

Disclosure of Interests for Governors and Staff

Document summary

It is important that governors and staff not only act impartially but are also seen to be acting impartially. The governing body and school staff have a responsibility to avoid any conflict between their business and personal affairs and those of the school.

The Department for Education requires governing bodies to establish and maintain a register of business interests for all governors and staff. This register must list for each member of the governing body and all school staff any financial or non-financial interests they or any member of their family have, which may bring about conflict with the school's interests. The register must be kept up to date and should be completed **annually**. It is the responsibility of staff and governors to notify the school of any changes. The register must be kept on site at the school and be available on request by stakeholders. As of 1st September 2015, a list of governors' details including the register of interests must be published on the school's website.

Identifying and managing potential conflicts of interest means that the school can demonstrate that decisions are taken without undue influence. Ensuring staff and governors do not benefit personally from decisions that they make or influence, acts as a safeguard against any suggestion of impropriety.

Declaring an interest does not necessarily stop either staff or governors being involved in decision making. Each declaration will be reviewed, and any conflicts of interest should be identified and managed. This may mean staff and governors not taking part in certain decisions where a conflict arises.

Governors should also declare any interest in any agenda items at the start of each governing body meeting and it should be a standing agenda item. Any declaration should be recorded in the minutes and then advice should be sought from the clerk or chair as to whether the governor should withdraw from the meeting during discussion of the agenda item. If a conflict exists the governor should not vote on the item concerned.

For more information about conduct and expected standards of behaviour in schools, please refer to the National Governors Association Code of Conduct, and the Department for Education Teachers' Standards.

Attached to this document is a flow chart to help with the declaration process (Appendix 1) and a Declaration Form which can be adopted by your school (Appendix 2).

Examples of Interests that should be declared

The list below provides some examples of where a conflict may arise but is not exhaustive. If you are unsure whether a conflict exists you should declare it and seek advice from your Headteacher and Chair of Governors.

- **Contracts/Suppliers**

Individuals should declare any relatives or partners, or friends who are engaged in a business, which either currently provides services to your School, or schools with which your school collaborates or is federated with or may do so in the future. This is in order to minimise the risk of suspicion that some influence may be exerted over a particular customer as to the choice of provider, or that the provider gained advantage in terms of information received.

- **Interests in companies and securities**

Individuals should list all companies or other bodies that are active in the school's area and in which they have a substantial interest. A company or body is active in the school's area if it has land or business in that area. An individual has a substantial interest if they own shares or other securities in the company.

- **Interests in other educational establishments**

Some individuals may be serving on more than one governing body. If this is the case, a list of all establishments where they are a governor should be declared.

- **Family members associated with the school**

Individuals should give details of any family members, or a partner, involved with the school, either working as a member of staff or volunteering as a governor or any other position.

If you have a child attending the school please disclose that you are a parent, but it is not necessary to name the child on the form. Although it is clear that parent governors will have a child attending the school other categories of governor may also be parents of children in the school.

- **Friends or Family members applying for a position at the school**

If you become aware of a member of the family or friend applying for a position of employment at the school, or to join the governing body of the school, you must declare it and not be involved in the recruitment process.

- **Employment, office, trade, profession, or vocation**

Individuals should declare other employment or business, regardless of whether a conflict of interest is anticipated. There may be an indirect impact on the school.

You must not work privately for personal gain for a service user/pupil unless you have written consent from your Headteacher. Suitability of such work may depend on the scale of the work, the impact it has on performance and whether there is any potential for the individual to be perceived as taking advantage of their position to generate work.

You must not undertake any work in connection with additional employment within school time or using school resources. The school is entitled to ownership of intellectual property e.g., copyright of material produced by you in the course of your duties.

- **Gifts and Hospitality**

Individuals who accept gifts in excess of £10 or any hospitality from a parent, supplier or contractor to the school should declare it. Where gifts above this value or hospitality are offered or if there is any concern that a donor is trying to gain favour then they should be politely refused.

- **Criminal Offences**

You must declare if you are arrested/convicted/cautioned in respect of any offence as soon as possible. Minor driving offences such as fixed penalty notices do not need to be declared unless it results in disqualification from driving or driving is a key requirement of your role.

Appendix 1: Making a declaration

Appendix 2: Declaration of interests for governors and staff

The information given on this form will be shared with the Chair of the Governing Body and Headteacher, who will need to be satisfied, in giving their consent that the declaration would neither interfere with the employee's/ governor's performance or duties nor lead to any suspicion of improper influence. Each set of circumstances will be considered on an individual basis.

This form should be completed by all governors and staff.

Name	
Role in the school	
School name	

Part 1 – to be completed by the governor or employee

Please outline your declaration OR state 'Nil Return' below. It is then your responsibility to pass this form to your Headteacher (staff) or Clerk (governors).

Signature		Date	
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Part 2 – to be completed by the Headteacher & Chair of Governors

Please detail any supporting information with regard to the declaration. This should include and detail how the conflict will be managed.

Authorised? (delete as appropriate) Yes No

Additional comments

Authoriser's signature		Date	
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