



The Southfield Trust

Business Interests Register

Declaration of Interest

The Southfield trustees/governing body are required to have a register of business interests. The standard set by OFSTED and the Audit Commission is as follows:

“The governing body should establish a register of business interests for the governors and staff which should be open to inspection. For example, governors and staff should declare any links they have with local firms from which the school may wish to buy goods or services. It is important for anyone involved in spending public money to demonstrate that they do not benefit from decisions that they make.”

Any person who is present at a meeting of trustees or the local governing body should declare a business interest direct or indirect. This relates to any contract, proposed contract or other matter that is being considered. The person must disclose the fact as soon as is practical at the meeting, and take no part in consideration or discussion of the contract or matter concerned. The person must withdraw from the meeting during consideration or discussion unless the trustees/governing body allow otherwise. In addition, the person cannot vote on any question with respect to the contract or matter.

There is no comprehensive definition of what constitutes a business interest. In all cases, the natural meaning of the words has to be put in the particular context of the contract or other matter being discussed.

Direct Business Interests

- Any payment of salary, allowances or other expenses to a member of staff from the school budget
- Any appointment where a trustee/governor is a candidate
- Any appointment where a trustee/governor or member of staff runs their own business and has been or could be paid for work done or services received from the school budget or any other school funds
- Land owned by a trustee/governor or member of staff where its value might be affected by proposals about the school's land or buildings.

Indirect Business Interests

A number of matters can be treated as an indirect business interest. Some examples are as follows:

- A governor or member of staff own shares in or is a member of a company or another body which has a direct business interest
- A governor or member of staff is a business partner of a person or company who has a direct business interest
- A governor or member of staff is employed by a person or company which has a direct business interest
- A governor or member of staff has a spouse or is living with another person who has an interest in the contract or matter being discussed, including an appointment to the staff of the school
- The contract or matter relates to an appointment at the school which could result in another vacancy for which the governor or member of staff could be a candidate.

Interests that are not Business

Some matters are not considered as creating a business interest. Some examples are as follows:

- Being a Councillor on a local authority
- Being a rate payer or Council Tax payer in the area of the school
- For members of school staff, having an interest that is no greater than the interest of the generality of staff in a matter
- Having interests that are non-business
- Having an interest that is so remote or insignificant that it cannot reasonably be regarded as likely to influence a trustee, governor or member of staff.

Duty to Declare

Trustees, governors, head teachers and members of staff are bound by financial regulations, and therefore, must declare in a business interests register any business interest they have in a personal capacity in any contract relating to the school. The declaration must be in writing and be recorded in the register.

In addition to any written declaration in the business interests register, a trustee, governor or any other person attending the meeting of the trustees/governing body or one of their committees, must declare orally their business interest in any matter and take no further part in discussion or decision on that matter.

Observance of these rules is the responsibility of the individual trustee, governor, executive head teacher or member of staff.

The Register

Each board of trustees/governing body should arrange for a business interests register to be kept in school.

The business interests register must be open to public inspection, free of charge during reasonable school office hours.

The trustees/governing body should make arrangements for the business interests register to be kept up to date, at least annually.

Form RP1 should be used for members of staff at the school

Form RP2 should be used by trustees/governors who are not also members of staff



The Southfield Trust

Trustees and Governing Body Register of Business Interests

Form RP1 to be completed by members of staff employed at the school

I, (NAME), a member of staff at the Southfield Trust, confirm that I have read the Notes of Guidance and am aware of the requirements of the Register of Business Interests.

I set out below my business interests:

1. Employment at the Trust (please tick one box)

- head teacher
- teaching staff
- support staff

2 Have you any connections/membership/shares in companies etc, which have a direct business interest in the Trust? (please tick one box)

- Yes
- No

If yes, please specify.

3 Have you any business interests as explained in the Notes of Guidance? (please tick one box)

- Yes
- No

If yes, please specify.

Signature _____ Date _____



The Southfield Trust

Trustees and Governing Body Register of Business Interests

Form RP2 to be completed by all governors EXCEPT those who are employed as members of staff at the school

I, (NAME),
a trustee/governor of the Southfield Trust, confirm that I have read the Notes of Guidance and am aware of the requirements of the Register of Business Interests.

I set out below my business interests:

1. Have you any connections/membership/shares in companies etc, which have a direct business interest in the Trust? (please tick one box)

- Yes
- No

If yes, please specify.

2. Have you any business interests as explained in the Notes of Guidance? (please tick one box)

- Yes
- No

If yes, please specify.

Signature _____ Date _____