

Maintaining & Publishing Business Interests Register and Publication of Governance Arrangements

Business Interests Register

Schools and academies **must** maintain and publish a register of business interests.

For maintained schools this includes all governors and associate members, and for academy trusts this includes members, trustees, local governors and accounting officers.

Each individual must complete an annual declaration (see **Appendix I**) and provide in-year updates that must be communicated to the Governance Professional/Clerk as soon as is reasonable. Governance Professionals/Clerks should ensure that there is a system in place that allows individuals to make declarations whenever their interests and circumstances change.

Birmingham City Council's Records Management Team recommends that governors' declarations of interest should be retained during their term of office as a governor plus 7 years from the date that they cease to be a governor.

Further details regarding managing business/conflicts of interest can be found in [Section 2.4](#) of the Department of Education's (DfE) Maintained Schools Governance Guide and in [Section 6.5](#) of the Academy Trust Governance Guide. Both include additional guidance from the Charity Commission on [managing potential conflicts of interest](#).

Publishing business interests and governance arrangements

Both maintained schools and academy trusts **must** be transparent with their governance arrangements.

Both the DfE's Maintained Schools and Academy Trusts Governance Guides make it clear that openness about governance arrangements and decisions helps parents, carers and wider communities understand and navigate the school/trust, and creates a relationship based on trust.



Therefore, schools and academies must publish on their website up-to-date details of business interests and the overall governance arrangements that are in place. This must be in a readily accessible format (avoiding the need to download or open a separate document).

A full description of what must be published can be found as follows:

- Maintained schools: [Constitution of Governing Bodies of Maintained Schools](#) (publication of governors' details and the register of interests)
- Academies: [Academy Trust Handbook](#) (1.43-1.49)

Further advice for Governance Professionals/Clerks

Governance Professionals/Clerks should ensure they familiarise themselves with the information that must be published.

Members, trustees, governors, and associate members must be made aware of the information that will be published on the school or academy website. Where a governor does not wish to have their details published eg, due to a safety/safeguarding concern, please contact School and Governor Support for further advice and guidance.

In addition to maintained schools ensuring the structure and remit of the governing board and any committees are published, and academies ensuring their scheme of delegation is published, **Appendix II** provides a template to collate the remaining information.

This appendix can be provided to the individual responsible for updating the school's/academy's website, and can be used to inform the required update to [Get information about schools \(GIAS\)](#).

School & Governor Support

Children and Families Directorate
Birmingham City Council

Email: governors@birmingham.gov.uk

Web: [School and Governor Support Webpage](#)

Declaration of Pecuniary and Personal Interests

Name:

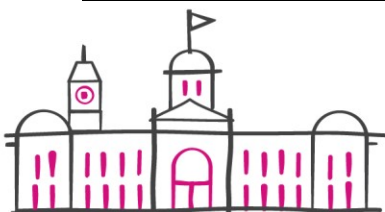
School:

Position:

I [Name], declare as a Governor/member of staff of [**School Name**] that I hold the following personal and/or pecuniary interest(s):

If there are no Pecuniary Interests to declare please put 'NONE' against relevant questions.

Pecuniary interests	Please provide details of the interest
Current employment	
Businesses (of which I am a partner or sole proprietor)	
Company directorships – details of all companies of which I am a director	
Charity trusteeships – details of all companies of which I am a trustee	
Membership of professional bodies, membership organisations, public bodies or special interest groups of which I am a member and have a position of general control or management	
Gifts or hospitality offered to you by external bodies while acting in your position as a Governor or member of staff and whether this was declined or accepted in the last 12 months	
Contracts offered by you for the supply of goods and/or services to the School	
Any other conflict	



If there are no Personal Interests to declare please put 'NONE' against relevant questions.

Personal interests	Name	Relationship to me	Organisation	Nature of the interest
Immediate family/close connections to a Governor or member of staff				
Company directorships or trusteeships of family/close connections to Governor or member of staff				

If you are a Governor or member of staff of any other School, please provide details below:

Name of School: _____

Position held: _____

Date appointed/elected to post: _____

Date of termination to post: _____

To the best of my knowledge the information supplied above is correct and complete. I understand that it is my responsibility to declare any conflict of interest/loyalty, business or personal that relates directly or indirectly to myself or any relation in any contract, proposed contract or other matter when present at a meeting at the school where such contract or matters comes under consideration. I understand that I must withdraw from any meeting during the discussion of such contract or matter and must not vote in respect of it.

I agree to review and update this declaration annually and give consent for the information provided to be used in accordance with the school's conflicts of interest policy.

Signed:

Date:

Abbreviation	Governor category	Appointed by
MBR	Members	Members
AS	Associate Member	Governing Board
CG	Co-opted	Governing Board
FOU	Foundation	Appointed by school's foundation
IEB	Interim Executive Board	Local Authority
LA	Local Authority	Nominated by the Local Authority and appointed by the Governing Board
TRE	Trustees	Elected or appointed in accordance with the Trust's Articles of Association
LACM	Local Academy Committee Member	Elected or appointed in accordance with the Trust's Articles of Association or the LAC Terms of Reference approved by the Trust Board
PAR	Parent	Elected or appointed by Governing Board
PTN	Partnership	Governing Board
SPO	Sponsor	Governing Board
STF	Staff	Elected