

## Register of Business Interests

<b>Review Date</b>	February 2024	<b>Next Review by Date</b>	February 2025
<b>Reviewed By</b>	Business Manager		
<b>Approved by Governing Body</b>	Jo Franklin		
<b>Date</b>	13/03/2024 FGB		

Pathways School’s governing body and senior staff are committed to ensuring that they act impartially in all matters of school business. For this reason, the governing body and senior staff have declared any interests likely to lead to questions of bias when considering any item of business in a governing body meeting. This is a legal duty and vital to ensure that there is no conflict between personal business interests and the affairs of the school. If in any meeting a topic comes up for discussion that may be a conflict of interests for a member of the group, that person will withdraw from the meeting while that matter is discussed.

This register will confirm that decisions regarding the spending of public money are made fairly, and that those people making the decisions on spending (*the governing body*) in no way personally benefit from the decisions made.

### What should be registered?

The declaration forms should include:

- any links that governors have in relation to individuals, contractors, shareholdings, directorships, partnerships and employments with businesses that provide goods or services to the school; and trusteeships and governorships including at other educational institutions and charities irrespective of whether there is a trading relationship with the school;

- material interests arising from relationships between governors and other governors and school staff (including spouses, partners and close relatives) and
- for each interest: the name and nature of the business, the nature of the interest, and the date the interest began.
- The forms must include governors own interests and must identify any relevant material interests arising from close family relationships (i.e. a close member of the family or member of the same household) between the governors over who they may exert influence. If in doubt the presumption should be towards including an interest in the register. The register must also set out any relationships between governors and members of the school staff including spouses, partners and relatives. The register must be signed by the governor/ staff member whom it concerns.

### **Maintaining the register**

- It is the responsibility of the governance professional to the board of governors to ensure that the register of business interests is kept up to date, reviewed regularly, complete, and includes all governors/senior staff. The governance professional to the board of governors must be made aware of any changes of interests throughout the course of the year and will formally review the register annually. The chair of governors will manually sign the register after every review.
- Any governor failing to reveal a business or pecuniary interest or relationship with a member of staff may be in breach of [the code of conduct for trustees/governors] [their duties as a trustee/governor] and as a result be bringing the governing body into disrepute. In such cases the governing body/ board of trustees may consider suspending or removing the governor.

### **Access to the Register**

- The Clerk to the governing body will retain the register as a confidential document. It will be made available on request to members of the governing body, the headteacher, staff, parents or for inspection. The school will publish on its website any relevant business and pecuniary interests of governors including: governance roles in other educational institutions and any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives).

Person/Relationship	Name of business	Nature of business	Nature of interest	Date of appointment or acquisition	Date of cessation of interest	Date of entry

### Declaration

I agree that any interests arising after making this declaration will be declared to the governing body and I will submit a further form as soon as possible. I understand that completion of this register does not remove the legal duty placed upon me to declare personal interest in any item of business at a meeting and I will withdraw whilst the matter is considered.

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

Signed : ..... (Governor/Staff member) Date : ..... Review : .....

Signed ..... (Chair of Governors) Date : ..... Review : .....