

Scheme to record the pecuniary interests of school governors, senior staff and staff involved in procurement

Introduction

Governors and school staff have a responsibility to avoid any conflict between their business and personal interests and the business affairs and the interests of the school. One important means by which a school may demonstrate it is applying these principles is by maintaining a register of pecuniary (financial) interests. For schools to be SFVS (School Financial Value Standard) compliant, such a register must be maintained for governors, senior staff and staff involved in procurement and it must be available for inspection.

The purpose of declaring such interests is to enable the governing body to identify any potential for an interest being such that controls need to be put in place to ensure there is no conflict between a governor or staff member's private interest and the school's interests.

Who should declare an interest?

All governors, the headteacher, deputy headteacher(s), assistant headteacher(s), other staff employed at that level, and staff involved in the procurement process, should complete a pecuniary interest form (attached).

In addition, it is recommended that the following statement be placed into the school's staff handbook.

"It is important that staff who are involved in spending public money are able to demonstrate that they do not benefit personally from any decisions that are made about how these monies are spent. A register of pecuniary interests has been introduced to enable governors, the headteacher, deputy headteacher(s), assistant headteacher(s) and staff involved in the procurement process to declare interests.

If any member of staff, who is responsible for proposing a course of action in relation to spending the school's delegated budget, or who is responsible for ordering goods and services on behalf of the school, has links with suppliers, organisations or clubs that the school may wish to purchase from, or provide services to, then these links should be disclosed to the headteacher."

What information should be declared?

The following information should be declared by all members of the governing body and relevant employees:

Employment, Office, Trade, Profession or Vocation

- If you are in paid employment, or you are self employed, you should provide details of the name of your employer, the type of business in which they are involved, and the type of job you are employed to do. If you are a headteacher, deputy headteacher, assistant headteacher or employed at this level, or you are involved in the procurement process and you have other interests for which you receive remuneration, these should also be declared.

Contracts

- If there is a contract which has been made, or is proposed to be made, between either you (or your spouse or relatives – *see definition below*), your company (if you are a partner or a director), a body corporate (i.e. a group of people authorised by law to act as an individual with its own powers, duties and liabilities) in which you are a director or in which you hold substantial¹ securities (e.g. stocks & shares) and the school where you are employed or where you are a governor. You should provide details of the contract, including its duration, the goods and services that are to be provided, and/or the works that are to be executed. A contract may also be between a club, society or organisation of which you are a member and the school where you are a governor for the hire of the premises or facilities. This type of contract should also be declared, although you will be only treated as having a pecuniary interest if you benefit financially from the contract.

Interest in Securities

- You should provide details of the name of any company or body corporate in which you have a substantial (see footnote below) financial interest in the securities (e.g. stocks and shares) of that company or body corporate.

Declaring an Interest

A governor or an employee still needs to formally declare an interest during a governing body meeting if a matter is discussed in which the governor or the employee has an interest that has been registered. **Also, it should be noted that a governor (including the headteacher if he/she is not a governor) is treated as having an interest if a relative (including a spouse or someone living with that person as if he or she were that person's spouse), to his/her knowledge has, or would be treated as having, such an interest.** The definition of a relative includes spouse, partner, parent, parents-in-law, son, daughter, step-son, stepdaughter, child of a partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece. If a pecuniary interest has been declared, the relevant governor or employee should leave the meeting room during the consideration or discussion of the matter.

¹ You have a substantial interest if you own shares or other securities in the company with a nominal value of more than £25,000 or more than 1/100th of the issued shares or securities. The notional value is normally the face value on the share certificate and is not the market value. If in doubt contact your broker. If there are several classes of shares or securities, the fraction of 1/100th applies to any of those classes. These limits also apply to deposits with industrial and provident societies, and co-operative societies.

Other interests

There are a number of other occasions where a governor would need to declare an interest. If a governor is present at a meeting of the governing body of a school (including a meeting of a selection panel) at which the subject of consideration is, in the case of the governor him/herself or of a relative (including his/her spouse) living with him/her:

- that governor's appointment to a post at the school, or
- where that governor is employed at the school, his transfer from one post to another or his/her promotion or retirement, or
- the transfer from one post to another, dismissal, promotion, retirement or suspension of another person so employed, if the said transfer, dismissal, promotion, retirement, or suspension would result in a vacant post for which the governor would be a candidate, then the governor should declare an interest and withdraw from the meeting. Such action would also need to be taken if a governor has previously expressed an opinion or been directly involved in a matter relating to a disciplinary case, grievance or admission; or if the governor is related to, or is the spouse of, the person directly involved.

Register of Pecuniary Interests

To compile an accurate record of governors' and senior school staff's interests, all governors, senior staff and staff involved in the procurement process should complete this form on an annual basis and return it to the headteacher, who will be responsible for the secure storage of the information at the school. This information will be held as the register of pecuniary interests at the school, and will be open to inspection.

It should be noted that the responsibility for providing this information accurately and keeping it up to date, rests with the individual governor and employee.

Register of pecuniary interests for Newham school governors and senior school staff

To be completed annually by all governors, senior school staff
and staff involved in procurement

Personal Details

Your name:

Geoff Haddon

Your school/governing body:

Shaftesbury

Employment, office, trade, profession or vocation

Please complete this section if you are in paid employment, or you are self employed.

Are you self employed

~~Yes~~/No*

My employer is:

London Borough of Newham

Their/ my business is:

My job is:

Head teacher

If you are employed as the headteacher, deputy headteacher or assistant headteacher at the school, and have other interests for which you personally receive remuneration please detail these interests below:

Contracts

Is there a contract, either existing or proposed, between you or your relatives (defined overleaf) or spouse (or someone living with you as if he or she were your spouse), an organisation/ society/club of which you are a member, or your employer, and the school where you are a governor or an employee?

~~Yes~~/No*

Are you a partner or director in a company or a body corporate or do you hold substantial (see footnote overleaf) securities?

~~Yes~~/No*

If you have answered yes to the first question in this section, please provide details of any contracts that have been made, or that are proposed to be made, in the space provided below (continue on a separate sheet if necessary). Please indicate the duration of the contract, the goods and services that are to be provided, and/or the works that are to be executed. If you have answered yes to the second question but there is no contract, proposed or otherwise, please write "not applicable" below.

Interest in securities

Do you hold any substantial ¹ securities in any company or body corporate?

Yes ~~Yes~~ / No*

If you have answered yes please provide the name of the company or body corporate below, and the nature of their business (continue on a separate sheet if necessary).

5. Declaration

I declare that to the best of my knowledge the foregoing is accurate, and I am aware that the above information is open to inspection. If my circumstances change, I will immediately inform the governing body and make an appropriate declaration.

Signature

Once you have completed this form please return it to the school where you are a governor or an employee.

Please remember you need to declare an interest if your relative or spouse (or someone living with you as if he or she were your spouse) would be considered to have an interest in any item discussed at a meeting. The definition of a relative includes spouse, partner, parent, parents-in-law, son, daughter, step-son, stepdaughter, child of a partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece.

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