

**ST JOHN'S CHURCH  
OF ENGLAND (VA)  
FIRST SCHOOL**

"LEARNING TOGETHER – AIMING HIGH"

## **The Governing Body of St John's Church of England Voluntary Aided First School**

### **REGISTER OF DECLARED INTERESTS**

#### **GUIDANCE**

It is important that Members/Trustees/Governors and staff not only act impartially, but are also seen to act impartially. The Board (Trustees and Governors) and school staff have a responsibility to avoid any conflict between their business and personal interests and affairs and those of the school/academy. There is a legal duty on all to declare an interest likely to lead to questions of bias when considering any item of business at a meeting and for the person concerned to withdraw, if necessary, whilst the matter is considered.

To help put this duty into practice, a board is required to establish and maintain a register of interests indicating, for all, any interests. This should include, if appropriate:-

- The company by whom they are employed, directorships, significant shareholdings or other appointments of influence within a business or other organisation which may have dealings with the school. They should include their own interest and those of any member of their immediate family (including partners) or other individuals known to them who may exert influence.
- Any relationship in regard to any member of staff within the school/academy or academies in a multi-academy trust for example spouse and family member.
- If they are a parent of a young person attending the school/academy or academies in a MAT.

The register sheet should be signed by the member/trustee/governor. The register will enable demonstration that in spending public money no-one benefits personally from decisions that they make. The register must contain, as a minimum, the elements shown on the attached sheet.

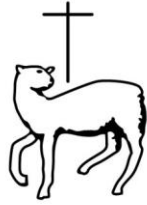
Boards should ensure the register is up to date, complete and includes all associated with governance within the school/academy or academies. Dated nil returns are also required. There should be notification of changes, as appropriate, and through an annual review of entries. To ensure evidence of completeness it should be signed off annually by the chair.

The completed register should be retained by the clerk and made available on request to members of the board, headteacher/principal, staff, parents and the Director Children's Services as well as being published on the school/academy website.

There is often some confusion around what information needs to be declared on the declared interests form and whether spouses/partners possible interest is relevant. It may be helpful to clarify the situation to members/trustees/governors with a covering letter when sending out the form and a suggested letter is attached. This letter also gives a bit more guidance on how to fill in the form.

It is specifically the clerk's responsibility to maintain the register of declared interests; however it is the responsibility of each individual to declare their interest. The register is not a substitute for declaring an interest at meetings.

*At St John's CE VA First School the health, safety and wellbeing of every child is our top priority.  
We expect all staff, governors, parents/carers and visitors to share this commitment to safeguarding our pupils.*

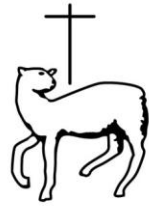


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### Register of Business Interests for Governors at St Johns CE VA First School

Surname	First Name	Type of Governor	Date of Appointment	Name of Business	Nature of Interest
Coates	Beth	Foundation	27/04/2017	St John's First School	Learning Support Assistant
Daniels	David	Foundation	30/11/2017		
Loundras	Alexia	Parent	13/10/2017	St John's First School	Parent to child at the school
Marsland	Claire	Headteacher	01/09/2015	St John's First School	Headteacher
Milverton	Brent	Foundation	13/01/2020	St John's First School	Parent to child at the school
McCormick	Neil	Foundation	24/02/2016	St Johns Church, Frome	Churchwarden
Puleston	Fiona	Parent	02/07/2016	St John's First School	Parent to child at the school

Dated.....

Signed by Chair of Governors.....

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