



## **Record of Reviews:**

The Clerk of Governors must distribute this form to the respective governor/associate member for amendment, as necessary, and signature annually.

- The form must be completed by the governor/associate member
- If there are no interests, record 'NONE', and ensure that all entries are signed and dated
- Use one form per governor/associate member (or more if required)
- Make all entries in ink

## **Guidance notes**

Governing Boards have a legal duty to act only in the best interests of their schools. Where a situation arises in which a governor or associate member cannot do this due to a personal interest they have, steps should be taken to identify, prevent and record the conflict. This ensures governors are acting in the best interests of the school.

In the declaration above, you must provide details relating to:

- Your ownership or partnership of a company or organisation which may be used by the school to provide goods or services;
- Goods or services you offer which may be used by the school;
- Any close relation you have to someone who satisfies either of the above;
- Any close relationship you have to someone who is employed by the school.

Declaring your conflicts of interest is a legal requirement within the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 and for academies, in the Articles of Association and Academies Financial Handbook.

Making this annual declaration does not remove the requirement for you to make an oral disclosure of this interest (or any other emergent interest) at any specific meeting and temporarily leave the meeting where the interest is relevant to something being discussed.

## **Purpose of the Register**

It is important in the public sector framework that anyone involved in spending public money does not benefit personally from decisions made on the purchase of services or equipment.

## **Timetable**

Governors should consider this matter on an annual basis and ensure that the school updates, records, holds and publishes the up-dated information (currently part of the Resources Committee terms of reference).

## **Inspection of Register**

The Register must be held at the school and made available for inspection by the Authority, governors, staff and parents. From September 2015, the register must be published on the school's website.