Conflict of Interest Policy

Approved	/ /
To be reviewed	/ /
Signed (Chair of Governors)	
Signed (Proprietor)	

Little Kinvaston School must:

- Keep a register of the business and pecuniary interests of:
  - All governors who've served at any point over the past 12 months
  - The headteacher
  - Associate members (including whether they have voting rights on any committees)
- Keep the register up to date
- Publish it online in a readily accessible form - this usually means it needs to be available on a webpage without the need to download or open a separate document

This is explained on pages 11 to 12 of the DfE's statutory guidance on the constitution of governing boards and section 4.9 of the DfE's statutory guidance on schemes for financing LA maintained schools.

What you're required to include in the register

For each person, you must state any:

- Business interests that they or a member of their immediate family have (for example, that they work for a supply company that your school uses)
- Governance roles in other educational institutions
- Relationships they have with other governors or school staff (e.g. spouses, partners and close relatives)

You don't need to include the clerk in your register.

This is from section 4.9 of the DfE's statutory guidance on schemes for financing LA maintained schools linked above.

Template for Register of Business and Pecuniary Interests

Governor	Relevant business/pecuniary interests	Governor/Trustee of other schools/academies	Relationships with school staff