

<p>STRICTLY CONFIDENTIAL REGISTER OF BUSINESS INTERESTS STAFF AND GOVERNORS OF SCHOOL</p>
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1. **Full Name:**
2. **Address:**
.....
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3. **Position held at School:**

4. **Declaration: (delete as appropriate)**

Before answering, please read the notes on the reverse of this form.

- a) I declare that I and / or the members of my immediate family have no direct and/ or indirect business interests which are required to be declared under the Derbyshire Scheme for Financing Schools.
- b) I declare that I and/ or the members of my immediate family have the following direct and/or indirect business interests which are likely to impinge on my duties as a Governor/Staff Member and needs to be declared under the Derbyshire Scheme for Financing Schools.

IF THE ANSWER TO 4. IS b), PLEASE COMPLETE THE FOLLOWING:

5. Any **Employment, Office, Trade, Profession or Vocation** that may result in a conflict of interest as defined by the Derbyshire Scheme for Financing Schools.

Individual and Employer/Body involved:	Description of Employment or Activity which may result in conflict of interest:

I understand that it is my responsibility to declare the nature of any business interest, direct or indirect, of myself or the members of my immediate family in any contract, proposed contract or other matter when present at a meeting at the School where the specified contract/matter comes under consideration and withdraw from the meeting during the discussion and not vote in respect of it.

I also understand that it can be a criminal offence to:

- a) omit information which should be included on this form;
- b) provide information which is false or misleading;
- c) Fail to notify the Governors / Head Teacher of any subsequent change in circumstances which might render this declaration to be invalid or out of date.

Signed **Date:**

- d) When completed this form should be handed to the Head Teacher or Clerk to the Governors. It is a legal requirement that the information contained herein is available for inspection by governors, staff, parents and any representative of the Local Authority charged with ensuring compliance with the Derbyshire Scheme for Financing Schools.

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Notes for Staff and Governors

1. It is a requirement under **Section 2.9** of the **Derbyshire Scheme for Financing Schools** that the School maintain a **Register of Business Interests**.
2. **Section 2.9** requires the Register 'to be kept up to date with any notifications of changes through an annual review of entries.'
3. **Section 2.9** also requires the Register 'to be available for inspection by governors, staff, parents and the Authority.'
4. Individual governors have a statutory responsibility not to take part in the decision making process relating to any contract or agreement in which they have a personal interest (**Education (School Government) Regulations 1999**) Any such declaration must be minuted.
5. A teacher need not withdraw from a meeting because of a business interest which is no greater than that of other teachers at the School.
6. Other members of staff need not withdraw because of the business interest unless they have a personal interest which is greater than that of other members of staff who are not teachers.
7. The person who is a Governor of two schools is not required to withdraw from discussion of issues involving a conflict of interest between those schools.
8. If there is disagreement about whether a person is required to withdraw, it is for the other members of the Governing Body or committee to make the decision. This provision does not allow the withdrawal requirements to be waived by the Governors or other committee members.
9. The Register relates to all Governors and to any member of the teaching or non-teaching staff of the School whose roles and responsibilities may involve them acting for or on behalf of the School in any capacity which involves purchasing or the ordering of goods or services of any kind. Its purpose is to demonstrate that staff and Governors do not benefit personally from decisions made on behalf of the School.
10. Governors and relevant staff are asked therefore to complete and sign the declaration form overleaf, the details from which will be transferred to the Register. All completed declaration forms and the Register itself will be retained by the Head Teacher. The Governing Body may, however, pass a minute which allows the Clerk to Governors to maintain a separate Register of Business Interests for the Governing Body. Under such circumstances, both Registers must be available for inspection in accordance with Note 3 above.
11. New Governors and staff will be asked to complete a form on appointment and the register will be kept up to date with the changes.
12. The form asks for the following information:
 - a) Full name and address of declarer.
 - b) Position held at School (i.e. Governor, Teacher, Clerk, etc.)
 - c) A declaration indicating either a) no business interests and /or indirect business interests, either personally or within the immediate family, or b) listing any interest declarable under **Section 2.9** of the **Derbyshire Scheme for Financing Schools**.
13. If such an interest is declared, the declaration must provide information on:
 - a) The identity of the person concerned, e.g. self, spouse, son etc.
 - b) employment, office, trade, profession or vocation
 - c) If employed, the name of employer; if self-employed, the name of the company, partnership, etc. If an office is held, the name of the person or body appointing or, in the case of a public office, the name of the Authority should be stated.
 - d) A declaration of all contracts not fully discharged, e.g. supply of goods and services to the School or on behalf of the School.
 - e) A declaration of any beneficial interest in land or property held either personally or within the immediate family in the general area of the School. Land where a person has a right to occupy or involves a tenancy agreement of any kind should be included and a brief description of the land should be given.
14. The certificate should be dated and should make reference to the fact that the signatory recognises that it can be a criminal offence to:
 - a) Omit information which should be included on the form.
 - b) provide information which is false or misleading
 - c) Fail to notify the Governors/ Head Teacher of any changes to the information as represented on the original declaration.