



Declaration of Business, Pecuniary & Other Interests

Name	
Trustee/Governor / Senior Member of Staff	
Trust/School/Academy	

I understand that it is my responsibility to declare the nature of any business or pecuniary interest, direct or indirect, of myself or of the members of my immediate family in any contract, proposed contract or other matter when present at a meeting where the specified contract or other matter comes under consideration and withdraw from the meeting during the discussion and not vote in respect of it.

I also understand that it can be a criminal offence to:

- omit information which should be included on this form;
- provide information which is false or misleading;
- fail to notify the Trustees/Governors/Headteacher of any subsequent change in circumstances which might render this declaration invalid or out of date

Which Interests Should I Declare?

- Any conflict of interest – where your personal interests or loyalties could, or could be seen to, prevent you from making a decision only in the best interests of the Trust
- Any conflict of loyalty – where your loyalty or duty to another person or organisation could prevent you from making a decision only in the best interests of the Trust
- Any business or pecuniary interest (direct or indirect) – including any links you have with local businesses or organisation from which the Trust may / does buy goods or services from

Any of the above which apply to members of your immediate family (any child, stepchild, parent, grandchild, grandparent, brother, sister, spouse or person living with you as a partner).

When Should I Declare Them?

- Annually when completing this form
- Whenever your circumstances change (you must inform the clerk)
- As soon as it is practical and at any meeting where the proposal, contract or other matter is being discussed and / or voted on.

Trustees/Governors will decide if it is appropriate for you to remain in the room and / or take part in any discussion. If an incident arises where you are unclear as to whether you have an interest, the Trustees/Governors will have a discussion and propose a resolution.

If you have no such interests please write “NIL” in the table below – for completeness of the Trust’s records NIL returns are required.

Conflict of Interest Policy Annex A

Are you (or an interested other) an employee of the Trust?	YES	NO
<i>Please give details of your role:</i>		
Are you (or an interested other) an employee/governor/trustee/volunteer at another school/college/multi-academy trust / academy chain?	YES	NO
<i>Please include all primary, secondary, post-16 settings:</i>		
Are you (or an interested other) a parent of any children aged 18 years or less educated in Devon?	YES	NO
<i>Please give details:</i>		
Do you (or an interested other) have any directorships, partnerships or employments with businesses that provide goods or services to the school or other local educational institutions – or potentially could in the future?	YES	NO
<i>Please list the name(s) of the business, the nature of the business, the nature of the interest and the date the interest began:</i>		
Please tell us about any other interests which you consider significant – including you (or an interested other) being a member or officer of any local community organisation, charity or other public body or holding shares in an interested business?	YES	NO
<i>Details:</i>		

I certify that I have declared all beneficial interests which I or the members of my immediate family have with businesses or other organisations which may have dealings with the school. I also undertake to inform the school of any change in these business interests.

Signed	
Dated	

Reviewed by Trust Audit Committee/Chair of Governors

Signed	
Dated	