



*The Diocese of Chelmsford*  
*Vine Schools Trust*  
*Declaration of Pecuniary and*  
*Business Interest*

This policy is a mandatory policy for all Vine Academies and must be implemented with no amendments.

<b>1. Guidance .....</b>	<b>3</b>
<b>2. Pecuniary Interests .....</b>	<b>3</b>
<b>3. Non-pecuniary interests (Conflicts of loyalty).....</b>	<b>3</b>
<b>4. Handling Conflicts of Interest.....</b>	<b>3</b>
<b>Declaration of Pecuniary and Business Interest Form .....</b>	<b>5</b>

## 1. Guidance

- 1.1 Directors and Local Governors have a legal duty to act only in the best interests of their academies. Where a situation arises in which they cannot do this due to a personal interest, steps must be taken to identify, record and ultimately prevent the conflict.
- 1.2 In the declaration below, you must provide details relating to:
  - 1.2.1 Your ownership or partnership of a company or organisation which may be used by the trust/academy to provide goods or services,
  - 1.2.2 Goods or services you offer which may be used by the trust/academy,
  - 1.2.3 Any close relationship you have to someone who satisfies either of the above,
  - 1.2.4 Any close relationship you have to someone who is employed by the trust/academy.
- 1.3 Declaring your conflicts of interest is a legal requirement within the Articles of Association and Academies Financial Handbook. Making an annual declaration does not remove your requirement to make a verbal disclosure at every meeting and temporarily leave the meeting, where the interest is relevant to something being discussed.

## 2. Pecuniary Interests

- 2.1 Directors and Local Governors should not participate in any discussions in which they may directly or indirectly benefit from a pecuniary interest, except where the articles of association allow participation.
- 2.2 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 Trust Board/Local Board/Local Governing Body. Both direct and indirect interests must be declared.

## 3. Non-pecuniary interests (Conflicts of loyalty)

- 3.1 There may be a non-pecuniary interest whereby a Director/Local Governor does not stand to gain any benefit but a declaration should still be made. For example, this might be where a Director/Local Governor has a family member working in the academy or another Vine Academy. While the Director/Local Governor might not benefit personally, their judgment could be impaired if something was brought up that would affect or benefit the family member.

## 4. Handling Conflicts of Interest

- 4.1 The Trust Board/Local Board/Local Governing Body must make a decision as to whether or not they should take steps to remove the conflict by:
  - 4.1.1 Not pursuing the course of action it relates to; or
  - 4.1.2 Proceeding with it in an alternative way which does not give rise to conflict; or
  - 4.1.3 Not appointing the Director/Local Governor in question or seeking to secure their resignation.
- 4.2 In the minutes of the meeting, the following must be recorded:
  - 4.2.1 The nature of the conflict,
  - 4.2.2 Which Director(s)/Local Governor(s) it relates to,
  - 4.2.3 Whether a declaration was made in advance of the meeting,
  - 4.2.4 An overview of what was discussed,
  - 4.2.5 Whether the Director(s)/Local Governor(s) withdrew from the meeting,
  - 4.2.6 How Directors/Local Governors made the decision in the best interests of the Trust/Academy.

- 4.3 The Academies Financial Handbook requires a register of pecuniary and business interests to be kept. The register must be reviewed annually by the clerk to the Trust Board/Local Board/Local Governing Body but any new interest or ceased interest, must be reported to the clerk as and when they occur. Upon completion, this signed form must be given to the clerk whose responsibility it is to keep a register of all interests, review it annually, forward the register to the Vine Central Team ([compliance@vineschoolstrust.org](mailto:compliance@vineschoolstrust.org)) and posted on the trust/academy website. The NGA's model conflict register on the NGA's website.
- 4.4 In addition Directors/Local Governors are expected to give a verbal declaration prior to every meeting.
- 4.5 The Charity Commission has produced guidance on dealing with conflicts of interests which may be useful.

## Declaration of Pecuniary and Business Interest Form

**Name:** .....

**Academy:** .....

**Position:** .....

I, the above named person, declare as a Director/Local Governor of the Diocese of Chelmsford Vine Schools Trust, attached to the above named academy, that I hold the following pecuniary, business and/or personal interest(s):

<b>Pecuniary interests</b>	<b>Please provide details of the interest</b>
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	
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	
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	
Contracts offered by you for the supply of goods and/or services to the trust/academy	
Any other conflict	

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

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

**Name of school/academy:** \_\_\_\_\_  
**Position held:** \_\_\_\_\_  
**Date appointed/elected to post:** \_\_\_\_\_  
**Date of termination to post:** \_\_\_\_\_

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 Trust/Academy 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 articles and academies financial handbook.

**Signed:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

