



We are His body, living and learning as one.

DECLARATIONS OF INTEREST POLICY



Saint Paul's Catholic High School
All Saints Catholic College
St Elizabeth's Catholic Primary School
St Anthony's Catholic Primary School
Ss John Fisher & Thomas More Catholic Primary School



Document Management	
Title	Declarations of Interest
Date	February 2023
Supersedes	February 2022
Purpose	This policy sets out the arrangements for members, directors, local governors and senior staff to declare business, pecuniary and personal interests
Author	Mike Fowler, SFO
Review	February 2024
Date considered by the Trust	March 2023
Date consulted with unions	n/a
Date adopted by the Trust	March 2023
Date distributed	March 2023

Schools within Corpus Christi Catholic Academy Trust:

- Saint Paul's Catholic High School
- All Saints Catholic College
- St Anthony's Catholic Primary School
- SS John Fisher and Thomas More Catholic Primary School
- St Elizabeth's Catholic Primary School

This policy will be published on the Trust's and individual Academy websites in the Governance section

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1 **PURPOSE**

1.1 This policy aims to ensure that:

- a) Members, directors, local governors, and staff are not involved in any part of the decision making process when awarding contracts or making purchases where they have an interest
- b) A Register of Interests is maintained centrally by the Company Secretary and is freely available for public inspection.
- c) Members, directors, local governors and senior staff state, and restate, their interests on an annual basis.
- d) This exercise is undertaken in April each year and is subject to Internal and External Audit scrutiny.

2 **OVERVIEW**

2.1 In 1996 the Nolan Committee set out the standards for organisations spending public money. The seven principles are (a) selfishness, (b) integrity, (c) objectivity, (d) accountability, (e) openness, (f) honesty, and (g) leadership.

2.2 Ofsted state, *“Governing bodies should establish a register of business interests of governors, Heads and any other staff who influence financial decisions and this should be open to inspection by governors, staff, parents and the local community”*

2.3 The Register is one way the Trust’s members, directors, local governors and staff are able to demonstrate that they do not benefit personally from any decisions that they make or influence.

2.4 Members, directors, local governors and staff must draw any declared interests to the attention of the Chair of a meeting at the start of that meeting or anybody in whose business they are participating when it is relevant to that business or when they are in any doubt that it might be relevant. They must also declare an interest to the Chair if in the course of the business of a meeting they become aware that they have or may have a financial or other beneficial interest in a specific item of business to be transacted at the meeting.

3 **WHAT SHOULD BE INCLUDED ON THE REGISTER OF INTERESTS?**

3.1 Any trade or profession that anyone has along with any direct interest in any company providing, or likely to provide, goods or services to the Trust that they or a member of their family may have an involvement in.

3.2 Any personal interest that they have where it might reasonably be thought they could influence the actions of that individual or be influenced by that individual in relation to the decision making process of the Trust.

3.3 They should declare any link they or a member of their family, or other close association, has with a company from which the Trust may wish to purchase goods or services.

3.4 They should also declare as a personal interest if they, or their family, is involved as a volunteer with a local club as a member of the public might reasonably suspect they may use their influence to gain favourable use of Trust owned facilities.

3.5 It is the responsibility of each individual to consider whether there are interests they should declare. There can be situations in which the appearance of conflict of interest is present even when no conflict actually exists. It is the responsibility of each individual to recognise

this and disclose if appropriate. If a person is in doubt as to whether to register an interest, it probably means that it should be registered. Interests could be regarding business or personal interests and includes interests of family members, such as a spouse, partner or other close family member, or other association Further examples are:-

- (a) any relationship with a company with which the Trust might do business
- (b) Shareholding above 3% notifiable level for directorships, paid employment, partnership, consultancy or close family connection.
- (c) Self-employment (accounting for more than 5% of annual income).
- (d) Property – freehold or leasehold ownership of any properties in which the Trust might have an interest.
- (e) Charities – trusteeship or governorship or employment with.
- (f) Public appointments – paid or unpaid.
- (g) Memberships – professional bodies, trade or other associations, external bodies.
- (h) Close family links to any of the above.

