

# Declaration of Interests

The governing body 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 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, a governing body is required to establish and maintain a register of pecuniary interests indicating, for all governors and the head teacher, any business interests.

## Register of Business Interests Guidance

It is important that governors and staff not only act impartially, but are also seen to act impartially. The governing body 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 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, a governing body is required to establish and maintain a register of pecuniary interests indicating, for all governors and the head teacher, any business interests. This should 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 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 register sheet should be signed by the governor. 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.

Governing Bodies 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. To ensure evidence of completeness it should be signed off annually by the chairman of governors.

The completed register should be retained by the clerk and made available on request to members of the governing body, the head teacher, staff, parents and the Director Children's Services. There is often some confusion around what information needs to be declared on the business interests form and whether spouses/partners possible interest is relevant. It may be helpful to clarify the situation to governors with a covering letter when sending out the form and a suggested letter is attached. This letter also gives a bit more guidance for governors on how to fill in the form.

It is specifically the clerk's responsibility to maintain the register of business interests, however it is the responsibility of each individual governor to declare their interest. The register is not a substitute for declaring an interest at meetings.

## Accompanying Letter to Governors

Dear Governor

### Register of School Governor Business Interests

Please find attached the Register of School Governor Business Interests form which I should be grateful if you would complete and return to me at your earliest convenience.

This is a statutory document for the Governing Body and you should give careful consideration to it when completing it. It is important that governors and staff not only act impartially, but are also seen to act impartially. The governing body 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 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, a governing body is required to establish and maintain a register of pecuniary interests indicating, for all governors and the headteacher, any business interests. This should 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 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 register sheet should be signed by the governor. The register will enable governors to demonstrate that in spending public money they do not benefit personally from decisions that they make.

The register is reviewed annually, but governors are reminded that they should declare any changes as and when they occur.

If you require any assistance with this, please do not hesitate to contact me.

Yours sincerely

Clerk to Governing Body

## Declarations of Interests

<b>Governor</b>	<b>Declaration of Pecuniary and Personal Interest</b>
Chris Bishop	Married to Mrs A. Bishop – Office Administrator
Claire Wright	None to declare
Georgina Dunkley	Business interest – Cambridge Assessment International Education, Primary and Secondary Curriculum Products and Assessments (Employed as Product Manager)
Hilary Hodge	None to declare
John Carter	None to declare
Kate Butlin	None to declare
Nicky Marsh	None to declare
Pippa Sutcliffe	None to declare
Rachael Schofield	Self-employed consultancy work outside of Bassingbourn contracted hours
Robin Brouard	None to declare
Sam Spreadbury	Business interest – Kier PLC currently BCPS school building's advisor - (Employed as Head of Finance Transformation).
Sarah Oliver	None to declare
Sue Brown	Self-employed consultancy work outside of Bassingbourn contracted hours
Vicky Tyas	None to declare

