



‘Together we flourish and achieve’



## Spaxton C of E Primary School Register of Business Interests of head teachers, staff and governors Policy

It is the policy of Spaxton Cof E Primary School that governors and staff not only act impartially, but are also seen to act impartially. The governing body and school staff have a responsibility to avoid any conflict between their business and personal interests and affairs and those of the school.

There is a legal duty on all our governors to declare an interest likely to lead to questions of bias when considering any item of business at a meeting, and for the governor concerned to withdraw, if necessary, whilst the matter is considered.

To help put this duty into practice, our governing body is required to establish and maintain a register of pecuniary interests indicating, for all governors, staff and the headteacher, any business 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 school. They must declare if they have family members working within the school and children attending the school.

They 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 register page should be signed by the governor/staff member. The register will enable governors to demonstrate that in spending public money, they do not benefit personally from decisions that they make. There is a guidance attached for information.

The chair of our governing body should ensure the register is up to date, complete, and includes all governors and staff. Dated nil returns are also required. There should be notification of changes from governors, as appropriate, and through annual review of entries. To ensure evidence of completeness it should be signed off annually by the Chair of Governors.

The completed register should be retained by the Clerk to the Governors as a confidential document, and made available on request to members of the governing body, the headteacher, staff, families, the Director of Education and for inspection as part of an audit.

**R Skews September 2021**

Policy Reviewed by:	IHT – Keith Atkins/Rebecca Skews Gov –
Signed:	

Dated:	