

**Declaration of pecuniary and personal interests**

**Name:** .....

**School:** .....

**Position:** .....

I declare as a Governor/Trustee of the above named school that I hold the following pecuniary and or personal interest(s)

<b>Business and Pecuniary Interest</b>	<b>Please provide details of the interest</b>
Current employment	
Business (or which I am a partner or sole proprietor)	
Company directorships – details of all companies of which I am a director	
Charity trusteeships – details of all companies of which I am a 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 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 Interest	Name	Relationship to me	Organisation	Nature of Interest
Relationship to staff: Immediate family/close connections to governor/trustee				
Company directorships or trusteeships of family/close connections to governor/trustee				
Material interests arising from relationships between governors/trustees/ or relationships between governors, a child in school and school staff (including spouses, partners and close relatives)				

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

Governing Board name.....

Date appointed/elected to post.....

Date of termination to post.....

To the best of my knowledge the information above is correct and complete. I understand it is my responsibility to declare any conflict of interest/loyalty, business or personal which 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 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 trust/school's conflicts of interest policy.

Signature: ..... Date: .....

**Guidance Notes**

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 Academies Financial Handbook 2018

[https://www.legislation.gov.uk/ukxi/2018/10/pdfs/ukxi\\_20180010\\_en.pdf](https://www.legislation.gov.uk/ukxi/2018/10/pdfs/ukxi_20180010_en.pdf) and the School

and Early Years Finance (England) Regulations 2018

[https://www.legislation.gov.uk/uksi/2018/10/pdfs/uksi\\_20180010\\_en.pdf](https://www.legislation.gov.uk/uksi/2018/10/pdfs/uksi_20180010_en.pdf) 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 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 School Business Manager who will retain a register of all interests which will be reviewed annually.

The Charity Commission has produced [guidance on dealing with conflicts of interests](#) which may be useful, even for schools that do not have charitable status.

**Please return the completed form to: the School Headteacher/Business Manager**