

REGISTER OF BUSINESS INTERESTS  
SCHOOL NAME:

**REGISTER OF BUSINESS INTERESTS GUIDANCE AND MODEL FORM**

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 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.

New guidance issued and effective from 1 September 2015 indicates that:

**Publication of Governor's Details and the Register of Interests**

Governors hold an important public office and their identity should be known to their school and wider communities. In the interests of transparency, a governing body should publish on its website up-to-date details of its governance arrangements in a **readily accessible form**<sup>\*\*</sup>. (*NB\*\*Readily accessible means that the information should be on a webpage without the need to download or open a separate document.*) This should include:

- a) the structure and remit of the governing body and any committees, and the full names of the chair of each;
- b) for each governor who has served at any point over the past 12 months:
  - their full names, date of appointment, term of office, date they stepped down (where applicable), who appointed them (in accordance with the governing body's instrument of government),
  - relevant business and pecuniary interests (as recorded in the register of interests) including:
    - governance roles in other educational institutions;
    - any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives); and
    - their attendance record at governing body and committee meetings over the last academic year.

Governing bodies should also publish this information for **associate members**, making clear whether they have voting rights on any of the committees to which they have been appointed.

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**FOR THE GUIDANCE OF GOVERNORS, A SUMMARY OF THE RELEVANT PART OF THE REGULATIONS ABOUT WITHDRAWAL FROM MEETINGS AND DISCLOSURE OF INTEREST ARE SET OUT BELOW.**

**WITHDRAWAL FROM MEETINGS - HAVING AN INTEREST**

**The general principle is that no-one should be involved in a decision where his or her personal interests may conflict with those of the governing body.**

- The regulations apply to all members of the governing body and the headteacher and any others in attendance at the meeting, though if a matter is to be voted upon, then only to the members of the governing body.
  - Governors have to withdraw when their own appointment, reappointment or removal as a member of the governing body or a committee is under consideration.
  - Any governor who is employed to work at the school (other than the headteacher), must withdraw from a meeting where the pay or performance appraisal of any particular person employed to work at the school is under discussion.
  - The headteacher must withdraw from any meeting where his/her own pay or performance appraisal is under discussion.
  - If a person has any pecuniary interest, direct or indirect in any contract, proposed contract or any other matter under discussion at a meeting s/he shall at the meeting disclose the fact and:
    - (a) withdraw from a meeting during the consideration or discussion of the meeting;
    - (b) not vote on any question with respect to that matter.
- A person has an indirect pecuniary interest if:
    - (a) s/he, or any nominee of hers/his, is a member of a company or other body with which a contract is under consideration or has been made;
    - (b) s/he is a partner in business or in the employment, of a person with whom the contract is made or under consideration.
  - A person has a direct or indirect pecuniary interest in a matter if a relative (including a spouse) living with her/him, has a direct or indirect pecuniary interest.
  - The headteacher (whether a governor or not), a governor who is a teacher or member of the non-teaching staff, or any teacher who is in attendance in an advisory capacity should not have an interest that is greater than the interest of the generality of teachers at the school.
  - A person present at a meeting of a selection panel at which the subject for consideration is that person's appointment (or that of his/her relative or spouse) to a post as a teacher or otherwise at the school, a transfer or promotion or retirement or shall be a candidate for the resulting vacancy, s/he shall be deemed to have an interest.

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Name	Relevant business interests (name of organisation and nature of interest)	Links to other educational establishments (name of school and nature of link)	Personal relationships (name of staff member/governor and nature of relationship)	Date interest declared

The Headteacher shall keep a register of staff and Governors' pecuniary interests and it shall be obligatory for each person to declare and have recorded in the register any interest which either s/he or their spouse (or living together as husband or wife) may have.