

Register of Interests of Head-Teachers and Governors



This policy applies to Lockington CE VC School

Effective Date:	February 2017
Date Reviewed:	February 2017
Date Due for Review:	February 2018
Contact:	Julie Cattle (Headteacher)
Contact Number:	01430 810240
Approved By:	Governing Body

Introduction:

We recognise that parents/carers and members of the local community may want some information about how public funds are spent at the school. It is important that we emphasise that public funds are not spent by the Governing Body to further business interests or benefit Governors personally.

There is a legal duty on all our governors to declare an interest likely to lead to questions of bias when considering any item of business at a meeting, and for the governor concerned to withdraw, if necessary, whilst the matter is considered.

Responsibilities:

The chair of our governing body should ensure the register is up to date, complete, and includes all governors and staff. Dated nil returns are also required. There should be notification of changes from governors, as appropriate, and through annual review of entries. To ensure evidence of completeness it should be signed off annually by the chair of governors.

It is the responsibilities of all Governors and staff who have control of the budget, to act impartially in their decision making and, regardless of any contrary interests, to act within the best interests of the school.

Declaring Interests:

The head-teacher, deputy head, clerk to the governors and all governors should declare any interest. Additionally, if any member of staff who is responsible for proposing a course of action in relation to spending the school's budget, or who is responsible for ordering goods and services on behalf of the school has links with local firms, organisations or clubs that the school may wish to purchase from, or provide services to, then these links should be disclosed to the head-teacher.

If governors or staff members have a relative whom they know to have a declarable interest, the governor or staff member is treated as having an interest which must be declared.

Declarations:

This is the information which should be declared by all members of the governing body and relevant staff members:

- Employment - Everyone in paid employment (including self-employed) should provide details of the name of employer, the type of business and the job they do. If the head or deputy head receives remuneration from any other interests, these should also be declared.
- Contracts - It may be that a contract could be made or proposed between the school and a member of school staff or a governor, or a company or other body in which a governor or staff member has an interest (including as a shareholder). In this case, the governor or employee must provide full details of the contract, including its duration, the goods or services to be provided or the works to be executed. Similarly, if there is to be a contract

between the school and a club, society or organisation of which a staff member or governor is a member, this link must also be declared.

- Securities - Governors and staff should provide details of any company in which they hold securities (stocks and shares).

Declaration of Interest Form:

Upon appointment, Governors and the head-teacher must fill out this form to declare any interests that they may have and ensure that the school is aware of this.

Name of Governor:

Individual Concerned	Name of Business	Nature of Business	Nature of Interest	Date of Appointment	Date of Entry

I undertake to declare any personal or business interests or duties in accordance with the Personal/Business Interests Policy while I hold any position that requires it, and as a minimum to complete and sign this form each year. I undertake to abstain from any decision-making which may result in substantial, direct or indirect, advantage or disadvantage to me, or a close friend or relative from a transaction made with the school, whether or not that interest is declared here. I understand that this document will form part of the register of interest for the school and is open to inspection by all relevant parties.

Signed:

Date: