

Declaration of Interests



Name of Member/Trustee/Local Monitoring Governor/ Member of Staff

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Please read the guidance notes at the end of this form before completing.

PART ONE – BUSINESS AND PECUNIARY INTERESTS

In accordance with sections 2.5.2 and 3.1.17 of the Academies Financial Handbook, the academy trust’s register of interests **must** capture relevant business and pecuniary interests of members, trustees, local governors of academies within a multi-academy trust and senior employees, including:

- Directorships, partnerships and employments with businesses that provide goods or services to the trust;
- Trusteeships and governorships including at other educational institutions and charities irrespective of whether there is a trading relationship with the trust; and
- For each interest: the name of the business, the nature of the business, the nature of the interest, and the date the interest began

Name of Business/Educational Institution/Charity	Nature of Organisation (e.g. school, charity, supplier)	Nature of your Interest	Date Interest Began	Cessation of Interest Date

PART TWO – MATERIAL RELATIONSHIPS BETWEEN MEMBERS/TRUSTEES/LOCAL MONITORING GOVERNORS AND SCHOOL STAFF

In accordance with section 3.1.18 of the Academies Financial Handbook the register should also set out any material interests arising from close family relationships between the academy trust’s members or trustees and relationships between members or trustees and employees. Whilst not prescribed by the Academies Financial Handbook the Trust has decided that local governors within the MAT should also be included within the scope of this section of the register. A relative is defined as a close member of the family, or member of the same household, who may be expected to influence, or be influenced by, the person. This includes, but is not limited to, a child, parent, spouse or civil partner

Name of Member of Staff/Governor	Your Relationship

PART THREE – ANY OTHER OPTIONAL DECLARATIONS

In accordance with section 3.1.19 of the Academies Financial Handbook and recognising that individual circumstances of members, directors/governors and senior employees will differ the Trust has agreed that there will be the option to record other interests you may have and those interests of any relations if you deem this to be of particular relevance or of a sensitive nature. Individuals should consider any other potential personal actual or perceived interests in accordance with the seven principles of public life and the code of conduct. This should afford protection to individuals and the Trust. If in doubt the presumption should be towards including an interest in the register.

Name of Person with Interest (e.g. self of other persons name)	Relationship to Person (if appropriate)	Interest to be declared	Date Interest Began	Cessation of Interest Date

**I certify that I have declared all relevant interests as required above
or**

I have no relevant interests to declare

I confirm that I will notify the Company Secretary of any changes to the registered interests

I understand that failure to supply the required information will be considered as a breach of the code of conduct for Members, Trustees and Governors and reasonable expectations of senior employees of the Trust or of an individual school.

Signed

Date

Guidance note:

