

Personal/Business Interests Policy

Overview

The Governing Body recognises the need to demonstrate that the governors and the headteacher do not derive any personal or business benefit from decisions they make as representatives of the school. Involvement in decision-making processes must be seen to be selfless and objective, and this imposes an obligation to be fair, honest and free from conflict of interests.

The governing body and headteacher commit to acting with integrity, objectivity and honesty in the best interests of the school and to being open about the decisions they make and the actions they take and in particular shall be prepared to explain their decisions and actions to interested persons.

It is important that governors and staff not only act impartially, but are also seen to act impartially.

Scope and publication

This Personal/Business Interests Policy applies to all Governors and the Headteacher of Abbey Woods Academy. This policy is available on the school website and on request and is provided to all governors and the headteacher on appointment. This policy can be made available in large print or other accessible format if required.

Obligation to declare any personal or business interest

All governors and headteachers who have or can have any direct or indirect duty or personal/business interest (including but not limited to any Personal Financial Interest) which conflicts or may conflict with his/her duties as a governor or headteacher shall disclose that fact to the Governing Body as soon as he/she becomes aware of it.

A governor or headteacher will absent him/herself from any discussions of the Governing Body in which it is possible that a conflict will arise between his/her duty to act solely in the interests of the school and any duty or personal/business interest (including but not limited to any Personal Financial Interest).

Declaration of personal/business interest form

Members of the Governing Body and the headteacher will declare any such interest as soon as it is known by completing the 'Declaration of personal/business interest form' at Appendix 1 without delay. Members of the Governing Body and the headteacher will also be asked to complete the form upon appointment and thereafter on an annual basis. If the individual has nothing to declare then they should still complete a 'Nil' return. All forms must be signed and dated.

Personal/business interest register

The Governing Body will maintain a register of all declared personal/business interests. The register is available for inspection upon request. The form states that the declaration will be included in the register and will be available for any inspection.

Responsibilities

It is the responsibility of the Governing Body to ensure that the register of personal/business interests is maintained and provided to CfBT Schools Trust at least on an annual basis. The Governing Body is also responsible for reviewing the register on a regular basis. The responsibility for maintaining the register may be delegated to the headteacher or another member of staff; in this case the delegation should be formally minuted.

What needs to be declared

The general principle is that no-one should be involved in a decision where his or her personal interests may conflict with those of the governing body.

The personal or business interest may be direct or indirect, actual or perceived. An interest can also relate to a disadvantage as well as an advantage.

Interests will include, if appropriate, the company by whom an individual is employed, directorships, significant shareholdings or other appointments of influence within a business or other organisation which may have dealings with the school. Interests include an individual's own interest and those of any member of their immediate family (including partners) or other individuals known to them who may exert influence.

The type of questions that each individual needs to ask him- or herself are:

- Is the interest significant?
- Do I stand to gain direct or indirect reward from the transaction?
- Do I have a personal interest in the matter, where involvement in the decision might be regarded as affecting the well-being or financial position of a member of family or friends?
- Would the public or supplier believe that the interest is likely to influence the decision-maker?

Set out below are examples of circumstances where a personal/business interest could be seen to exist:

- Actual payments e.g. salary, commission or invoice payments received from potential contractor/supplier;
- Receipts in cash or in kind from potential supplier(s);
- Benefits or losses arising from the value of assets (e.g. land owned by a governor or officer that might be affected by proposals about land or buildings)

Where any doubt exists, the advice is to declare the interest.

Date established by the Governing Body

Signed: _____

Date: _____

Last updated:

Review date: