

Declaration of Pecuniary and Business Interests 2018-19

Schools manage a significant proportion of public funds and must demonstrate that no governor, employee or related party benefits personally from the use of funds.

School Name	Trimley St Martin Primary School
Name	
Position	<i>Governor / Headteacher / Other Employee</i>
Address <small>non-staff governors only</small>	
<small>OMIT ADDRESS FROM PUBLISHED COPY</small>	

Financial decisions must be seen to be made in accordance with the Seven Principles of Public Life:

- Selflessness:** No financial gain or other material benefits for self/family
- Integrity:** Independent of outside influence
- Objectivity:** Decisions made on merit
- Accountability:** Accountable for decisions/actions to the public
- Openness:** Open about decisions and actions taken wherever possible
- Honesty:** Declare private interests, resolve conflicts to protect public interest
- Leadership:** Promote and support principles by leadership and example.

These principles apply to decisions with regard to procurement and staffing (including recruitment, contractual changes, casual/additional hours, reimbursements and expenses). Declarations should be made where individuals could have a significant influence on any decisions made both at school and with the related party.

If you have no such interests please write 'NIL' in the table below:

Name of Potential Interest or Business <small>INCLUDE IN PUBLISHED COPY</small>	Nature of Interest <small>INCLUDE IN PUBLISHED COPY</small>	Address of Business <small>INCLUDE IN PUBLISHED COPY</small>	Nature of Business <small>INCLUDE IN PUBLISHED COPY</small>	Date interest started <small>OMIT FROM PUBLISHED COPY</small>	Date interest ends/ongoing <small>OMIT FROM PUBLISHED COPY</small>
<small>Business / company / employee school or academy</small>	<small>e.g. director / shareholder family member school or academy governor</small>			<small>e.g. start date of employment</small>	

I certify that I have declared all beneficial interests which I or any person connected with me have with businesses or other organisations which may have dealings with the school. I also undertake to inform the school of any change in these business interests promptly.

I accept that the Register of Business Interests will be published on the school's website

Signed:		Date:		Omit from published copy:	
----------------	--	--------------	--	----------------------------------	--

Business interests/nil returns of school staff may be omitted from the published copy unless they are also governors or the Headteacher, in which case they must be included in the published copy

COUNTERSIGNING:

I have noted the interests declared above:

Signed:		Date:		Position:	
----------------	--	--------------	--	------------------	--

*Chair of Governors to countersign the form for Governors, Associate Members, Headteacher & Clerk to the Governing Body
Headteacher to countersign the form for the Chair of Governors and members of staff*

Notes to assist individuals in completing the Declaration of Pecuniary and Business Interests

Section 2.9 of Suffolk's [Scheme for the Financing of Schools](#) states:

The governing body of each school is required to establish a register which lists for each member of the governing body, the Headteacher and school staff:

- Any business interests they or any member of their immediate family* have
- Details of any other educational establishments that they govern
- Any relationships between school staff and members of the governing body
- The register must be kept up to date with notification of changes, through annual review of entries and reviewed annually by the Governing Body
- The register must be available for inspection by governors, staff, parents and the LA
- The register must be published, for example on a publicly accessible school website
- *N.B business interests/nil returns of school staff may be omitted from the published copy unless they are also governors or the Headteacher, in which case they must be included in the published copy*

*immediate family to include other relatives and individuals who may exert influence

Staff and governors must be given an opportunity to declare an interest in any item on the agenda of a meeting and must withdraw from the meeting for relevant agenda items.

What you need to register:

You should register all interests and connections which could influence the school's reputation with the public, including:

- o details of any other educational establishment where you are a governor, associate member or trustee
- o personal relationships with other members of staff or governors of the school, including spouses, partners and relatives
- o details of charities where you are a trustee
- o details of membership of professional bodies, membership organisations, public bodies or special interest groups where you are a member and have a position of general control or management

You should register relevant business interests where you, or an immediate family member (to include other relatives and individuals who may exert influence) have a financial, or other, interest in a business or organisation which could feasibly be in a position to supply goods/services to the school, including:

- o building, catering and other premises/grounds contractors
- o suppliers of stationery and equipment
- o transport contractors
- o service providers (including audits for school funds)

You should include relevant business interests where you are a director, partner or shareholder. You only need to include relevant interests so you do not need to include details of small shareholdings in large national companies for example.

The local authority recommends that interests are declared if you are unsure. Specific issues can be discussed with the Schools' Accountancy Team (01473 265626, sat@suffolk.gov.uk)

When you need to update your entries:

You will be required to complete and sign a Declaration of Pecuniary and Business Interests form on an annual basis. You must also update your form as soon as possible if your pecuniary/business interests change before the next annual review is due.

Information to be made public:

All declared business and pecuniary interests for all governors and the headteacher will be published by the school online, to include:

- o relevant business interests
- o relationships with school staff/governors
- o details of any other educational establishment where they are a governor, associate member or trustee

The form includes details of the level of information that will be made available to the public online.

Failure to reveal appropriate information:

The general principle is that you should register and declare anything which a member of the public might reasonably think puts you at risk of being biased by putting private considerations above the interests of the school, or seeking preferential treatment for yourself or people, organisations and businesses with whom you are connected.

Any governor failing to reveal information to enable the governing body to fulfil their responsibilities may be in breach of the Code of Conduct and as a result be bringing the governing body into disrepute. In such cases the governing body should consider suspending the governor.

Any member of staff found to be withholding information may be subject to disciplinary action.