

## Board Declarations

### Register of Personal, Business & Educational Interests

**SCHOOL NAME** \_\_\_\_\_

It is necessary for the Governing Body to establish a Register of Interests of the Governors/Trustees and staff which will be open for inspection. Governors and staff should declare any association they have with companies or individuals from which the School may wish to obtain goods or services and links with other Schools in which they serve as a governor. The reason for the Register is to ensure that those individuals responsible for managing and spending public money demonstrate that they do not benefit personally from decisions that they make. Governors must also disclose any links they have with educational establishments such as governor/staff/volunteer member of another School or Institution.

Please complete this form, ticking the box that applies to you, and return it to the Clerk or Chair of Governors.

Name: \_\_\_\_\_ Governor/Director

☐

I do not have any Personal and Pecuniary Interests

☐

I have the Personal and Pecuniary Interests listed below:-

Date from which involved	Name of Company or Individual	Link (e.g. wife/brother/member of staff/other School where you are a governor or member of educational establishment)	Date ceased (where applicable)

*By signing the declaration governors understand that their details are required by the Department for Education to be entered into **GIAS**(national government database which includes details of all governors of all maintained Schools and academies – data is not publically available).*

Note: Generally, if the School wishes to purchase goods or services from a company or individual and you or a relative (including partner) have an association with that company or individual then you have a pecuniary interest. Therefore, if you have such an interest you cannot take part in any discussions at School meetings where the purchase is being considered. If you are a Governor you must withdraw from the meeting and cannot vote.

**Please note that both the School Governance Regulations and model Articles also are clear that failure to reveal this information should lead to a charge of bringing the governing body into disrepute and suspension of the governor. Oral declarations of interest must also be made at each meeting and governors will leave the meeting for appropriate related items.**

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## School Governor Confirmation of Eligibility

### Statutory Guidance on School Governance Constitution Regulations 2012:

Notification of Appointments, term of office, removal and  
disqualification(part 4 of the regulations)

**SCHOOL NAME**\_\_\_\_\_

#### **Notification of appointments (regulation 16)**

The person making an appointment or nominating a person to be appointed to the governing body must give written notice to the clerk of the name and usual place of residence of the person nominated or appointed.

#### **Qualifications and disqualifications (regulation 17 and schedule 4 to the regulations)**

Grounds for disqualification fall into three broad categories:

- general grounds;
- grounds that apply to particular categories of governor;
- grounds that arise because of particular failings or actions on the part of the governor; and
- All the grounds for disqualification apply also to associate members except that associate members can be registered pupils at the School and can be under 18.

#### **General grounds:**

Registered pupils cannot be governors.

A governor must be aged 18 or over at the time of election or appointment.

A person cannot hold more than one governor post at the same School at the same time.

#### **Grounds that apply to particular categories of governor:**

A person is disqualified from being a parent governor if they are an elected member of the LA or paid to work at the School for more than 500 hours (i.e. for more than one-third of the hours of a full-time equivalent) in any consecutive twelve month period (at the time of election or appointment).

A person is disqualified from being a LA governor if they are eligible to be a staff governor.

A person is disqualified from being a partnership governor if they are:

- a parent of a registered pupil at the School;
- eligible to be a staff governor at the School;
- an elected member of the LA; or

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- employed by the LA in connection with its education functions.

## **Grounds that arise because of particular failings or actions on the part of the governor:**

A person is disqualified from being a governor of a particular School if they have failed to attend the meetings of the governing body of that School for a continuous period of six months, beginning with the date of the first meeting they failed to attend, without the consent of the governing body. This does not apply to the Headteacher or to foundation governors appointed by virtue of their office.

A foundation, LA, co-opted or partnership governor at the School who is disqualified for failing to attend meetings is only disqualified from being a governor of any category at the School during the twelve month period starting on the date on which they were disqualified.

A person is disqualified from holding or continuing to hold office if that person:

- is the subject of a bankruptcy restrictions order or an interim order, debt relief restrictions order, an interim debt relief restrictions order or their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced;
- is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986, a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989, a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002, or an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
- has been removed from the office of charity trustee or trustee for a charity by the charity commission or commissioners or high court on grounds of any misconduct or mismanagement, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body;
- is included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people;
- is barred from any regulated activity relating to children;
- is subject to a direction of the Secretary of State under Section 128 of the Education And Skills Act 2008.
- is disqualified from working with children or from registering for child minding or providing day care;
- is disqualified from being an independent School proprietor, teacher or employee by the Secretary of State;
- has been sentenced to three months or more in prison (without the option of a fine) in the five years before becoming a governor or since becoming a governor;
- has received a prison sentence of two years or more in the 20 years before becoming a governor;
- has at any time received a prison sentence of five years or more;
- has been fined for causing a nuisance or disturbance on School premises during the five years prior to or since appointment or election as a governor; or
- refuses a request by the clerk to make an application to the Criminal Records Bureau for a criminal records certificate.

