



# Beaufort Primary School



## REGISTER OF BUSINESS INTERESTS

### GENERAL NOTICE OF REGISTRABLE INTERESTS

|   |  |
|---|--|
| Full Name   |  |
| Address   |  |
| Telephone Number  |  |
| <p><b>I, the above named of Beaufort Primary School, give notice that I have set out below under the appropriate headings my interests and I have put 'none' where I have no such interests under any heading.</b></p> <p><b>If there are any changes to my circumstances, I will advise the School Business Manager accordingly.</b></p>   |  |
| Employment, office, trade, profession or vocation   |  |
| Relationship to pupils, members of staff or governing body members  |  |
| Employment, office, trade, profession or vocation of spouse or partner  |  |
| Contracts with Surrey County Council or DFE of self, spouse or partner, or any company mentioned in the next heading  |  |
| <p><b>Substantial Interests in Trading Companies</b></p> <p>Here list any substantial shareholdings over 5% of the issued share capital or in excess of £25,000 nominal value shareholdings, or directorships of self, spouse or partner.</p> <p><i>Note that the actual amount of any shareholding need not be disclosed, only the name of the company.</i></p>  |  |
| <p><b>Names of any body, charity, association or organisation which operates in the Surrey County Council area of which you, your spouse or partner are a member or an officer, including membership of other governing bodies.</b></p> <p><i>Do not list national charities or organisations with no specific local connections unless you, your spouse or partner are an officer or you consider that they are likely to have dealings with the school.</i></p> |  |
| Signed  |  |
| Date  |  |



## SUPPORTING NOTES FOR REGISTER OF BUSINESS INTERESTS DECLARATION OF INTEREST

### Understanding the requirement for a Register of Business Interests

The overriding purpose of governors, senior leaders and others involved in purchasing/procurement decisions completing the Register is to ensure that governors' decisions are both taken and seen to be taken without any possibility of influence of external or private interest.

It has always been the duty of all governors to declare any personal interest in any matter which is before the governing body for decision. All schools must keep a register of any business interests of the governors, the head teacher and others as stated in The School Finance (England) Regulations 2012 (SI 2012/335) Regulation 26 and Schedule 5 (15).

It is good practice to identify the nature of the business and any potential contracts it may have with the school e.g. Brown & Co (painters and decorators).

### Direct Pecuniary Interest

This is where a governor may personally benefit from the consequences of a decision.

Example: a decision to pay a governor compensation for damage to his/her car whilst parked on school property.

### Indirect Pecuniary Interest

This is where the governor's employer or partner in a partnership, or a company in which he/she has shares, or a body of which he/she is a trustee/director/member may benefit from the consequences of the decision.

Example: the school agrees to let a football pitch to a club of which the governor is a member.

NB If a relative of the governor, including a spouse or someone living with them, could benefit **directly or indirectly** from the decision, and they are aware of this, they should treat the situation as if it was themselves.

Benefit is intended to mean any benefit, even if, for example, a contract was concluded on very favourable terms for the school.

If any of the above applies to a governor or member of the senior leadership team, they must:

- Declare an interest, saying whether it is direct or indirect
- Leave the room whilst the matter is discussed

This rule applies to all governors, including the clerk who does not have to leave the room, but must remain silent.

A teacher governor does not have to declare an interest in any matter if that person's interest is no different from other teachers, or it relates to curriculum or management issues.



# Beaufort Primary School



## **The Register of Business Interests**

The purpose of the Register is to allow governors and others who have personal and/or private interests, which may cause a conflict of interest between their positions outside the governing body, to notify those interests in advance of a decision being made.

All governors, the clerk and the senior leadership team should complete the Register.

**We advise that the Register of Business Interests be filed in a secure environment in the school due to the sensitive nature of the information. The individual Registers of Business Interests should be available at each governing body meeting for any updates or reference.**