service. Some of this information will have to be published on the trust and school websites, as required by the Academy Trust Handbook.

The central register will enable the Trust to demonstrate that in spending public money individuals do not benefit personally from decisions that they make. The register must contain, as a minimum, the elements shown on the attached sheet. It is a requirement that this register is kept up to date and signed off annually by the Trust Board.

Guidance notes are attached

## Declaration of Pecuniary and Personal Interest

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Name: Antony Clements  
Academy: Inspire  
Position: Governor

I, , declare as a:

Member  
Trustee  
Local Governance Stakeholder

that I hold the following personal and/or pecuniary interest(s):

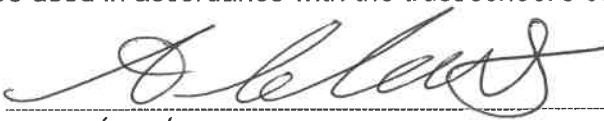
| Pecuniary interests   | Please provide details of the interest (the name of the business, the nature of the business and the nature of the interest) | Date interest started | Date interest ceased |
|---|--|-----------------------|----------------------|
| Current employment  | Ramsden Hall Academy<br>Head Teacher   | 1/5/23                |                      |
| Businesses (of which I am a partner or sole proprietor)   | None.  |                       |                      |
| Company trusteeships – details of all companies of which I am a director  | Essex SPECIAL SCHOOL Education Trust (Director)  | 1/9/23                |                      |
| Charity trusteeships – details of all companies/charities of which I am a trustee   |  |                       |                      |
| Member, Trustee or Governor at any other educational establishment.   | Great Oaks Small School<br>Trustee   | 1/9/20.               |                      |
| 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 academy councillor/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 | None. |  |  |
| Any other conflict   | None. |  |  |

| Personal interests  | Name  | Relationship to me | Organisation | Nature of the interest |
|---|-------|--------------------|--------------|------------------------|
| Immediate family/close connections - business ownership or directorships                                    | None. |                    |              |                        |
| Immediate family/close connections – trusteeships or governance roles in other Trusts, schools or charities | None. |                    |              |                        |

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 academy 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: 4/9/25

### Guidance notes

Staff, members and trustees and those involved in local school/academy governance have a legal duty to act only in the best interests of the Trust and its schools/academies. If a situation arises in which they cannot do this, and this is due to a personal interest, steps should be taken to identify, prevent and record the conflict. Thus ensuring local academy councillors or trustees are acting in the best interests of the school/academy.

In reference to the declaration 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.
- The above details for any close family member (e.g. partner, parent or child)

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 Trust 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.

#### **Important guidance**

- Forms need to be completed by the person signing the form
- Boxes on the form need to be completed even if by putting n/a
- Signatures cannot be typed
- Pen must be used
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#### **Completed forms must be returned to:**

Emily Little via e-mail at [Emily.little@educlerks.co.uk](mailto:Emily.little@educlerks.co.uk)

Please note completed forms are to be collated by the clerk, incomplete forms will be returned to amend.

#### **Pecuniary interests**

Generally, staff and local academy councillors 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;
- 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 academy councillor does not stand to gain any benefit but a declaration should still be made. For example, this might be where a academy councillor has a family member working in the academy. While the academy councillor might not benefit personally, their judgment could be impaired if something was brought up that would affect the family member.

**Handling the conflict**

The Trust Board must make a decision 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 academy councillor 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 academy councillor(s) it relates to;
- Whether a declaration was made in advance of the meeting;
- A brief overview of what was discussed;
- Whether the academy councillor(s) withdrew from the meeting;
- How the local academy councillors made the decision in the best interests of the academy.

Any new interest or ceased interest, should be reported to the clerk as and when they occur and a new form completed. Upon completion, this signed form should be given to the clerk, whose responsibility it is to keep the register of all interests.

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.



