

Members/Trustees/Governors are reminded that completion of this form does not remove the requirement upon them to disclose orally any interest at any specific meeting and to leave the meeting for that agenda item.

Register of Business Interests for Governors at Ruishton C of E Primary School

| Surname | First Name | Type of Governor | Date of Appointment | Name of Business | Nature of Interest |
|----------------|-------------------|-------------------------|----------------------------|------------------------------|--|
| <i>Example</i> | <i>Anyone</i> | <i>Co-opted</i> | <i>1.9.14</i> | <i>Cleaning Services Ltd</i> | <i>Partner of owner of company that provides cleaning services to school</i> |
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Dated.....

Signed by Chair of Governors.....

Register of Business Interests for Members/Trustees/Governors of ????? (Academy or Multi-academy Trust)

| Name | Post | Other remunerated employment | Financial Securities | Contracts with the Academy | Personal Relationship Interests | Additional Trustee Responsibilities |
|------------------|-------------------------|-------------------------------------|--|--|--|--|
| <i>Example 1</i> | <i>Governor/Trustee</i> | <i>President of ABC</i> | <i>None</i> | <i>None</i> | <i>Husband of head of English</i> | <i>Trustee of NSPC</i> |
| <i>Example 2</i> | <i>Principal</i> | <i>None</i> | <i>None</i> | <i>None other than employment contract</i> | <i>None</i> | <i>None</i> |
| <i>Example 3</i> | <i>Governor/Trustee</i> | <i>Self-employed builder</i> | <i>50% in Bodged and Scarpered Ltd</i> | <i>None</i> | <i>None</i> | <i>None</i> |
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Dated.....

Signed by chair of governors.....

FOR THE GUIDANCE OF THOSE IN GOVERNANCE, A SUMMARY OF THE PRINCIPLES ABOUT WITHDRAWAL FROM MEETINGS AND DISCLOSURE OF INTEREST ARE SET OUT BELOW.

The general principle is that no-one should be involved in a decision where his or her personal interests may conflict with those of the board.

- The guidance applies to all members of the board and the headteacher and any others in attendance at the meeting, though if a matter is to be voted upon, then only to the members of the board.
- The clerk to the board shall only be required to withdraw when the board is discussing the clerk's pay/contract or disciplinary action against the clerk.
- Trustees/Governors have to withdraw when their own appointment, reappointment or removal as a member of the board or a committee is under consideration.
- Any trustee/governor who is employed to work at the school/academy (other than the headteacher), must withdraw from a meeting where the pay or performance appraisal of any particular person employed to work at the school/academy is under discussion.
- The headteacher must withdraw from any meeting where his/her own pay or performance appraisal is under discussion.
- If a person has any declared interest, direct or indirect in any contract, proposed contract or any other matter under discussion at a meeting s/he shall at the meeting disclose the fact and:
 - (a) withdraw from a meeting during the consideration or discussion of the meeting;
 - (b) not vote on any question with respect to that matter.

- A person has an indirect declared interest if:
 - (a) s/he, or any nominee of hers/his, is a member of a company or other body with which a contract is under consideration or has been made;
 - (b) s/he is a partner in business or in the employment, of a person with whom the contract is made or under consideration.
- A person has a direct or indirect declared interest in a matter if a relative (including a spouse), has a direct or indirect pecuniary interest.
- The headteacher (whether a trustee/governor or not), a trustee/governor who is a teacher or member of the non-teaching staff, or any teacher who is in attendance in an advisory capacity should not have an interest that is greater than the interest of the generality of teachers at the school.
- A person present at a meeting of a selection panel at which the subject for consideration is that person's appointment (or that of his/her relative or spouse) to a post as a teacher or otherwise at the school/academy, a transfer or promotion or retirement or shall be a candidate for the resulting vacancy, s/he shall be deemed to have an interest.