



Business Interests of HT and Governors Body Policy

Policy approved by		Date Approved	Policy Owner	Review
ECS JMT		11/12/2024	DCC Education	As is the case with all intranet documents, this policy is subject to regular review due to legislative and policy changes.
Version No.	Date Approved	Approved by	Amendment	
V1.0	11/12/2024	DCC JMT	Policy reviewed in line with legislation and approved a the new DCC Education Template for schools.	

INTRODUCTION

In Wales, under The Education (LEA Financial Schemes) (Wales) Regulations 2004 Regulation 4, Paragraph 15 school governors must declare any business interests that could affect their ability to make impartial decisions.

Declaration of Interest

1. A governing body is required to have a register of business interests for the governors and staff which should be open to inspection. For example, governors and staff should declare any links they have with local businesses from which the school may wish to buy goods or services. This will help demonstrate that governors and staff will not benefit from decisions that they make.
2. Every employee of the Council or schools, and every member of the Council or a school governing body, has a responsibility to declare any links or personal interests which they may have with purchasers or suppliers and/or Contractors if they are engaged in contractual or purchasing decisions on behalf of the Council, including schools.
3. Any person who is present at a meeting of a governing body should declare a business interest direct or indirect. This relates to any contract, proposed contract or other matter that is being considered. The person must disclose the fact as soon as is practical at the meeting and take no part in consideration or discussion of the contract or matter concerned. The person must withdraw from the meeting during consideration or discussion unless the governing body allows otherwise. In addition, the person cannot vote on any question with respect to the contract or matter.

Business Interests

1. There is no comprehensive definition of what constitutes a business interest. In all cases, the natural meaning of the words has to be put in the particular context of the contract or other matter being discussed.

Direct Business Interests

1. The following are examples of a direct business interest:

- any payment of salary, allowances or other expenses to a member of staff from the school budget
- any appointment where a governor is a candidate
- a governor or member of staff runs their own business and has been or could be paid for work done or services received from the school budget or any other school funds
- land owned by a governor or member of staff where its value might be affected by proposals about the school's land or buildings.

Indirect Business Interests

1. A number of matters can be treated as an indirect business interest.

Some examples are as follows:

- a governor or member of staff own shares in or is a member of a company or another body which has a direct business interest
- a governor or member of staff is a business partner of a person or company who has a direct business interest
- a governor or member of staff is employed by a person or company which has a direct business interest
- a governor or member of staff has a spouse or is living with another person who has an interest in the contract or matter being discussed, including an appointment to the staff of the school
- the contract or matter relates to an appointment at the school which could result in another vacancy for which the governor or member of staff could be a candidate.

Interests that are not Business

2. Some matters are not considered as creating a business interest. Some examples are:

- being a Councillor on a local authority;
- being a rate payer or Council Tax payer in the area of the school;
- for members of school staff, having an interest that is no greater than the interest of the generality of staff in a matter;
- having interests that are non-business;
- having an interest that is so remote or insignificant that it cannot reasonably be regarded as likely to influence a governor or member of staff.

Duty to Declare

- Governors, Headteachers and members of staff are bound by Financial Regulations and, therefore, must declare in the Register any business interest they have in a personal capacity in any contract relating to the school. The declaration must be in writing and be recorded in the Register.
- In addition to any written declaration in the Register, a governor or any other person attending the meeting of the governing body or one of its committees must declare orally their business interest in any matter and take no further part in discussion or decision on that matter.
- Observance of these rules is the responsibility of the individual governor, head teacher or member of staff.

The Register

- Each governing body should arrange for a Register to be kept at the school. It is suggested that this Register is kept by the Headteacher / Clerk.
- The Register must be open to public inspection, free of charge during reasonable school office hours.
- The Governing Body should make arrangements for the Register to be kept up to date. It is suggested that this should be done at least annually.

Created on	11.12.24
Last updated on	1.9.25
Adopted by Full Governing Body on	27 th November 25
Scheduled review date	September 2027

Chair of Governor's signature and date	
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YSGOL PANT PASTYNOG

DECLARATION OF BUSINESS AND PERSONAL INTERESTS

The purpose of maintaining the Register of Business and Personal Interests is to demonstrate openness in accountability by providing evidence that private or personal interests do not influence decisions taken in the school. This form is to be completed by all Governors annually.

Please complete this form declaring any business or personal interests that you or members of your immediate family have. If there are no such interests, then please complete the relevant section below. Please sign the form and return it to the Head Teacher or Clerk to the Governing Body. The register will be reviewed annually.

School	YSGOL PANT PASTYNOG
Name	
Position	

I have read and understood the guidance above regarding the declaration of business and personal interests and: (Please tick the appropriate box and complete the details below if applicable)

I declare that I **do not have any interest(s)** which may conflict with my duties in school or influence any decisions I may have to make.

I declare that I **do have interest(s)** which may conflict with my duties in school or influence any decisions I may have to make. The details of which are provided in the table below:

Name of Company or supplier with whom I have an Interest	Type of Business	Nature of the Interest or Relationship	Date Interest arose	Date Interest was first declared

I agree that any interests arising after making this declaration will be declared to the Governing Body, and I will complete a further form. I understand that I should also disclose orally any interest at any specific meeting and should leave the meeting whilst that agenda item is being considered,

Signed -

Date -