1.0 Background

- 1.1 In line with the mandatory guidance in the ESFA Academies Financial Handbook (updated 1 September 2020), it is the trust's policy to establish and maintain a register of business and pecuniary interests for all members, trustees, governors and senior employees including:
 - directorships, partnerships and employments with businesses;
 - trusteeships and governorships at other educational institutions and charities;
 - for each interest: the name and nature of the business; the nature of the interest and the date the interest began.
- 1.2 The register **must** also identify any material interests arising from close family relationships between the academy trust's members, trustees or local governors. It **must** also identify relevant material interests arising from close family relationships between those individuals and employees. Close family relationships is defined in 1.9 below.
- 1.3 The trust should consider carefully whether other interests should be registered. The Board of Trustees should keep their register of interests up-to-date at all times.
- 1.4 The trust **must** publish on their website relevant business and pecuniary interests of members, trustees and accounting officers. The trust has discretion over the publication of the interests of any other individual named on the register.
- 1.5 To avoid repetition within this document, the phrase 'relevant individuals' is used to include all members, trustees, governors and senior employees.
- 1.6 The register will enable relevant individuals to demonstrate that in spending public money they do not benefit personally from the decisions that they make.
- 1.7 The maintenance of the register does not remove the requirement upon any individual to disclose orally any interest at any specific meeting and, if appropriate, to leave the meeting for that agenda item.
- 1.8 Pecuniary interest includes, 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 trust or its schools (see 1.1 above). They should include their own interest and those from close family relationships between the academy trust's members or trustees, and relationships between members or trustees and employees.
- 1.9 Close family relationships is defined as:
 - any member or trustee of the academy trust;
 - any individual or organisation connected to a relevant individual. For these purposes this includes:
 - a relative of the relevant individual, defined as: a close member of the family, or member of the same household, who may be expected to influence, or be influenced by, the relevant person. This includes, but may not be limited to, a child, parent, spouse or civil partner;
 - an individual or organisation carrying on business in partnership with the relevant individual or a relative of the relevant individual;
 - a company in which a relevant individual or the relative of a relevant individual (taken separately or together), holds more than 20% of the share capital or is entitled to exercise more than 20% of the voting power at any general meeting of that company;
 - an organisation which is controlled by a relevant individual or the relative of a relevant individual (acting separately or together). For these purposes an organisation is controlled by an individual or organisation if that individual or organisation is able to secure that the affairs of the body are conducted in accordance with the individual's or organisation's wishes;
 - any individual or organisation that is given the right under the trust's articles of association to appoint a member or trustee of the academy trust; or anybody related to such individual or organisation; and
 - any individual or organisation recognised by the Secretary of State as a sponsor of the academy trust; or anybody related to such individual or organisation.
- 1.10 The seven principles of public life apply to anyone who works as a public officeholder. This includes people who are elected or appointed to public office, nationally and locally, including all people appointed to work in education. They were first set out by Lord Nolan in 1995 and they are included in the [Ministerial code](#). All relevant individuals are aware of and accept the seven principles of public life (detailed in **ANNEX A**) as part of the annual Code of Practice agreement.

2.0 Maintaining the Register

- 2.1 The register will be of a suitable format to record all necessary information. All relevant individuals registered on Governor Hub will be asked to confirm their declarations annually. All others will complete a form, which will be signed by them to confirm the accuracy of the information.
- 2.2 The register will be held by the Trust Governance Clerk who will take lead responsibility for ensuring all relevant individuals are identified and the interests registered.
- 2.3 It is the individual's responsibility to notify the Governance Clerk of any relevant changes in their circumstances. Additionally all individuals will be required to confirm the accuracy of the register entry at each meeting.

3.0 Declaration of Interests at Meetings

- 3.1 Relevant individuals who are present at a meeting and have an interest, direct or indirect, in any matter under discussion shall make a declaration of interest at the start of the meeting under the relevant agenda item. She/he must then withdraw from the meeting (i.e. leave the room) whilst the item in question is discussed, and shall not vote on the issue.
- 3.2 A person is considered to have an interest if her/his close family relative as defined in 1.9 above or personal associate would have an interest in a matter under discussion.
- 3.3 There may be a conflict of interest even where no pecuniary interest or advantage exists or accrues. This covers areas where relationships might be seen to influence judgments and convey the impression of personal motive.
- 3.4 A person paid to work at the school is not considered to have a pecuniary interest if her/his interest in a matter under discussion is no greater than the general interest of other persons paid to work at the school.
- 3.5 The onus is on the individual to declare an interest. If there is any doubt on this issue, the individual should be advised to declare the possibility of a conflict of interest and to withdraw when the item comes up. If there is doubt over whether a trustee or governor should withdraw or not, the final decision rests with the board or monitoring committee.
- 3.6 Although the occasions when it is necessary to declare an interest may be infrequent, it is nevertheless prudent to be constantly aware at meetings of the possibility of pecuniary interest.

ANNEX A: The Seven Principles of Public Life

1. Selflessness

Holders of public office should act solely in terms of the public interest.

2. Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3. Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5. Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

6. Honesty

Holders of public office should be truthful.

7. Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.