



Declaration of pecuniary and personal interest

Please read the guidance notes before completing the form.

I declare as a governor/director/trustee of The Swanage School and/or a member of Education Swanage that I hold the following personal and/or pecuniary interest(s), which are relevant now or potentially may become relevant in the future. I am aware that a register of relevant interests will be published on the school's website.

Pecuniary interests	Please provide details of the interest
Current employment	
Businesses (of which I am a partner or sole proprietor)	
Company directorships (details of all companies of which I am a director)	
Charity trusteeships (details of all companies of which I am a trustee)	
Membership of professional bodies, membership organisations, public bodies or special interest groups of which I am a member and have a position of general control or management	
Gifts or hospitality offered to me by external bodies while acting in my position as a governor/trustee or member and whether this was declined or accepted in the last 12 months.	<i>Gifts will be recorded in the School Gifts Register</i>
Contracts offered by me for the supply of goods and/or services to the trust/school	
Any other conflict	

Personal interests	Name & relationship	Nature of the interest
Immediate family/close connections to governor/trustee or member		
Company directorships or trusteeships of family/close connections to governor/trustee or member		
Number of children at The Swanage School		

If you are a governor/trustee of any other schools and/or academies, or a member of any other academy trusts, please provide details below:

Name of school/academy/academy trust	
Position held	
Date appointed/elected to post	
Date of termination to post	

To the best of my knowledge the information supplied above is correct and complete. I understand that it is my responsibility to declare any conflict of interest/loyalty, business or personal that relates directly or indirectly, to myself or any relation in any contract, proposed contract or other matter when present at a meeting at the school where such contract or matter comes under consideration. I understand that I must withdraw from any meeting during the discussion of such contract or matter and must not vote in respect of it.

I agree to review and update this declaration annually and give consent for the information provided to be used in accordance with the trust/school's conflicts of interest policy.

Signed:

Print name:

Date:

Guidance notes

In the notes below “member” means a member of the academy trust, Education Swanage. “Governor” is used for governor/director/trustee.

Governors and members have a legal duty to act only in the best interests of their schools or academy trust. Where a situation arises in which they cannot do this due to a personal interest they have, steps should be taken to identify, prevent and record the conflict. This ensures governors and members are acting in the best interests of the school.

You need only provide details of interests that are “relevant”, but should think about both now and the potential for the future. If in doubt, it is better to err on the side of caution and include details. Think about any links with individuals, businesses, contractors, directorships, shareholdings or other appointments where the school may purchase goods or services from or who are directly employed by the school. Your declaration must also include interests of related persons such as parent, spouse, co-habitee, child or business partners where influence could be exerted by that person over a governor or a member of staff.

Therefore, in the declaration above, you must provide details relating to:

- Your ownership or partnership of a company or organisation which is, or potentially may be, used by the trust/school to provide goods or services;
- Goods or services you offer which are, or potentially may be, used by the trust/school;
- Any close relation you have to someone who satisfies either of the above;
- Any close relationship you have to someone who is employed by the trust/school.

Declaring your conflicts of interest is a legal requirement within the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 and for academies, in the Articles of Association and Academies Financial Handbook. However, making an annual declaration does not remove your requirement to make an oral disclosure of the interest and temporarily leave any meeting where the interest is relevant to something being discussed.

Pecuniary interests

Generally, governors and members should not participate in any discussions in which they may directly or indirectly benefit from a pecuniary interest, except where the articles of association authorise this. A direct benefit refers to any personal financial benefit and an indirect benefit refers to any financial benefit you may have by virtue of a relationship to someone who stands to gain from a decision of the governing board or academy trust. Both direct and indirect interests must be declared.

Non-pecuniary interests (conflicts of loyalty)

There may be a non-pecuniary interest whereby the governor or member does not stand to gain any benefit but a declaration should still be made. For example, this might be where they have a family member working in the school. While the governor or member might not benefit personally, their judgment could be impaired if something was brought up that would affect the family member.

Handling a conflict

The governing board or academy trust must make a decision as to whether or not they should take steps to remove the conflict by:

- Not pursuing the course of action it relates to; or
- Proceeding with it in an alternative way which does not give rise to conflict; or
- Not appointing the governor or member in question or seeking to secure their resignation.

In the minutes of the meeting, the following should be recorded:

- The nature of the conflict;
- Which governor(s) or member it relates to;
- Whether a declaration was made in advance of the meeting;
- A brief overview of what was discussed;
- Whether the governor(s) or member withdrew from the meeting;
- How the governors or members made the decision in the best interests of the school.

Upon completion, this signed form should be given to the clerk of governors whose responsibility it is to keep a register of all interests and review it annually. Any new interest or ceased interest should, however, be reported to the clerk as and when they occur.