

## **Publishing and Maintaining the Business Interests Register of your Governing Body**

### **GUIDANCE NOTES**

#### **Statutory Requirements for Maintained Schools**

Schools must maintain a register of business interests and include all governors. In this regard, each governor should provide any in year updates that must be communicated to the clerk as soon as is reasonable. Clerks should ensure that there is a system in place that allows governors to make declarations whenever their interests and circumstances change.

A conflict of interest can arise when an individual's personal, business or family interests conflict with those of the school. A governor is required to declare any business, personal or other interest that we have in connection with the Governing body or the school in general for recording in the register of business interests including the following:

- links with individuals, businesses, contractors etc;
- directorships, shareholdings or other appointments where the school may purchase goods or services from or who are directly employed by the school, or
- interests of related persons such as parent, spouse, co-habitee, child or business partners where influence could be exerted by that person over a governor or a member of staff.

A register of business interests template is on the reverse side that you can use as a template for publication on the school's website.

From 1 September 2015, governing bodies will be under a duty to publish on their website their register of interests. The register should set out the relevant business interests of governors and details of any other educational establishments they govern. The register should also set out any relationships between governors and members of the school staff including spouses, partners and relatives. (*The constitution of governing bodies of maintained schools. Statutory guidance for governing bodies of maintained schools and local authorities in England – March 2015*)

#### **Academies**

There is a requirement in the Articles of Association of Academies for governors who have a personal interest (financial or otherwise) which may conflict with their duties as governors to declare it as soon as they become aware of it.

Declarations should include the following:

- links with individuals, businesses, contractors etc;
- directorships, shareholdings or other appointments where the school may purchase goods or services from or who are directly employed by the school;
- interests of related persons such as parent, spouse, co-habitee, child or business partners where influence could be exerted by that person over a governor or a member of staff.

The latest edition of the Academies Financial Handbook requires academies to publish the register. Trusts must also publish on their websites relevant business and pecuniary interests of trustees and members.

**St Jude's Primary School Register of Interests 2024-25**

Name	Category of Governor	Positions of Responsibility	Term of Office	Date Stepped Down (if applicable)	Business interest	Date interest was registered	Attendance at Governing Body meetings over the last academic year
Bernadette Smith	Head Teacher	Academisation, Link Governor, Mental Health	01.09.2018 – 31.12.3000		None	19.09.24	100%
Samantha Casey	Foundation Governor	Data Protection Officer Inclusion/SEND Pay Committee Staff Care	06.12.2018 – 05.12.2026		None	19.09.24	75%
Toby Duckworth	Foundation Governor	RE, Catholic Life and Liturgy, Academisation, Staff Care	20.10.2023 – 19.10.2027		None	19.09.24	75%
David Fairbotham	Foundation Governor	Vice Chair Academisation Finance	21.01.2021 - 20.01.2025		None	19.09.24	100%
Maria Laugharne	Foundation Governor	Curriculum Standards Pay Committee	25.11.2019 – 24.11.2023		None	19.09.24	100%
Dawn Thompson	Foundation Governor	Chair, Curriculum Standards Pay Committee, Pupil Premium, Staff Care	30.09.2021 - 29.09.2025		None	19.09.24	75%
Natalie Cole	Elected Parent Governor	Pupil Voice and Wellbeing	13.11.2023 – 12.11.2027		None	19.09.24	50%
Marianne Keeling	Elected Parent Governor	Safeguarding	27.09.2019 – 26.09.2023		None	19.09.24	100%
Damien McGarrigle	Staff Governor	IT	12.02.2023 – 11.02.2027		None	19.09.24	100%

**Record of Review** (review to be conducted by the clerk)

<b>Date</b>	19.09.24						
<b>Signature</b>	<i>DSF</i>						