



ST. MARY'S
ACADEMY TRUST

St Mary's Academy Trust

Register of Business Interests

Including gifts and hospitality

Date agreed by Finance Committee.....01 October 2019.....

Date to be reviewed.....01 October 2021.....

Register of Business Interests - including Gifts and Hospitality

The Trust maintains a register of business interests of all school staff with financial responsibilities and Trustees, based on the guidance in the Academies Financial Handbook:

It is vital that staff act, and are seen to act, impartially. All staff and Governors are therefore required to complete a declaration of their business interests.

Declarations should include all business and pecuniary (monetary) interests such as directorships, shareholdings and other appointments of influence within a business or other organisation. They should also include interests of related persons such as parent, spouse, child, cohabitee and business partner where influence could be exerted by that person over a governor or a member of staff.

School staff are public servants and as such must not use public monies or official business for personal benefit. Staff should avoid obtaining goods and services that include elements of private use or accepting excessive hospitality from prospective suppliers.

The register is retained by the clerk to the Trustees and will be available for public inspection on the school website.

It is the responsibility of each member of staff with significant financial responsibility to notify the Finance Manager of any business or personal interest they have which requires inclusion in the register.

- Staff/Governors will be required to complete a new form each year.
- Staff/Governors will be reminded of their obligation to declare any interests annually.
- Staff/Governors are expected to be mindful of the potential need to declare interest at the start of meetings, e.g. Any member of staff who has an interest will be excluded from any decisions regarding the company or personnel involved.

Gifts or hospitality from current or potential suppliers should not be accepted until appropriate approval is obtained from the Head Teacher or Chair of Governors. All such gifts must be entered in the register.

- Nil Returns are required

Declaration of Business Interests and Gifts and Hospitality Register

(Please complete this section in block capitals)

Full Name:.....

School:.....

Directorships, partnerships and employments with businesses

Name of Business	Nature of Business	Nature of Interest	Date of Appointment or Acquisition	Date of Cessation of Interest	Date of Entry

Trusteeships and governorships at other educational institutions and charities

Name of Business	Nature of Business	Nature of Interest	Date of Appointment	Date of Cessation of Interest	Date of Entry

Declaration of Business Interests and Gifts and Hospitality Register

Receipt of Gifts and Hospitality

Name of Business providing Gift or Hospitality	Nature of Business	Relationship of Business to School	Nature of Gift or Hospitality	Date of receipt of Gift or Hospitality	Value of Gift or Hospitality

I certify that I have declared **a)** all beneficial interests which I or any person closely connected with me (spouse, parent, personal or business partner) have with businesses or other organisations which may have dealings with the school and **b)** all gifts and hospitality received by me from prospective suppliers or other interested parties.

Signed

Date

Declaration of Business Interests and Gifts and Hospitality Register

St Marys Academy Trust

Period Ended 31 August

Related Party Disclosures

During the period 1 September to 31 August there has not been (or will not be) any financial transactions between St Marys Academy Trust and:

- 1) myself, or;
- 2) a person that is classed as being a close member of my family (see definition below), or;
- 3) with an entity (eg business, limited company etc) that is controlled, jointly controlled or significantly influenced by either myself or a close member of my family.

Name:.....

Signed:.....

Date:.....

Or:

During the period 1 September to 31 August St Marys Academy Trust has entered into financial transactions with my following related parties:

.....
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.....
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.....
.....

Name:.....

Signed:.....

Date:.....

Definition of close members of the family of a person

Close members of the family of an individual are those family members, or members of the same household, who may be expected to influence, or be influenced by, that person in their dealings with the reporting entity and include:

- (a) that person’s children and spouse or domestic partner;
- (b) children of that person’s spouse or domestic partner; and
- (c) dependants of that person or that person’s spouse or domestic partner.

Additional point to note

Payments by a parent governor/trustee to the Trust in respect of their child’s education and related charges (eg school meals, school trips, music tuition, uniforms etc) are excluded from disclosure.