

**SCHOOL GOVERNORS: DECLARATION OF BUSINESS INTERESTS**

**INFORMATION FOR GOVERNORS**

1. The Financing of Maintained School Regulations 1999 introduced a requirement for every school governing body to establish and maintain a register of business interests of governors and members of their immediate family.
2. Prior to the introduction of this requirement, the School Government Regulations have specified circumstances where a governor is required to disclose any pecuniary interest they may have in any issue being considered and to withdraw from a meeting and not vote on the issue concerned.
3. Such pecuniary interests relate, in the main, to any contract, or proposed contract, from which they or their spouse may benefit (by virtue of being an employee of any body with which the contract may be made or by receiving a profit from such a contract).
4. A sound framework for the standards expected of people in public life was established by the Nolan Committee in 1996.

The "Seven Principles of Public Life" are:

- **Selflessness**

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.

- **Integrity**

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

- **Objectivity**

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

- **Accountability**

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

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- **Openness**

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands this.

- **Honesty**

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

- **Leadership**

Holders of public office should promote and support these principles by leadership and example.

5. To assist with the process of establishing a register of governors business interests a declaration form has been prepared and is enclosed with this information sheet.
6. Governors are requested to complete and sign the declaration sheet and return it to the headteacher of the school at which they are a governor.
7. Governors are also asked to notify the Clerk to Governors and headteacher if their circumstances change in a way which will require them to sign a new declaration.
8. Examples of business interests will include circumstances where you, or an immediate member of your family, stand to benefit from:
  - a contract for the supply of goods, services or works between the school and any body which any of you are employed by;
  - a contract for the supply of goods, services or works between the school and any company in which you have a beneficial interest or are a director;
  - a contract for the supply of goods, services or works between the school and any body in which any of you have an interest in securities (in excess of £25,000 or one hundredth of the total issued share capital of that body);
  - a contract for the purchase, sale or lease of land or property from which any of you may gain financial or other material benefit.
9. If you have an interest to declare you should set out in the enclosed form the nature of your interest for example:

**Company: C&S Building & Decorating Services**

**Nature of Business: Building Repairs, Maintenance, Decorating and Plumbing**

**Interest: Husband is owner/director of business.**

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10. Details of any existing contracts should also be listed in the form, for example:

**Company:** C&S Electrical Maintenance Contractors

**Nature of Business:** Electrical Maintenance

**Interest:** Self-employed (own business)

**Contract:** Currently contracted to provide contract electrical maintenance service to school until March 2001.

11. **N.B. There is no requirement to disclose any personal financial details, the disclosure requirement relates exclusively to "business interests".**

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I have read the letter and information sheet provided to me by the Local Education Authority and declare as follows:

Please tick the appropriate box.

**Either**

A. I have no business interests to declare in respect of myself or any member of my immediate family.

Or

B. I set out below the business interests which I am required to declare in respect of myself and/or any member of my immediate family.


Signed: \_\_\_\_\_

Governing Body: \_\_\_\_\_

Please return to the Headteacher at the school at which you are governor.