Declaration of pecuniary and personal interest

Staff and governors of _____ School

Please refer to the guidance notes prior to completing this form. You must enter information in every box. If you do not have an interest relating to a specified issue, please put 'none'.

Full Name: ……

Position held at school: ……

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

Pecuniary interests	Please provide details of the interest
Current employment	
Businesses (of which I am a partner or sole proprietor)	
Company directorships/Charity trusteeships – details of all companies of which I am a director/trustee	
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 governor/trustee/staff member 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/ relationships to governor/trustee/ member of staff				
Company directorships or trusteeships of family/close connections to governor/trustee/ member of staff				

If you are a governor, trustee or member of staff of any other schools and/or academies, please provide details below:

Name of school / academy	
Position held	
Date appointed/elected to post	
Date of termination to post	

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 school 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 requirements of the Derbyshire Scheme for Financing Schools (and as stated in the Governors' Code of Conduct)*.

Signed: …….. Date: ……

Schools Financial Value Standard (SFVS) (29 March 2023) states:
All governors and staff should complete the school's register of business interests. This register should be kept up to date and be freely available for inspection by governors, staff and parents. For maintained schools, the guidance for local authority schemes for financing schools states that local authority schemes would require schools' governing bodies to have a register of business interests.

The Derbyshire Scheme for financing Schools (DSFS) (September 2022) states:
A Governor, Headteacher or any employee of the school who is in a position to influence a decision of the school, and with a business interest, direct or indirect, in a personal capacity in any contract or proposed contract with the school, shall declare that interest in writing to the Governing Body. In addition, it is the responsibility of Governors and employees of the school to declare any business interest, direct or indirect, of immediate family members in any contract, proposed contract or other matter connected with the school. Such declarations shall be recorded in a register of business interests.

** Delete if the School/Trust does not have a Governors' Code of Conduct*

GUIDANCE NOTES FOR GOVERNORS AND TRUSTEES:

Governors and trustees have a legal duty to act only in the best interests of their schools. Where a situation arises in which they cannot do this due to a personal interest they have, steps should be taken to identify, prevent and record the conflict. This ensures governors or trustees are acting in the best interests of the school.

In the declaration above, 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.

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 Financial 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.

Pecuniary interests

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

Handling the conflict

The governing board must make a decision as to 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 governor 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 governor(s) it relates to;
- Whether a declaration was made in advance of the meeting;
- A brief overview of what was discussed;
- Whether the governor(s) withdrew from the meeting;
- How the governors made the decision in the best interests of the school.

The School and Early Years Finance (England) Regulations 2013 provide for local authority financing schemes to keep a register of pecuniary interests for the trustees, governors and staff of schools. The register should be reviewed annually by the clerk to the governing body but any new interest or ceased interest, should be reported to the clerk as and when they occur. Upon completion, this signed form should be given to the clerk of governors whose responsibility it is to keep a register of all interests and review it annually.

Publication of Register of Business Interests

Details of governor and trustee business/pecuniary interests will be published in a register of interests and also on the school's website. Where there is no website maintained for the school, the governing body must arrange for the information to be published on a website, the address and details of which are made known to parents.