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Guidance notes are attached

## **Declaration of Pecuniary and Personal Interest**

**This is a statutory document and must be completed**

**Name:** Dr Eleni Kyriazi

**Academy:** Inspire

**Position:** Chair

I, declare as a:

**Member**

Trustee

Local Governance Stakeholder

that I hold the following personal and/or pecuniary interest(s):

| <b>Pecuniary interests</b>  | <b>Please provide details of the interest (the name of the business, the nature of the business and the nature of the interest)</b> | <b>Date interest started</b> | <b>Date interest ceased</b> |
|---|---|------------------------------|-----------------------------|
| Current employment  | City and Guilds awarding organisation   | May 2025                     |                             |
| Businesses (of which I am a partner or sole proprietor)   |   |                              |                             |
| Company trusteeships – details of all companies of which I am a director  |   |                              |                             |
| Charity trusteeships – details of all companies/charities of which I am a trustee   |   |                              |                             |
| Member, Trustee or Governor at any other educational establishment.   |   |                              |                             |
| 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 an academy councillor/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 - business ownership or directorships                                    |      |                    |              |                        |
| Immediate family/close connections – trusteeships or governance roles in other Trusts, schools or charities |      |                    |              |                        |

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 academy 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:** Dr Eleni Kyriazi  
 \_\_\_\_\_  
**Date:** 04.09.2025  
 \_\_\_\_\_

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### **Handling the conflict**

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Guidance notes are attached

## **Declaration of Pecuniary and Personal Interest**

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**Name:** **Gemma Petken**

**Academy:** Inspire Academy

**Position:** Meadows unit lead

I, , declare as a:

**Member**

Trustee

Local Governance Stakeholder

that I hold the following personal and/or pecuniary interest(s):

| <b>Pecuniary interests</b>  | <b>Please provide details of the interest (the name of the business, the nature of the business and the nature of the interest)</b> | <b>Date interest started</b> | <b>Date interest ceased</b> |
|---|---|------------------------------|-----------------------------|
| Current employment  | Inspire academy School  | Feb 2021                     |                             |
| Businesses (of which I am a partner or sole proprietor)   | N/A   |                              |                             |
| Company trusteeships – details of all companies of which I am a director  | N/A   |                              |                             |
| Charity trusteeships – details of all companies/charities of which I am a trustee   | N/A   |                              |                             |
| Member, Trustee or Governor at any other educational establishment.   | N/A   |                              |                             |
| 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 | Scout Leader – Welfare lead   |                              |                             |
| Gifts or hospitality offered to you by external bodies while acting in your position as a academy councillor/trustee  | N/A   |                              |                             |

|  |     |  |  |
|--|-----|--|--|
| 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 | N/A |  |  |
| Any other conflict   |     |  |  |

| Personal interests  | Name | Relationship to me | Organisation | Nature of the interest |
|---|------|--------------------|--------------|------------------------|
| Immediate family/close connections - business ownership or directorships                                    | N/A  |                    |              |                        |
| Immediate family/close connections – trusteeships or governance roles in other Trusts, schools or charities | N/A  |                    |              |                        |

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 academy 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.

**Gemma Petken**

**Signed:**

5<sup>th</sup> September 2025

**Date:**

**Guidance notes**

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**Handling the conflict**

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## **Declaration of Pecuniary and Personal Interest**

**This is a statutory document and must be completed**

**Name:** Lynda Harris  
**Academy:** Wandle Valley Academy – Inspire Academy  
**Position:** Headteacher and Academy Council Member

I, , declare as a:

Member  
 Trustee  
 Local Governance Stakeholder

that I hold the following personal and/or pecuniary interest(s):

| <b>Pecuniary interests</b>  | <b>Please provide details of the interest (the name of the business, the nature of the business and the nature of the interest)</b> | <b>Date interest started</b> | <b>Date interest ceased</b> |
|---|---|------------------------------|-----------------------------|
| Current employment  | Wandle Valley Academy   | September 2014               | Present                     |
| Businesses (of which I am a partner or sole proprietor)   |   |                              |                             |
| Company trusteeships – details of all companies of which I am a director  |   |                              |                             |
| Charity trusteeships – details of all companies/charities of which I am a trustee   |   |                              |                             |
| Member, Trustee or Governor at any other educational establishment.   | Inspire Academy   | 2018                         | present                     |
| 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 | Teaching Agency NASUWT  | 2000                         | Present                     |
| Gifts or hospitality offered to you by external bodies while acting in your position as a academy councillor/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 - business ownership or directorships                                    |      |                    |              |                        |
| Immediate family/close connections – trusteeships or governance roles in other Trusts, schools or charities |      |                    |              |                        |

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 academy 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:** Lynda Harris  
**Date:** 4.9.2025

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### **Completed forms must be returned to:**

Emily Little via e-mail at [Emily.little@educlerks.co.uk](mailto:Emily.little@educlerks.co.uk)

Please note completed forms are to be collated by the clerk, incomplete forms will be returned to amend.

