

PROMOTING POSITIVE OPPORTUNITIES FOR ALL

BRIGHSTONE C.E.
PRIMARY SCHOOL



**REGISTER OF BUSINESS INTERESTS
POLICY**

Date Agreed: 19th September 2017

Review Date: September 2020

Signed: Mrs Diana Nicholson

Chair Board of Governors

Revision Record

Revision No.	Date Issued	Prepared By	Approved	Comments
1	13 th September 2016	JW	GB	New policy
2	19 th September 2017	JW	GB	Updated to reflect government guidance

All the governors and staff of Brighstone CE Primary School are committed to sharing a common objective to help keep the children and staff of the school community safe. We ensure that consistent effective safeguarding procedures are in place in order to support families, children and staff of the school.

Introduction

It is important for all people involved in spending public money to demonstrate that they do not benefit personally from decisions they make.

Who should declare an interest

The Headteacher 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 designated budget or 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 Headteacher.

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 that must be declared.

What information should be declared

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 the employer, type of business and the job they do. If the 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 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 good 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.

Interests in companies and securities:

All companies or other bodies that, to the person's knowledge, are active in the school's area and in which they have a substantial interest – active means that the company or body has land or business in that area.

An individual has a substantial interest if they own (or have a beneficial interest in) shares or other securities in the company with a nominal value of £25,000 or more than one hundredth of the companies issued shares or securities.

Any other interest

If, in the view of any reasonable person, any interest may influence decisions made by a governor or member of staff on behalf of the school then this should be declared.

Declaring an interest

Anyone attending a governing body meeting who has a pecuniary or business interest in an item under discussion must orally declare the interest at the meeting and must leave the meeting room while the matter is being discussed.

A governor who is to be the subject of any discussion at a governors' meeting should also leave the room. This would include the governor's appointment to a post at the school and, for example existing staff members, consideration of that person's

- Transfer from one post to another
- Promotion
- Retirement
- Suspension
- Dismissal

Or if the governing body's decisions may lead to a staff vacancy being created for which that governor could apply.

Any governor with previously expressed views or direct involvement in a staff or pupil disciplinary, grievance or admissions matter must leave the room when the subject is discussed.

Register of pecuniary interests

There is an interest declaration form (Appendix 1) to be completed annually by all governors and the Head. It is the responsibility of the individual governor and staff member to ensure the information is accurate and up to date.

The information will be published on the school website as required by government.

Qualification and Disqualifications

A person is disqualified from holding or continuing to hold office as a governor of a school if, in summary, that person:

- is the subject of a bankruptcy restrictions order; an interim bankruptcy restrictions order; debt relief restrictions order; an interim debt relief restrictions order; or their estate has been sequestered and the sequestration has not been discharged, annulled or reduced;
- is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986; a disqualification order under the Companies (Northern Ireland) Order 2002; a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002; or an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order)
- has been removed from the office of trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement in the administration of the charity, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body.
- has been removed from office as an elected governor within the last five years.
- is included in the list of people considered by the Secretary of State as unsuitable to work with children or young people
- is barred from any regulated activity relating to children
- is subject to a direction of the Secretary of State under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008
- is disqualified from working with children or from registering for child-minding or providing day care
- is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State
- subject to certain exceptions for overseas offences that do not correlate with a UK offence, has been sentenced to three months or more in prison (without the option of a fine) in the five years ending with the date preceding the date of appointment/election as a governor or since becoming a governor
- subject to certain exceptions for overseas offences that do not correlate with a UK offence, has received a prison sentence of two and a half years or more in the 20 years ending with the date preceding the date of appointment/election as a governor
- subject to certain exceptions for overseas offences that do not correlate with a UK offence, has at any time received a prison sentence of five years or more
- has been convicted and fined for causing a nuisance or disturbance on school or educational premises during the five years ending with the date immediately preceding appointment/election or since appointment or election as a governor
- refuses a request by the clerk to make an application to the Disclosure and Barring Service for a criminal records certificate.

Appendix 1

Declaration of Interests

I give notice that having read the attached information below regarding registerable interests I have set out below my interests under the appropriate heading and have put 'none' where I have no such interests.

Employment, office, trade, profession or vocation:

Employment, office, trade, profession or vocation of spouse or partner:

Substantial interests in trading companies:

Contracts with the school held by self, spouse/partner or any company mentioned above:

Name of any body, charity, association or organisation which operates in the locality of the school of which you or your spouse/partner are a member or officer (*Do not list those with no specific local connections unless you consider that they are likely to have dealings with the school*):

Details of any governance role you hold in any other educational institution:

Name:

Signature:

Date:
