

CLERKS NOTE - REGISTER OF INTERESTS FORM 2021-22

Name of School / Academy: Reddish Vale High School

Name: _____

Member / Trustee / Governor / Associate member / Staff member*(* circle or delete as appropriate)

Business interests e.g. directorships, shareholdings, appointments of influence in a business or organisation which may have dealings with a school/academy (either direct or through the Council). Please also consider disclosure of any relevant **material interests** arising from close family relationships with other Trustees/Members/Governors/Staff. Please include details of any **other Governorships** you hold at other Schools or Academies. **“None”** should be the recorded entry on the register by governors who have no interests to register.

Name of Business or organisation	Nature of business or organisation	Nature of Interest (employment, contract)	From Date	Date of cessation of interest
<i>Example: ABC Ltd</i>	<i>Accountants</i>	<i>Financial Advisor</i>	<i>Nov 2010</i>	<i>ongoing</i>

Please give details below of other positions of influence, potential material interest

Relationships – details of your relationship with any Trustees, Members, Governors and Staff e.g. spouses, partners and relatives.	<i>Example: Husband works as Caretaker at School</i>
Other positions of influence, potential conflict of interest or material interest e.g. public office / governorships at other schools or academies / contract work undertaken for the School or Academy	<i>Example: Governor at ABC High School & Daughter works at Local Council in Finance Dept.</i>

Declaration

I understand that it is my responsibility to declare the nature of any business or personal interest, direct or indirect, of myself, partner / spouse / relatives / close friends in any contract, proposed contract or other matter in connection with the school and when present at a meeting where the contract or other matter comes under consideration to withdraw during the discussion and not vote in respect of it. I also undertake to inform the school of any change in these interests. **I understand that appropriate details from this declaration will be published by the School/Academy as required in accordance with regulations/guidance.**

Signed _____ Date _____



Guidance for Schools and Academies on Register of interests, conflict of interest and GIAS

Register of interests

It is important that anyone involved in spending public money or making significant decisions on behalf of a publicly funded organisation is able to demonstrate that they are impartial and do not benefit from decisions that they make. To ensure transparency and probity, Trustees, Governors and Staff with significant financial responsibilities are expected to disclose direct or indirect interests which a third party might consider could influence the decisions made on behalf of the school/Trust.

GovernorHub – Update your own Declarations.

Your Declarations can be easily updated by clicking on your name at the top of the screen then using the DECLARATIONS tab. Once you have completed the update please click 'Confirm my declarations of Interest'. This allows the School easy access to a report of all Business Interests.

For Maintained Schools: Under the **Trafford Scheme for Financing Schools** the Governing Board is required to maintain a Register which lists, for each member of the Board, the Headteacher and Senior Leadership Team any business interests that they, their partner, or member of their immediate family have within a business or any other organisation that may have dealings with the school. Governors are also requested to disclose other appointments of influence or potential conflict. **Where applicable nil/none returns should be kept.** It is good practice that the register should apply to other members of staff who can influence purchasing and/or contracting decisions. The register must be kept in school and is open for inspection (on request) by governors, parents, staff and the Local Authority. **For Academies:** Trusts **must** publish on their websites relevant business and pecuniary interests of Members, Trustees, Governors and senior employees. See *Academies Financial Handbook 2019*

For both Academies and Schools: a duty to publish on their website relevant business and pecuniary interests of Members, Trustees, Governors and details of any other educational establishments they govern. The register should also set out any relationships between governors and/or members of the school staff including spouses, partners and relatives. Details of attendance at meetings should also be published.

Website & Edubase ('Get Information about Schools- GIAS). Governors should ensure that the Schools website has appropriate details regarding Governance at the School/Academy and that details on <https://get-information-schools.service.gov.uk/> are appropriately updated.

Meeting protocols regarding conflict of interests

- **A standard agenda item** at all governing board and committee meetings should be "Declarations of Interests in items on this agenda".
- **Withdrawal from meetings:** The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 require that where
 - there may be a conflict between the interests of any person and the interests of the governing body
 - a fair hearing is required and there is any reasonable doubt about a relevant person's ability to act impartially in relation to any matter that person should disclose that fact as soon as is practicable and withdraw during consideration of the matter and not vote on any question with respect to the matter.
 - Where there is any dispute as to whether a person is required to withdraw and not vote, that question shall be determined by the other governors present at the meeting.
- **Minutes of meetings** must demonstrate that governors and staff were requested to declare any interests, that responses were received and if relevant appropriate persons withdrew.