**Maintaining & Publishing Business Interests and**

**Publication of Governance Arrangements**

**School & Governor Support Briefing Note**

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School & Governor Support

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# 1. Business Interests Register

Schools must maintain and publish a register of business interests. For maintained schools, this includes all governors and associate members. For academy trusts, this includes members, trustees, local governors and senior employees.

Each individual should complete an annual declaration (Appendix I) and provide in-year updates that must be communicated to the Clerk as soon as is reasonable. 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 interests should be retained during their term of office as a governor plus 7 years from the date that they cease to be a governor.

# 2. Publishing business interests and governance arrangements

The DfE’s Governance Handbook (GH) states that people who govern hold an important public office and their identity should be known to their school(s) and communities.

Schools and academies are therefore required to publish on their school/academy’s website up-do-date details of business interests and the overall governance arrangements that are in place. This should be in a readily accessible format (avoiding the need to download or open a separate document). For maintained schools, the information should include all governors and associate members and, for academy trusts, all members, trustees, local governors and senior employees. The DfE provide full details of what must be published for both [maintained schools](https://www.gov.uk/guidance/what-maintained-schools-must-publish-online#governors-information-and-duties) and [academies](https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online#trustees-information-and-duties).

# 3. Further advice for clerks

Clerks should familiarise themselves with the information that Boards are required to publish online. Appendix II provides a template to use when collating this additional information so that it can be shared easily with the individual responsible for updating the school’s/academy’s website. It can also be used to inform the required update to Get Information About Schools (GIAS).

Clerks are reminded that school websites should also include a scheme of delegation to “set out the structure and remit of the board and any committees (including any LGBs in a MAT), as well as the full names of the chair of each” ([GH](https://www.gov.uk/government/publications/governance-handbook), p70).

**Appendix I**

Declaration of Pecuniary and Personal Interest

|  |  |
| --- | --- |
| **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:** |  |

**Appendix II**

Below is an example format that GBs can choose to use when collecting business interests and details of the governance arrangements to be published on the school/academy website.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Category of membership** *(see key below)* | **Positions of responsibility** *(eg. CoG, SEND governor, Chair of Committee etc)* | **Term of office** *(start/end dates)* | **Date stepped down**  *(if applicable)* | **Committees appointed to** | **Business Interests**  *(Include relevant business and pecuniary interests – if ‘none’ this should be clearly stated. Include any other school governor posts held and any connections between governors and school staff)* | **Attendance at governing board meetings over the last academic year**  *(eg 3:3 or 100%)* | **Attendance at committee meetings over the last academic year**  *(eg 3:3 or 100%)* |
|  |  |  |  |  |  |  |  |  |
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| **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 | Governing board |
| TRE | Trustees | Elected or appointed in accordance with the trust’s Articles of Association |
| PAR | Parent | Elected or appointed by governing board |
| PTN | Partnership | Governing board |
| SPO | Sponsor | Governing board |
| STF | Staff | Elected |