Register of interests of members, trustees, local governors, senior staff and staff involved in procurement

Introduction

The academy trust's register of interests **must** capture relevant business and pecuniary interests of members, trustees, local governors and senior employees, including:

- directorships, partnerships and employments with businesses that provide goods or services to the trust;
- trusteeships and governorships including at other educational institutions and charities irrespective of whether there is a trading relationship with the trust; 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 purpose of declaring such interests is to enable the trust 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 member's, trustee's local governor's or staff member's private interest and the trust's interests.

Who should declare an interest?

All members, trustees, local governors, senior leaders 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 members, trustees, local governors, senior leaders 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 trust's budget, or who is responsible for ordering goods and services on behalf of the trust, has links with suppliers, organisations or clubs that the trust may wish to purchase from, or provide services to, then these links should be disclosed to the headteacher."

What information should be declared?

Employment, Directorships and Partnerships

- directorships, partnerships and employments with businesses that provide goods or services to the trust;
- trusteeships and governorships including at other educational institutions and charities irrespective of whether there is a trading relationship with the trust; 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.

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 substantial[1] securities (e.g. stocks & shares) and the trust where you

[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

are employed or where you are a member, trustee or local 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 trust 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 member, trustee, local governor or an employee still needs to formally declare an interest during a meeting if a matter is discussed in which the individual has an interest that has been registered. **Also, it should be noted that an individual 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 individual should leave the meeting room during the consideration or discussion of the matter.

Register of Pecuniary Interests

To compile an accurate record of members' trustees' local governors' and senior staffs' interests, all these and staff involved in the procurement process should complete this form on an annual basis and return it to the Chief Executive, who will be responsible for ensuring the information is stored and published on the trust's website.

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

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.

Register of pecuniary interests for members, trustees, local governors and senior staff

To be completed annually by all members, trustees, local governors, senior leaders and staff involved in the procurement process.

Personal Details

Your name: **Jakira Rowshan**

Your office / designation:

- ☐ Member
- ☐ Trustee
- ☐ Executive Headteacher (Ex-Officio)
- ☐ Headteacher (Ex-Officio)
- ☒ Co-opted Governor
- ☐ Parent Governor
- ☐ Staff Governor

Setting (if applicable): **Ravenscroft Primary School**

Employment

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

Are you self-employed

- ☐ Yes
- ☒ No

My employer is: **Ravenscroft Primary School**

Their/my business is: **Education**

My job is: **Mid-day Supervisor**

If you are employed as a senior leader and have other interests for which you personally receive remuneration, please detail these interests below:

N/A

Director, partnerships and other trusteeships and governorships

Are you a partner or director in a company or a body corporate?

- ☐ Yes
- ☒ No

Are you a trustee or a governor in a different organisation?

- ☐ Yes
- ☒ No

If you have answered “yes” please disclose for each appointment: the name of the business or institution, the nature of its business, the nature of the interest, and the date the interest began.

N/A

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 trust?

☐ Yes
☒ No
If you have answered "yes" please disclose below full details of the contract including the start/finish dates, the nature of the contract, its value and whether "connected parties" status (3.2 AFH) applies:

N/A

Interest in securities

Do you hold any substantial[2] securities in any company or body corporate? ☐ 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).

N/A

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 trust and make an appropriate declaration.

Signed copy held on school file	**November 2017**
Signature	Date

Once you have completed this form please return it to the Chief Executive for publication on the trust's website.

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.

[2] 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.