4 Clarifications

4.1 The definition of close personal relationship is:

- (a) Member, directors, local governors and staff who are (or were) married, in a civil partnership, co-habiting or dating.
- (b) Immediate (parent, child, partner, sibling, grandparent, grandchild) and extended (uncle, aunt, nephew, niece, cousin, in-laws) family members
- (c) Close friends regarded with liking, affection or loyalty (not merely an acquaintance)
- (d) Any person living at the same address as the applicant

4.2 Senior staff who are required to complete a declaration of interest are (a) Heads, (b) Deputy Heads and (c) Assistant Head. Other staff are required to submit a declaration if they have material decision making authority.

5 Other Employment and Interests

5.1 Commitments arising from other employment or other interest must not impact on an employee's attendance, work performance or duties in their post with the Trust.

5.2 If at any time the Trust feels that other employment or interest conflicts with the individual's employment or the business of the Trust the employee will be given notice to withdraw from those activities and if they fail to comply with such notice it may lead to their dismissal.

5.3 Employees must not use the Trust's premises or facilities (eg IT equipment or photocopier) in connection with their outside interests. They should also not undertake outside commitments during their working hours at the Council.

Declaration of Business, Pecuniary and Personal Interests

Please complete and detach this section and send to Company Secretary at St Paul's High School, by hand, post or scanned to e-mail (mike.fowler@corpuschristitrust.co.uk)

Name				
Trust	Corpus Christi Catholic Academy Trust			
Academy				
Governance role <i>Please tick all that apply</i>	Member		Head	
	Director		Senior Staff	
	Local governor		Other staff	

Members, directors, local governors and staff have a responsibility to avoid any conflict between their business and personal interests and the interests of the Trust or any of its schools.

Declarations are made of:

- Any directorship, partnership, employment or volunteering same for family & friends & sig other ... with any business from which the Trust may purchase goods or services
- Any Trusteeship or governorship at any other educational institutions or charities
- Any relationships with Trust staff including spouses, partners and relatives ... others

Please tick

I have read and understood this guidance	
I declare that I have no business, pecuniary or personal interest that would conflict with my work at the Trust or influence any decisions I make	
I declare that I have business, pecuniary or personal interests that could conflict with my work at the Trust, the details of which are provided below	

Declaration of Business, Pecuniary and Personal Interests				
Business name	Business nature	My interest	Interest started	Interest ended

I agree to complete a further declaration if any interests arise after making this declaration

Signed		Date	
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Declaration of Business, Pecuniary and Personal Interests

Please complete and detach this section and send to Company Secretary at St Paul's High School, by hand, post or scanned to e-mail (mike.fowler@corpuschristitrust.co.uk)

Name	A N Other EXAMPLE			
Trust	Corpus Christi Catholic Academy Trust			
Academy	St High School			
Governance role <i>Please tick all that apply</i>	Member		Head	
	Director		Senior Staff	
	Local governor	✓	Other staff	

Members, directors, local governors and staff have a responsibility to avoid any conflict between their business and personal interests and the interests of the Trust or any of its schools.

Declarations are made of:

- Any directorship, partnership, employment or volunteering with any business from which the Trust may purchase goods or services
- Any Trusteeship or governorship at any other educational institutions or charities
- Any relationships with Trust staff including spouses, partners and relatives

Please tick

I have read and understood this guidance	✓
I declare that I have no business, pecuniary or personal interest that would conflict with my work at the Trust or influence any decisions I make	
I declare that I have business, pecuniary or personal interests that could conflict with my work at the Trust, the details of which are provided below	✓

Declaration of Business, Pecuniary and Personal Interests				
Business name	Business nature	My interest	Interest started	Interest ended
XXX Office Supplies	Provides stationery	Managed by brother	01/04/10	-
St xxx Primary	School in Trust	Spouse is employee	01/04/18	
St xxx Primary	School in other Trust	Local governor	01/04/19	

I agree to complete a further declaration if any interests arise after making this declaration

Signed	<i>A N Other</i>	Date	01/04/20
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