



REGISTER OF PECUNIARY INTEREST

Policy Title	Register of Pecuniary Interest
Approval Date:	2019
Review Date / Cycle	Annually

Register of Pecuniary Interests

It is important 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 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. Please note that all Governor interests will be recorded on the school's website in a 'readily accessible format'. This is a requirement from September 2015.

To help put this duty into practice, a governing body is required to establish and maintain a register of pecuniary interests indicating, for all governors, school staff including the Principal, any business interests. This should include, governance roles in other educational institutions and, 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 should include their own interest and those of any member of their immediate family (including spouses, partners and close relatives) or other individuals known to them who may exert influence. The register sheet should be signed by the governor. The register will enable governors to demonstrate that in spending public money they do not benefit personally from decisions that they make. The register must contain, as a minimum, the elements shown on the attached sheet. Governing Bodies should ensure the register is up to date, complete and includes all governors. Dated nil returns are also required. There should be notification of changes from governors, as appropriate, and through an annual review of entries. To ensure evidence of completeness it should be signed off annually by the chairman of governors.

The completed register should be retained in the school office and made available on request to members of the governing body, the Principal, staff, parents and the Local Authority.

To avoid any confusion around what information needs to be declared on the business interests form and whether spouses/partners possible interest is relevant. It may be helpful to clarify the situation to governors with a covering letter when sending out the form and a suggested letter is attached. This letter also gives more guidance for governors on how to complete the form.

It is specifically the clerk's responsibility to inform the school administrator to maintain the register of business interests; however, it is the responsibility of each individual governor to declare their interest. The register is not a substitute for declaring an interest at meetings which should be duly recorded in the minutes of that meeting.

Dear Governor

Register of School Governor Pecuniary Interests

Please find attached the Register of School Governor Pecuniary Interests form which I should be grateful if you would complete and return to me at your earliest convenience.

This is a statutory document for the Governing Body and you should give careful consideration to it when completing it. It is important 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 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, the governing body is required to establish and maintain a register of pecuniary interests indicating, for all governors and the Principal, any business interests. This should include, governance roles in other educational institutions and, 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. You should include your own interest and those of any member of your immediate family (including spouses, partners and close relatives) or other individuals known to you who may exert influence. The register sheet should be signed by the governor. This register will enable the governors to demonstrate that in spending public money we do not benefit personally from decisions made.

The register is reviewed annually, but governors are reminded that they should declare any changes as and when they occur. Governors' Business Interests will be recorded on the School's Website.

If you require any assistance with this, please do not hesitate to contact me.

Yours sincerely

Clerk to Governing Body

FORM - Register of Business & Pecuniary Interests for Khalsa Primary School Governors

Name of Governor _____

Date of Appointment _____

Date of Resignation/Retirement _____

Name of Organisation	Nature of Interest	Date from which involved	Signature	Date of signature	Date interest ceased	Signature	Date of signature	Notes

Notes: 1. Use the notes column to indicate relationships. 2. One page for each Governor or more if required. 3. Make all entries in ink.

Record of Reviews (Clerk of Governors to distribute amendment and signature annually)

Date											
Initials											

Governors are reminded that completion of this form does not remove the requirement upon them to disclose orally any interest at any specific meeting and to leave the meeting for that agenda item.

FOR THE GUIDANCE OF GOVERNORS, A SUMMARY OF THE RELEVANT PART OF THE REGULATIONS ABOUT WITHDRAWAL FROM MEETINGS AND DISCLOSURE OF INTEREST ARE SET OUT BELOW

WITHDRAWAL FROM MEETINGS - HAVING AN INTEREST

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 regulations apply to all members of the governing body and the Principal and any others in attendance at the meeting, though if a matter is to be voted upon, then only to the members of the governing body.
- The clerk to the governing body shall only be required to withdraw when the governing body is discussing the clerk's pay/contract or disciplinary action against the clerk.
- Governors have to withdraw when their own appointment, reappointment or removal as a member of the governing body or a committee is under consideration.
- Any governor who is employed to work at the school (other than the Principal), must withdraw from a meeting where the pay or performance appraisal of any particular person employed to work at the school is under discussion.
- The Principal must withdraw from any meeting where his/her own pay or performance appraisal is under discussion.
- If a person has any pecuniary interest, direct or indirect in any contract, proposed contract or any other matter under discussion at a meeting she/he shall at the meeting disclose the fact and:
 - withdraw from the meeting during the consideration or discussion of the meeting;
 - not vote on any question with respect to that matter.
- A person has an indirect pecuniary interest if:
 - She/he, or any nominee of hers/his, is a member of a company or other body with which a contract is under consideration or has been made.
 - She/he is a partner in business or in the employment, of a person with whom the contract is made or under consideration.
- A person has a direct or indirect pecuniary interest in a matter if a relative (including a partner, spouse or close relative) living with her/him, has a direct or indirect pecuniary interest.
- The Principal (whether a governor or not), a governor who is a teacher or member of the non-teaching staff, or any teacher who is in attendance in an advisory capacity should not have an interest that is greater than the interest of the generality of teachers at the school.
- A person present at a meeting of a selection panel at which the subject for consideration is that person's appointment (or that of his/her relative or spouse) to a post as a teacher or otherwise at the school, a transfer or promotion or retirement or shall be a candidate for the resulting vacancy, she/he shall be deemed to have an interest.