



Head Teacher and Governors Register of Business and Pecuniary Policy

Approved by:	Chair of Leadership and Management Committee	Date: March 2021
Signed:	Due to the pandemic this policy was agreed virtually at the Governors meeting on 19 th May 2021	
Next review due: by:	March 2022 School Business Manager	

The Governing Body must ensure that Head Teacher and Governors are not involved in activities that might conflict with their role within the school. It is especially important to demonstrate that individuals do not benefit personally from the decisions made by the Governors, unless such decisions are made openly and legitimately.

Head Teacher and Governors must declare own interests, or plans, spouse, partner or a close family member might have, that are related to or might be construed as being related to the school and its budget.

Head Teacher and Governor are requested to complete Business Interest Declaration Form (Appendix 1). If circumstances change a new declaration must be completed.

DEFINITION OF BUSINESS INTERESTS

Business Interests

A business interest is the involvement of an individual or their family members in any trade or profession, along with any direct interest they may have in any company providing goods or services to the school. For example, if a Governor runs their own building company or provides training courses for teaching staff. When making a decision about what or what not to declare, the individual should consider how they may be challenged about their decision not to disclose information.

Head Teacher and all members of the Governing Body are expected to declare any business interests that they or any family member may have. A register of the business interests should be made available in the school and there should be an annual review of this register. In addition, where Head Teacher or a Governor has no business interests, they should complete a form saying 'No interests to declare'. New Head Teacher and Governors should be asked to complete a form on joining school or the Governing Body.

Pecuniary Interests

It is a common misconception that pecuniary interests are the same as business interests; however, pecuniary interest is a wider term, which includes personal financial interests, such as involvement in a trust fund or investment, as well as potential interests, for example, where a Governor's husband is applying for a vacancy in the school or where a teacher Governor is involved in the decision over the promotion of a colleague, and where they may be a potential candidate for the post made available.

Because of the nature of these interests, they cannot only be declared annually. Head Teacher and all members of the Governing Body should be made aware at Governor and staff meetings of the need to declare these interests, as they arise. Declarations should be made in writing to the Head Teacher and the Chair of Governors and these should be filed in a register of pecuniary interest.

Evaluation of Policy

This policy will be reviewed annually by School Business Manager, who will ensure that the policy is up-to-date and relevant to current practices. In addition School Business Manager will check that it reflects current legislation with regard to confidentiality.

Appendix

Register of Interest Declaration Form

Appendix 1

Register of Interests in relation to **The Parkside School**

Name of Governor _____

BUSINESS INTERESTS

Name of Business	Nature of Interest	Date of Appointment or Acquisition	Date of Cessation of Interest	Date of Entry

I certify that I have declared all beneficial interests which I, or any person closely connected with me, have with businesses or other organisations which may have dealings with the school

PERSONAL INTERESTS

Please give details about any other educational establishment you govern (if applicable) with dates	Please give details about your relationships with any school staff member, i.e. relatives / spouse and relevant dates
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RECORD OF REVIEWS

(clerk of Governors must distribute this form to the respective governor for amendment as necessary and signature annually)

Date							
Governor Signature							

- Clerk to 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 at that agenda item
- Nil returns are required where appropriate