

Register of Business Interests Policy

Date	Review Date	Endorsed by	Approved by	Link Governor
Dec 2015	Dec 2016	Resources Committee	Governing Body	Cordelia Shakleton

We at The Devonshire Hill Nursery and Primary School believe it is important that governors and staff not only act impartially but are also seen to act impartially. The governing body and school staff have a responsibility to avoid any conflict between their business and personal interests and affairs and those of the school.

We believe there is a legal duty on all governors to declare an interest likely to lead to questions of bias when considering any item of business at a meeting and for the governor concerned to withdraw, if necessary, whilst the matter is considered. Therefore, we have established a register of business interests for all governors and the Headteacher which will enable governors to demonstrate that in spending public money they do not benefit personally from decisions that they make.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

This policy is to be read in conjunction with the following document:

- The Constitution of governing bodies of maintained schools (DfE) – **Guidance A**

Aims

- To establish and maintain a register of business interests for all governors and the Headteacher (**Appendix A**);
- To work with other schools to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

The Governing Body has:

- Responsibility for ensuring the Register is kept up to date;
- Responsibility of declaring and registering their business interests, and those of any person that may be connected with them, when dealing with the school;
- Delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- Responsibility for ensuring that the school complies with all equalities legislation;
- Nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- Responsibility for ensuring funding is in place to support this policy;
- Responsibility for ensuring this policy and all policies are maintained and updated regularly;
- Responsibility for ensuring all policies are made available to parents;
- Responsibility for the effective implementation, monitoring and evaluation of this policy

The Headteacher and the Senior Leadership Team will:

- Ensure all school personnel, pupils and parents are aware of and comply with this policy;
- Provide leadership and vision in respect of equality;

- Provide guidance, support and training to all staff;
- Monitor the effectiveness of this policy;
- Annually report to the Governing Body on the success and development of this policy.

Role of the Clerk to the Governing Body

The Clerk will ensure that the Register is kept up to date.

Register of Business Interests

The Register will show for each governor:

- The name of the company that they work for;
- List of any directorships that they may have;
- List of significant shareholdings;
- Other business connections;
- Business interests of any immediate family members

Maintenance of Register

The Register will:

- Be up to date;
- Show all current governors
- Show any appropriate changes

The Register will be signed annually by the Chair of Governors.

Retention of Register

The completed register will be retained by the governing body as a confidential document and will be made available on request to:

- Members of the governing body;
- The Headteacher;
- Staff;
- Parents;
- The Chief Education Officer

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The Register will be updated at the Annual Governors Meeting or when the need arises.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- The school website;
- The Staff Handbook;
- Meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops;
- School events;
- Meetings with school personnel;
- Communications with home such as weekly newsletters and of end of half term newsletters;
- Reports such annual report to parents and Headteacher reports to the Governing Body;
- Information displays in the main school entrance

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the link governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

This policy was reviewed and endorsed by the Full Governing Body of The Devonshire Hill Nursery and Primary School on Wednesday 9th December 2015.