

## Ysgol Gynradd Gymraeg Gorslas

### Register of Interests / Declaration of Interests

#### 1. The Register of Interests

Governing bodies control large amounts of public money and must be seen to be using it wisely. Governors and staff have a responsibility to avoid any conflict between any business and personal interests and the interests of their school. To demonstrate transparency in achieving this responsibility and to meet legal requirements, all local authority-maintained schools must keep a Register of Interests.

Disclosures of interests should include not only interests of individual governors but also interests of relatives and personal associates. To this end, 'relative' includes a spouse, partner, parent, parent-in-law, son, daughter, stepson, stepdaughter, child of a partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece or the spouse or partner of any of the above.

Governors should declare all **direct/indirect business interests** as well as other **conflicts of interest** pertinent to the activities of the school, including:

- Employment, including the nature of job and employer, if there is a connection or potential connection with the school.
- A description of all contracts which are not fully discharged. For example, contracts for the supply of goods, services or works to any school.
- All companies or other bodies active in the school's area and in which they have an interest.
- Any other interest that in the view of any reasonable person may influence decisions made by a governor or member of staff on behalf of the school.

#### Direct business interests

The following are examples of a direct business interest:

- Any payment of salary, allowance or other expenses to a member of staff from the school budget;
- Any appointment where the candidate is a governor;
- A governor or member of staff runs their own business and has been or could be paid for work done or services received from the school budget or any other school funds;
- Land owned by a governor or member of staff where its value might be affected by proposals about the school's land or buildings.

### Indirect business interests

The following are examples of an indirect business interest:

- A governor or member of staff owns shares or is a member of a company or another body/organisation which has a direct business interest.
- A governor or member of staff is a business partner of a person or company who has a direct business interest.
- A governor or member of staff is employed by a person or company which has a direct business interest.
- A governor or member of staff has a spouse or is living with another person who has an interest in the contract or matter being discussed, including an appointment of staff of the school.
- The contract or matter relates to an appointment at the school which could result in another vacancy for which the governor or member of staff could be a candidate.

The Register of Interests should be completed on an annual basis and updated as appropriate during the ensuing year. The completed register should be held in school to be available for scrutiny by governors, staff, parents and the LA, including auditors.

## 2. Declaration of interests at meetings

A governor, the headteacher, associate member / non-governor or clerk to the governors who is present at a meeting and has an interest, direct or indirect, in any matter under discussion (any contract, proposed contract or other matter that is being considered) shall make a declaration of interest as soon as possible after the start of the meeting. She/he must then withdraw from the meeting (*ie* leave the room) whilst the item in question is discussed, and shall not vote on the issue.

A person is considered to have an interest if her/his relative (as defined above) or personal associate would have an interest in a matter under discussion.

There may be a **conflict of interest** even where no pecuniary interest or advantage exists or accrues. This covers areas where relationships might be seen to influence judgments and convey the impression of personal motive.

A person paid to work at the school is not considered to have a pecuniary interest if her/his interest in a matter under discussion is no greater than the general interest of other persons paid to work at the school.

**The onus is on the individual to declare an interest.** If there is any doubt on this issue, the individual should be advised to declare the possibility of a conflict of interest and to withdraw when the item comes up. If there is doubt over whether a governor should withdraw or not, the final decision rests with the governing body.

Although the occasions when it is necessary to declare an interest may be infrequent, it is nevertheless prudent to be constantly aware at meetings of the possibility of conflicts of interest.

It is recommended that governing bodies exercise vigilance with regard to 'Declaration of Interests' through a standard agenda item at the beginning of all meetings. Such item to allow:

- a) declarations of interest in an item to be discussed at the meeting;
- b) updates to the Register of Interests.

Any declarations (and nil declarations) to be recorded in the minutes.

**Observance of these rules is the responsibility of the individual governor, head teacher, associate member / non-governor or member of staff. Making an annual declaration does not remove the requirement to make a verbal disclosure of the interest and temporarily leave the meeting, where the interest is relevant to something being discussed.**

## GOVERNOR DECLARATION OF INTERESTS

**Governor Name:**

**School:**

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***Please complete either Statement A or Statement B***

### **Statement A**

I declare that I have read the LA document '*Register of Interests / Declaration of Interests*' and have the following interest(s) which may conflict with my duties as a governor/employee of the school:

- 1 .....
- 2 .....
- 3 .....

*If necessary, continue on separate sheet of paper.*

I agree that in the event of any further interest(s) arising after making this declaration, I will declare to the governing body any such interest(s) and will complete and submit a further Declaration of Interests form.

**Signed:**

**Date:**

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### **Statement B**

I declare that I have read the LA document '*Register of Interests / Declaration of Interests*' and do not have any interest(s) which may conflict with my duties as a governor/employee of the school.

I agree that in the event of any such interest(s) arising after making this declaration, I will notify the Governing Body and will complete and submit a further Declaration of Interests form.

**Signed:**

**Date:**

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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 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.

**Signed:**

**Date:**

**Gareth Morgans, BAdd/BEd; MGw/MSc**

Cyfarwyddwr Addysg a Gwasanaethau Plant,  
Neuadd y Sir, Gaerfyrddin, Sir Gaerfyrddin SA31 1JP

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BUDDSODDWYR | INVESTORS  
MEWN POBL | IN PEOPLE

Mae croeso i chi gysylltu â mi yn y Gymraeg neu'r Saesneg  
You are welcome to contact me in Welsh or English