



Beechwood Primary School

Register of Business Interests Policy

All the governors and staff at Beechwood Primary School are committed to sharing a common objective to help keep the children and staff of the school safe. We ensure that consistent effective safeguarding procedures are in place in order to support families, children and staff of the school.

Introduction

It is important for all people involved in spending public money to demonstrate that they do not benefit personally from decisions they make. Ofsted and the Audit Commission have recommended that governing bodies establish a register of pecuniary and business interests, which should be open for inspection, and in which governors and senior school staff (Heads & Deputies) should record, among other things, any links they may have with local firms from which the school may wish to purchase goods and services.

Who Should Declare an Interest

The Headteacher and all governors should declare any interest. Additionally, if any member of staff who is responsible for proposing a course of action in relation to spending the school's designated budget or is responsible for ordering goods and services on behalf of the school has links with local firms, organisations or clubs that the school may wish to purchase from, or provide services to, then these links should be disclosed to the Headteacher. If governors or staff members have a relative whom they know to have a declarable interest, the governor or staff member is treated as having an interest that must be declared.

What Information Should Be Declared

This is the information which should be declared by all members of the governing body and relevant staff members:

- **Employment:** Everyone in paid employment (including self-employed) should provide details of the name of the employer, type of business and the job they do. If the Head receives remuneration from any other interests, these should also be declared.
- **Contracts:** It may be that a contract could be made or proposed between the school and a member of staff or a governor, or a company or other body in which a governor or staff member has an interest (including as a shareholder). In this case, the governor or employee must provide full details of the contract, including its duration, the good or services to be provided or the works to be executed. Similarly, if there is to be a contract between the school and a club, society or organisation of which a staff member or governor is a member, this link must also be declared.
- **Securities:** Governors and staff should provide details of any company in which they hold securities (stocks and shares).

Declaring an Interest

Anyone attending a governing body meeting who has a pecuniary or business interest in an item under discussion must orally declare the interest at the meeting and must leave the meeting room while the matter is being discussed. A governor who is to be the subject of any discussion at a governors' meeting should also leave the room. This would include the governor's appointment to a post at the school and, for example existing staff members, consideration of that person's

- •Transfer from one post to another
- •Promotion
- •Retirement
- •Suspension
- •Dismissal

Or if the governing body's decisions may lead to a staff vacancy being created for which that governor could apply. Any governor with previously expressed views or direct involvement in a staff or pupil disciplinary, grievance or admissions matter must leave the room when the subject is discussed.

Register of Pecuniary Interests

There is an interest declaration form to be completed annually by all governors and the Head. It is the responsibility of the individual governor and staff member to ensure the information is accurate and up to date. The information is kept secure and is available to the governing body, the Headteacher, the Clerk to the Governors, representatives of the LEA and anyone who has a right to see it under the Education Acts as part of the inspection of the school. The information is otherwise confidential and may be used by those with access to it only in carrying out their statutory duties.

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Reviewed: March 2016

Next Review: March 2018

Governor's Chair of Resources & Strategies _____

Head Teacher _____