### **Pecuniary interests**

Generally, staff and local academy councillors 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;
- 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 academy councillor does not stand to gain any benefit but a declaration should still be made. For example, this might be where a academy councillor has a family member working in the academy. While the academy councillor might not benefit personally, their judgment could be impaired if something was brought up that would affect the family member.

**Handling the conflict**

The Trust Board must make a decision 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 academy councillor 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 academy councillor(s) it relates to;
- Whether a declaration was made in advance of the meeting;
- A brief overview of what was discussed;
- Whether the academy councillor(s) withdrew from the meeting;
- How the local academy councillors made the decision in the best interests of the academy.

Any new interest or ceased interest, should be reported to the clerk as and when they occur and a new form completed. Upon completion, this signed form should be given to the clerk, whose responsibility it is to keep the register of all interests.

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.

## **Declaration of Pecuniary and Personal Interest**

### **This is a statutory document and must be completed**

It is important that members, trustees, local academy councillors and staff not only act impartially, but are also seen to act impartially. The Members, Board of Trustees, Local Governing Body (or equivalent) and academy staff have a responsibility to avoid any conflict between their business and personal interests and affairs and those of the individual academy and Trust as a whole. There is a legal duty on all Members, Trustees, local academy councillors and staff to declare an interest likely to lead to questions of bias when considering any item of business at a meeting and for the academy councillor or staff concerned to withdraw, if necessary, whilst the matter is considered.

To help put this duty into practice, Academy Trusts are required to establish and maintain a register of interests indicating, for all members, trustees, staff and local academy councillors any business and pecuniary interests. This should include, if appropriate, the company by whom they are employed, trusteeships, significant shareholdings or other appointments of influence within a business or other organisation which may have dealings with the academy or Trust.

Members, Trustees, local academy councillors and staff completing the 'Declaration of pecuniary and personal interest' forms 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 'Declaration of pecuniary and personal interests' form should be signed by the academy councillor/staff member and completed on an annual basis.

All completed declaration forms will be passed to the Clerk who will collate this information and enter it on to a main trust register. This information is retained by the Trust. The register will be shared with other governance stakeholder and the clerking service. Some of this information will have to be published on the trust and school websites, as required by the Academy Trust Handbook.

The central register will enable the Trust to demonstrate that in spending public money individuals do not benefit personally from decisions that they make. The register must contain, as a minimum, the elements shown on the attached sheet. It is a requirement that this register is kept up to date and signed off annually by the Trust Board.

Guidance notes are attached

## **Declaration of Pecuniary and Personal Interest**

**This is a statutory document and must be completed**

**Name:** Martyn O'Donnell  
**Academy:** Inspire  
**Position:** Headteacher

I declare as a: AC member

Member  
 Trustee  
 Local Governance Stakeholder

that I hold the following personal and/or pecuniary interest(s):

| <b>Pecuniary interests</b>  | <b>Please provide details of the interest (the name of the business, the nature of the business and the nature of the interest)</b> | <b>Date interest started</b> | <b>Date interest ceased</b> |
|---|---|------------------------------|-----------------------------|
| Current employment  |   |                              |                             |
| Businesses (of which I am a partner or sole proprietor)   |   |                              |                             |
| Company trusteeships – details of all companies of which I am a director  |   |                              |                             |
| Charity trusteeships – details of all companies/charities of which I am a trustee   |   |                              |                             |
| Member, Trustee or Governor at any other educational establishment.   | Member of Griffin Schools Trust   | 2022                         |                             |
| 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 academy councillor/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 - business ownership or directorships                                    |      |                    |              |                        |
| Immediate family/close connections – trusteeships or governance roles in other Trusts, schools or charities |      |                    |              |                        |

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 academy 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.

**M O'Donnell**

**Signed:**

04/09/2025

**Date:**

### Guidance notes



Staff, members and trustees and those involved in local school/academy governance have a legal duty to act only in the best interests of the Trust and its schools/academies. If a situation arises in which they cannot do this, and this is due to a personal interest, steps should be taken to identify, prevent and record the conflict. Thus ensuring local academy councillors or trustees are acting in the best interests of the school/academy.

In reference to the declaration 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.
- The above details for any close family member (e.g. partner, parent or child)

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 Trust 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.

### **Important guidance**

- Forms need to be completed by the person signing the form
- Boxes on the form need to be completed even if by putting n/a
- Signatures cannot be typed
- Pen must be used
- Tippex cannot be used

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