

Declaration of Business and other Interests

It is important that members, trustees, advocates and staff not only act impartially, but are also seen to act impartially. The governance network and school staff across the ATLP have a responsibility to avoid any conflict between their business and personal interests and affairs and those of the ATLP and its schools.

There is a legal duty on all governance members and staff to declare an interest likely to lead to questions of bias when considering any item of business at a meeting and for the member, trustee, advocate or staff member concerned to withdraw, if necessary, whilst the matter is considered. To help put this duty into practice, the ATLP is required to establish and maintain a register of interests indicating, for all members, trustees, advocates and staff any business and pecuniary interests. This should include, if appropriate, the company by whom they are employed, directorships, significant shareholdings or other appointments of influence within a business or other organisation which may have dealings with the ATLP or school.

Members, trustees, advocates and staff completing the 'Declaration of pecuniary and personal interest' forms should include their own interest and those of any member of their immediate family (including partners) or other individuals known to them who may exert influence.

The 'Declaration of pecuniary and personal interests' form should be signed by the individual and completed on an annual basis. All completed declaration forms will be passed to the Governance Professional who will collate this information. This information is retained at the Arthur Terry Learning Partnership. Some of this information will appear on the school and/or ATLP's central website. The central register will enable the ATLP to demonstrate that in spending public money individuals do not benefit personally from decisions that they make. The register must contain, as a minimum, the elements shown on the attached sheet. It is a requirement that this register is kept up to date.

Declaration

Name:	
Role:	
Lead School/s (if applicable)	

Business Interests: Please tick the relevant box.

I, and members of my immediate family have no financial or personal interests, such as a relationship with a local supplier, which could be perceived as an unfair influence on the decision-making process relating to official school purchases.

I declare the following business interests on behalf of myself and my immediate family, and undertake to exclude myself from the decision-making process relating to official school purchases in these areas:

Name & relationship to me	Organisation	Nature of business	Nature of interest

Other Interests: Please indicate any other connections or responsibilities

Committee Membership:	
Chair or Vice Chair:	

Committee Chair:	
Associate Member - Committee	
Voting Rights:	
Connections to Members of Staff/Members/Trustees/Advocates:	
School Governor/Trustee/Member in another school: (name of school)	

I undertake to inform the CEO/Headteacher of any changes that will affect the above declaration.

Signed:		Date:	
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This form is retained centrally and within local schools and/or the Arthur Terry Learning Partnership as appropriate for audit purposes.

Pecuniary interests will be published on the relevant school/s and ATLP websites. This is in accordance with requirements outlined in the Department for Education, Governance Handbook 2020 s4.8 – Publishing information about individuals.

This form must be completed on an annual basis.

Direct Pecuniary Interests

The following are examples of a direct pecuniary interest:

- Any payment of salary allowances or other expenses to a member of staff from the school/academy/academy trust budget.
- Any appointment where the member/trustee/advocate or member of staff is a candidate
- A member/trustee/advocate or member of staff runs their own business and has been or could be paid for work done or services received from the school/academy/academy trust budget or any other school/academy/academy trust funds.
- Land owned by member/trustee/advocate or member of staff where its value might be affected by proposals about the school's land or buildings.

Indirect Pecuniary Interests

A number of matters can be treated as an indirect pecuniary interest. Some examples are as follows:

- A member/trustee/advocate or member of staff own shares in or is a member of a company or another body which has a direct pecuniary interest;
- A member/trustee/advocate or member of staff is a business partner of a person or company who has a direct pecuniary interest;
- A member/trustee/advocate or member of staff is employed by a person or company which has a direct pecuniary interest;
- A member/trustee/advocate or member of staff has a spouse or is living with another person who has an interest in the contract or matter being discussed, including an appointment to the staff of the school/academy/academy trust
- The contract or matter relates to an appointment at the school/academy/academy trust which could result in another vacancy for which the member/trustee/advocate or member of staff could be a candidate.

Interests that are not Pecuniary

Some matters are not considered as creating a pecuniary interest. Some examples are as follows:

- Being a Councillor on a local authority;
- Being a rate payer or Council Tax payer in the area of the school/academy/academy trust ;
- Or members of school/academy/academy trust staff, having an interest that is no greater than the interest of the generality of staff in a matter;
- Having an interest that is so remote or insignificant that it cannot reasonably be regarded as likely to influence a member/trustee/advocate or member of staff.

Governance Roles in other Educational institutions

Schools and academies are required to publish any governance roles currently held by members, trustees and advocates in other educational institutions. This also includes those positions held within the last 12-months, where the appointment has subsequently come to the natural end of or terminated their term of office. It is therefore essential that where you do or have a governance role within another educational institution you provide full details on the declaration form.