

Register of business interests of Trustees, Local governors and Senior staff

Adopted: September 2018

Review date:

The Tapscott Learning Trusts Board of Trustees/governing body and senior staff are committed to ensuring that they act impartially in all matters of school business. For this reason, the Board of Trustees, governing bodies and senior staff have declared any interests likely to lead to questions of bias when considering any item of business in a Trustees' or governing body meeting. This is a legal duty and vital to ensure that there is no conflict between personal business interests and the affairs of the school or trust. If in any meeting a topic comes up for discussion that may be a conflict of interests for a member of the group, that person will withdraw from the meeting while that matter is discussed.

The Companies Act 2006 requires Directors/Trustees of Academy Trusts to avoid conflicts of interest and declare their interests in any proposed transaction with 3rd parties. In addition, the funding agreement entered into between the Academy Trust and the Secretary of State, requires Academy Trusts to comply with the terms of the Academies Financial Handbook. The Handbook requires Members, Trustees, Local governors of Academies in a Multi Academy Trust and senior employees to complete a register of interests retained by the Academy Trust.

This register will confirm that decisions regarding the spending of public money are made fairly, and that those people making the decisions on spending (the Board of Trustees/ Governing body) in no way personally benefit from the decisions made.

What should be registered?

The declaration forms should include:

- any links that Governors or Trustees have in relation to individuals, contractors, shareholdings, directorships, partnerships and employments with businesses that provide goods or services to the school or Academy Trust; and trusteeships and governorships including at other educational institutions and charities irrespective of whether there is a trading relationship with the School/Academy trust;
- material interests arising from relationships between governors[/trustees] and other governors[/trustees] and school staff (including spouses, partners and close relatives) and
- for each interest: the name of the business, the nature of the business, the nature of the interest, and the date the interest began.

The forms must include Trustee's and Governors own interests and must identify any relevant material interests arising from close family relationships (i.e. a close member of the family or member of the same household) between the Trust's members, Trustees or Governors over who they may exert influence. If in doubt the presumption should be towards including an interest in the register. The register must also set out any relationships between Trustees]/Governors and members of the school staff including spouses, partners and relatives. The register must be signed by the Trustee/Governor/member of staff whom it concerns.

Maintaining the register

It is the responsibility of the Trusts' Company secretary to ensure that the register of business interests is kept up to date, reviewed regularly, complete, and includes all Trustees/Governors. The Company secretary must be made aware of any changes of interests throughout the course of the year and will formally review the register annually. The Chair of Trustees will manually sign the register after every review.

Any Governor or Trustee failing to reveal a business or pecuniary interest or relationship with a member of staff may be in breach of the code of conduct for Trustees/Governors and/or their duties as a Trustee/Governor and as a result be bringing the board of Trustees or Governing body into disrepute. In such cases the Governing body or Board of Trustees may consider suspending or removing the Trustee/Governor.

The Company Secretary will retain the register as a confidential document. It will be made available on request to members of the Board of Trustees or Governing body, the head teacher, staff, parents or for inspection. The Trust will publish on its website the relevant business and pecuniary interests of Members, Trustees, Local governors and Accounting officers. The Trust has discretion over the publication of the interests of any other individual named on the register.



Name	Joan Spencer
School or Governing body	Curwen Primary School
Employment/office/trade/profession/vocation	Atlas Road, Plaistow, London E13
<i>Please complete this section if you are in paid employment or are self employed.</i>	
Are you Self Employed?	
Yes/No (please circle answer)	No
<i>if self employed:</i>	
Nature of business	
If Employed:	
Name of employer	London Borough of Newham Education Department
Nature of business	Pupil Referral Unit
Job title	Senior Student Support Officer

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- material interests arising from relationships between governors/[trustees] and other governors/[trustees] and school staff (including spouses, partners and close relatives) and
- for each interest: the name of the business, the nature of the business, the nature of the interest, and the date the interest began.

External Relationships (outside of Trust or Member Academies)

Organisation	Type of Interest	Date of appointment	Date Ceased	Signature
e.g. Nosh catering Company	Shareholder at company	01/09/2018		<i>Joe Bloggs</i>

Internal Relationships (Inside of Trust or Member Academies)

Name of member of Staff in Trust or School related to	Type of Interest	Date	Date	Signature
<i>e.g. Mrs Bloom</i>	<i>Wife</i>	<i>n/a</i>	<i>n/a</i>	<i>Mr Bloom</i>

Declaration

I agree that any interests arising after making this declaration will be declared to the Board of Trustees/Governing body and I will submit a further form as soon as possible. I understand that completion of this register does not remove the legal duty placed upon me to declare personal interest in any item of business at a meeting and I will withdraw whilst the matter is considered. I certify that I have declared all beneficial interests which I or any person connected with me have with businesses, or other organisations, which may have dealings with the Academy Trust or its member schools.

Name:..... **Joan Spencer**

Signature:..

