

King James I Academy Academy
Policy for Members of Staff/Governors
for Business and Personal Interests

Date approved by Governors/Academy: December 2014

Date to be reviewed: July 2016

Introduction

1. King James I Academy Trust is required to establish systems of control to ensure that any business or personal interest by members of staff and Governors are recorded.
2. The Academy Trust is required to establish a register which lists for each member of staff, Governor or Volunteer, any business or personal interest they or any member of their immediate family have which could conflict with the School's interests; to keep the register up to date with notification of changes and through annual review of entries, and to make the register available for inspection by governors, staff, and parents.
3. For register purposes a close relative is defined as a spouse, parent, sibling, son, daughter or common law partner. As a general principle, staff should err on the side of caution and declare interests that they think could be covered by the guidance above. Such a declaration must be made as soon as a member of staff becomes aware of the possibility of any such conflict arising or indeed that may be perceived / construed as arising. A good test is for the member of staff to ask himself/herself whether others would think that the interest is of a kind to make this possible. If the member of staff thinks this is so, or in doubt then the information should be recorded on the register of interests.
4. All Governors, members of the Senior Leadership Team, staff with a significant budget responsibility (over £10,000) and non-governors who sit on the Community Committee should sign and return a statement even if they have no interests to declare. This return will be refreshed on an annual basis. This will be co-ordinated by the Administration Manager.
5. The register of interest is to be displayed on the academy's website.
6. A copy of the proposed declaration of business interests form is attached below:

REGISTER OF TRUSTEE/GOVERNOR/STAFF'S BUSINESS AND PERSONAL INTERESTS

The Academies Financial Handbook requires that each Academy Trust establish a register of business interest which lists for each trustee/governor, any business or personal interests they or any member of their immediate family have which could conflict with the school's interests; to keep the register up to date with notification of changes and through an annual review of entries, and to make the register available for inspection. Best practice states that the Senior Leadership Team, and all significant budget holders should also complete this register.

For register purposes a close relative is defined as a spouse, parent, sibling, son, daughter, common law partner or other close relative. **As a general principle, trustee/governor/staff should err on the side of caution** and declare interests that they think could be covered by the guidance above. Such a declaration must be made as soon as a member of staff becomes aware of the possibility of any such conflict arising or indeed that may be perceived / construed as arising. A good test is for the member of staff to ask himself / herself whether others would think that the interest is of a kind to make this possible. If the member of staff thinks this is so or is in doubt than the information should be recorded on the register of interests.

Please note all Trustees/Governors, members of the Senior Leadership Team, and budget holders (over £5,000) should sign and return this form even if they have no interests to declare.

PLEASE ENSURE THIS FORM IS RETURNED TO THE SCHOOL FOR RETENTION

School: **King James I Academy, Bishop Auckland**

1. Involvement in companies: includes, for example, directorships and company secretary, employee, or any other position where a person is actively involved in the running of a company's affairs, where the company has, or may have, a contractual relationship with the School. (Staff must declare any financial interests which could conflict with the School's interests; e.g. work for which a fee is received).

Company / Position:

2. Other personal interests: Staff must declare any non-financial interests that they consider conflict with the School's interests, for example, if they are involved in an official capacity with an outside organisation which has dealings with the School or if a member of their immediate family works or applies for a post in the school.

Details:

3. The holding of shares or other securities, in a company or other body with whom the school contracts or is considering contracting, should be declared if the holding exceeds £25,000 or is more than 1/100th of the nominal value of the issued share capital, whichever is less. The size and nature of the holding need not be declared, simply the name of the company. This requirement does not extend to banks or building societies.

Details:

4. The intention to bid for the purchase of land or property owned by the Council or School.

Details:

Name of Trustee/Governor/Member of Staff:

Signature: Date:

