



Declaration of interests 2023/24

Name: Fiona Headridge .
School: Cambridge Park Academy .
Position: Governor .

I declare as a local governor of Humber Education Trust that I hold the following personal and/or financial interest(s):

Financial 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	

<p>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</p>	
<p>Gifts or hospitality offered to you by external bodies while acting in your position as a governor/trustee and whether this was declined or accepted in the last 12 months</p>	
<p>Contracts offered by you for the supply of goods and/or services to the trust/school</p>	
<p>Any other conflict</p>	

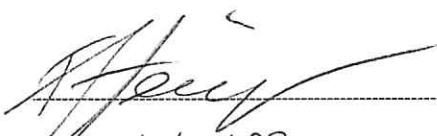
Personal interests	Name	Relationship to me	Organisation	Nature of the interest
Immediate family/close connections to governor/trustee				
Company directorships or trusteeships of family/close connections to governor/trustee				

If you are a governor or trustee of any other schools and/or academies, please provide details below:

Name of school/academy: Caistor Yorborough Academy.
Position held: Trustee
Date appointed/elected to post: Summer 2023.
Date of termination to post: Summer 2025.

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, Trust and associated committees where such contract or matter 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 trust/school's conflicts of interest policy.

Signed: 
Date: 6/11/23.

Upon completion, this signed form should be given to the clerk whose responsibility it is to keep a register of all interests and review it annually.

Guidance notes

Trustees and governors have a legal duty to act only in the best interests of their schools. Where a situation arises in which they cannot do this due to a personal interest they have, steps should be taken to identify, prevent and record the conflict. This ensures governors or trustees are acting in the best interests of the school and Trust.

The Trust Board and the Local Governing Body of each academy must establish a register of financial interests for Members, Trustees, local governors of academies and Staff which should be open to inspection when requested. The Academy Trust Handbook sets out the standards for financial administration in academies. Sections 5.45 and 5.46 of the Handbook state:

The academy trust's register of interests must capture relevant business and financial interests of members, trustees, local governors and senior employees of academies, including:

- *directorships, partnerships and employments with businesses*
- *trusteeships and governorships at other educational institutions and charities*
- *for each interest: the name and nature of the business; the nature of the interest and the date the interest began.*

The register must identify relevant interests from close family relationships between the academy trust's members, trustees or local governors. It must also identify relevant interests arising from close family relationships between those individuals and employees.

Duty to Declare

It is essential for anyone involved in spending public money to demonstrate that they do not benefit personally from decisions that they make. The register will enable all those involved in the Trust's work to demonstrate that in spending public money they do not benefit personally from the decisions that are made.

A Local Governor, Head/Principal, member of staff, Trustee or Member, who is in a position to influence decisions of the Trust and/or a Local Governing Body, and with a financial or business interest in any contract, must declare that interest. These declarations must be recorded in a register of business and financial interests.

Making an annual declaration does not remove your requirement to make an oral disclosure of the interest and temporarily leave the meeting, where the interest is relevant to something being discussed. Any person who is present at a meeting of an Academy or the Trust Board must formally declare any interest they may have against any item that appears on the agenda. 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 the consideration or discussion of the contract or matter concerned. The person must withdraw from the meeting during consideration or discussion unless the academy board allows otherwise. In addition, the person cannot vote on any question with respect to the contract or matter being discussed.

Observance of these rules is the responsibility of the individual Member, Trustee, Governor, Head/Principal or member of staff.

What is an Interest

There is not a comprehensive definition of what constitutes a business or financial 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. In principle, it's the duty of the individuals to declare formally any potential /perceived interest.

Financial interests

Generally, trustees and governors should not participate in any discussions in which they may directly or indirectly benefit from a financial interest, except where the relevant authority has authorised this i.e. articles of association. A direct benefit refers to any personal financial benefit and an indirect benefit refers to any financial benefit you may have by virtue of a relationship to someone who stands to gain from a decision of the governing board. Both direct and indirect interests must be declared.

Non-financial interests (Conflicts of loyalty)

There may be a non-financial interest whereby the trustee or governor does not stand to gain any benefit but a declaration should still be made. For example, this might be where a trustee or governor has a family member working in the Trust or school. While the trustee or governor might not benefit personally, their judgment could be impaired if something was brought up that would affect the family member.

Handling the conflict

The governing board must make a decision as to whether or not they should take steps to remove the conflict by:

- Not pursuing the course of action it relates to; or
- Proceeding with it in an alternative way which does not give rise to conflict; or
- Not appointing the governor in question or seeking to secure their resignation.

In the minutes of the meeting, the following should be recorded:

- The nature of the conflict;
- Which governor(s) it relates to;
- Whether a declaration was made in advance of the meeting;
- A brief overview of what was discussed;
- Whether the trustee(s)/governor(s) withdrew from the meeting;
- How the trustees/governors made the decision in the best interests of the Trust/school.

Creating the Register

Section 5.48 of the Academy Trust Handbook states:

"Trusts must publish on their websites relevant business and financial interests of members, trustees, local governors, and accounting officers. Trusts have discretion over the publication of interests of other individuals named on the register".

The register of interests should be reviewed annually by the clerk to the governing body but any new interest or ceased interest, should be reported to the clerk as and when they occur.