Anyone proposed or serving as a governor who is disqualified for one of these reasons must notify the clerk to the governing body or the Chair of the Board.

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## Code of Conduct for the Governors Of \_\_\_\_\_ School

This code sets out the expectations on and commitment required from school governors in order for the governing board of \_\_\_\_\_ to properly carry out its work within the school/s and the community.

Upon approval by the governing board, the Code will apply to all governors/trustees/academy committee members.

**This Code should be read in conjunction with the relevant laws and protocols.**

August 2020 (National Governance Association)

### ***As governors / trustees, we will focus on our strategic functions:***

1. ensuring there is clarity of vision, ethos and strategic direction
2. holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
3. overseeing the financial performance of the organisation and making sure its money is well spent
4. ensuring the voices of stakeholders are heard

### ***As individuals on the board we agree to:***

#### ***Fulfil our role & responsibilities***

1. We accept that our role is strategic and so will focus on our core functions rather than involve ourselves in day to day management.
2. We will develop, share and live the ethos and values of our school/s.
3. We agree to adhere to school/trust policies and procedures as set out by the relevant governing documents and law.
4. We will work collectively for the benefit of the school/s.
5. We will be candid but constructive and respectful when holding senior leaders to account.
6. We will consider how our decisions may affect the school/s and local community.
7. We will stand by the decisions that we make as a collective.
8. Where decisions and actions conflict with the Seven Principles of Public Life or may place pupils at risk, we will speak up and bring this to the attention of the relevant authorities.
9. We will only speak or act on behalf of the board if we have the authority to do so.
10. We will fulfil our responsibilities as a good employer, acting fairly and without prejudice.
11. When making or responding to complaints we will follow the established procedures.
12. We will strive to uphold the school's / trust's reputation in our private communications (including on social media).

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## ***Demonstrate our commitment to the role***

1. We will involve ourselves actively in the work of the board, and accept our fair share of responsibilities, serving on committees or working groups where required.
2. We will make every effort to attend all meetings and where we cannot attend explain in advance why we are unable to.
3. We will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol.
4. We will get to know the school/s well and respond to opportunities to involve ourselves in school activities.
5. We will visit the school/s and when doing so will make arrangements with relevant staff in advance and observe school and board protocol.
6. When visiting the school in a personal capacity (i.e. as a parent or carer), we will continue to honour the commitments made in this code.
7. We will participate in induction training and take responsibility for developing our individual and collective skills and knowledge on an ongoing basis.

## ***Build and maintain relationships***

1. We will develop effective working relationships with school leaders, staff, parents and other relevant stakeholders from our local community/ communities.
2. We will express views openly, courteously and respectfully in all our communications with board members and staff both inside and outside of meetings.
3. We will support the chair in their role of leading the board and ensuring appropriate conduct.

## ***Respect confidentiality***

1. We will observe complete confidentiality both inside and outside of school when matters are deemed confidential or where they concern individual staff, pupils or families.
2. We will not reveal the details of any governing board vote.
3. We will ensure all confidential papers are held and disposed of appropriately.
4. We will maintain confidentiality even after we leave office.

## ***Declare conflicts of interest and be transparent***

1. We will declare any business, personal or other interest that we have in connection with the board's business and these will be recorded in the Register of Business Interests.
2. We will also declare any conflict of loyalty at the start of any meeting should the need arise.
3. If a conflicted matter arises in a meeting, we will offer to leave the meeting for the duration of the discussion and any subsequent vote.
4. We accept that the Register of Business Interests will be published on the school/trust's

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website.

5. We will act in the best interests of the school/trust as a whole and not as a representative of any group.
6. We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the governing board, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the school's website.
7. We accept that information relating to board members will be collected and recorded on the DfE's national database of governors (Get information about schools), some of which will be publicly available.

## **GDPR (General Data Protection Regulations)**

1. We commit to upholding the policies and practices of the School's GDPR policy and will act in good faith regarding the handling of any data in relation to our role as governors/trustees.

*The governing board agrees that this code of conduct will be reviewed annually, upon significant changes to the law and policy or as needed and it will be endorsed by the full governing board.*

*We understand that potential or perceived breaches of this code will be taken seriously and that a breach could lead to formal sanctions.*

## **Undertaking**

As a member of the governing board of \_\_\_\_\_ School, I will always have the well-being of the children and the reputation of the School at heart. I will do all I can to be an ambassador for the School, publically supporting its aims, values and ethos. I will never say or do anything publically that would embarrass the School, the Governing Board, the Headteacher or the Staff.

## **Declarations:**

- I have completed the Register of Personal and Pecuniary interests to the best of my knowledge
- I have read the above undertaking in conjunction with the Governor Code of Conduct, and agree to the terms therein
- I declare that none of the circumstances listed in the Confirmation of Eligibility will disqualify my eligibility to hold or continue to hold office in the role of Governor.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_