

Dear Colleague,

Register of Business Interests

Please find attached the Register of School Business Interests form which I should be grateful if you would complete and return to me.

This is a statutory document 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 and school staff to declare an interest likely to lead to questions of bias when considering any item of business at a meeting and for the governor or member of staff concerned to withdraw, if necessary, whilst the matter is considered.

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 and school staff, 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 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 sheet should be signed by the governor or member of staff. The register will enable governors to demonstrate that in spending public money they do not benefit personally from decisions that they make.

The register is reviewed annually, but governors and members of staff are reminded that they should declare any changes as and when they occur.

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

Yours sincerely,



Georgia Brown

Clerk to Governors

Register of Business Interests

Name: _____

Position: _____

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 member of staff or more if required.
 3. Make all entries in ink.

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

Date											
Initials											

Governors and members of staff 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.