

Register of Business Interests

App 3

[School Name]

The general principle is that no-one should be involved in a decision where his or her personal interests, or those of any member of their immediate family, may conflict with those of the governing body. The purpose of this register therefore is to help avoid any conflict between the business interests of individual governors, the headteacher or members of their immediate families and the interests of the school. See overleaf for further details.

Name of Governor: _____ **Term of Office From** _____ **To** _____

(Please print)

Name of business	Type of business	Nature of involvement	Person involved	Notes

(please continue overleaf if necessary)

or I have no relevant business interests

Signature _____

Date _____

Record of Reviews (Clerk to governors to distribute amendments and signature annually)

Date of Review								
Initials								
Date of Review								

Initials								
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An interest might include a directorship, significant shareholding or other appointment within a business that the school has dealings with or might have dealings with in the future. The type of business might be any that the school would invite to tender or place an order with. It is not possible to give definitive list of the types of interest that should be included so examples include, but are not limited to:

- building works
- IT & other equipment
- office & educational supplies
- cleaning
- catering
- grounds maintenance
- banking
- other administrative support services.

Inclusion of an interest on the register does not necessarily prevent the school from dealing with the business concerned. However, the governor concerned should not be involved in the decision to do so.

When making a decision on what should be disclosed, the individual should bear in mind the basis on which a third party might challenge their decision to disclose or not to disclose information. However, as a general rule, small savings accounts or small shareholdings in quoted companies would not usually need to be disclosed. If in doubt, you should include an item on the register rather than leave it out.

Governors 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.