



City Learning Trust  
 High Lane, Burslem  
 Stoke-on-Trent  
 Staffordshire  
 ST6 7AB

Tel: 01782 853535  
 Email: [info@citylearningtrust.org](mailto:info@citylearningtrust.org)  
 Chief Executive: Carl Ward  
 Web: [www.citylearningtrust.org](http://www.citylearningtrust.org)

## REGISTER OF PECUNIARY INTERESTS FOR CITY LEARNING TRUST TRUSTEE

NAME OF TRUSTEE: .....

DATE OF APPOINTMENT: .....

DATE OF RESIGNATION/RETIREMENT: .....

Pecuniary Interest/s	Please provide details of the interest			Date interest ceased
Current Employment				
Businesses (of which I am a partner/ proprietor)				
Company directorships				
Charity trusteeships				
Any other conflict				
Personal Interest/s	Their name	Relationship to me	Nature of the interest	
Immediate family/close connections to the Director working in school				
Business involvement/company directorships or trusteeships or family/close connections to the Director (e.g. a business the school might deal with)				
Other schools where I am a governor	Name of school	Position held	Date appointed/elected	

**Record of reviews** (Clerk of Governors must distribute this form to the respective Trustee for amendment as necessary and signature annually)

Date	Trustee's Signature

**NOTE:**

1. This form must be completed by the Trustee. If there are no interests, record 'NONE' and ensure that all entries are signed and dated.
2. Use one form per Trustee (or more if required).
3. Mark all entries in ink.

Trustees are reminded that completion of this form does not remove the requirement upon them to disclose orally any interest at any specific meeting and to leave the meeting for that agenda item.

**GUIDANCE NOTES**

Trustees have a legal duty to act only in the best interests of the City Learning Trust. Where a situation arises in which they cannot do this due to a personal interest they have, steps should be taken to identify, prevent and record the conflict. This ensures Trustees are acting in the best interests of the City Learning Trust.

In the declaration above, you must provide details relating to:

- Your ownership or partnership of a company or organisation which may be used by the City Learning Trust to provide goods or services:
- Goods or services you offer which may be used by the Trust:
- Any close relationship you have to someone who satisfies either of the above:
- Any close relationship you have to someone who is employed by the City Learning Trust:

Declaring your conflicts of interest is a legal requirement within the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 and for academies, in the Articles of Association and Academies Financial Handbook. However, making an annual declaration does not remove your requirement to make an oral disclosure of the interest and temporarily leave the meeting, where the interest is relevant to something being discussed.

## **Pecuniary Interests**

Generally, Trustees should not participate in any discussions in which they may directly or indirectly benefit from a pecuniary interest, except where the relevant authority has authorised this i.e. legislation for maintained school or articles of association for academies. 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 Board of Trustees. Both direct and indirect interests must be declared.

## **Non-pecuniary Interests (Conflicts of loyalty)**

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

## **FOR THE GUIDANCE OF TRUSTEES, A SUMMARY OF THE RELEVANT PART OF THE REGULATIONS ABOUT WITHDRAWAL FROM MEETINGS AND DISCLOSURE OR INTEREST ARE SET OUT BELOW**

### **WITHDRAWAL FROM MEETINGS - HAVING AN INTEREST**

The general principal is that no-one should be involved in a decision where their personal interests may conflict with those of the Board of Trustees or, where their interest is greater than any other member of the Board of Trustees.

- The regulations apply to all members of the Board of Trustees and the Headteacher and any others in attendance at the meeting, though if a matter is to be voted upon, then only to the members of the Board of Trustees.
- The clerk to the governing body shall only be required to withdraw when the Board of Trustees is discussing the clerk's pay/contract or disciplinary action against the clerk.
- Trustees have to withdraw when their own appointment, reappointment or removal as a member of the Board of Trustees or a committee is under consideration.
- Any Trustee who is employed to work at the school (other than the Headteacher), must withdraw from a meeting where the pay or performance appraisal of any particular person employed to work at the school is under discussion.
- The Headteacher must withdraw from any meeting where their own pay or performance appraisal is under discussion.

- If a person has any pecuniary interest, direct or indirect in any contract, proposed contract or any other matter under discussion at a meeting they shall at the meeting disclose the fact and -
  - a) withdraw from a meeting during the consideration or discussion of the meeting;
  - b) not vote on any question with respect to that matter
- A person has an indirect pecuniary interest if:
  - a) they, or any nominee if theirs, is a member of a company or other body with which a contract is under consideration or has been made;
  - b) they are a partner in business or in the employment, of a person with whom the contract is made or under consideration.
- A person has a direct or indirect pecuniary interest in a matter if a relative (including a spouse) living with them, has a direct or indirect pecuniary interest.
- The Headteacher (whether a Trustee or not), a Trustee who is a teacher or member of the non-teaching staff, or any teacher who is in attendance in an advisory capacity should not have an interest that is greater than the interest of the generality of teachers at the school.
- A person present at a meeting of a selection panel at which the subject for consideration is that person's appointment (or that of their relative or suppose) to a post as a teacher or otherwise at the school, a transfer or promotion or retirement or shall be a candidate for the resulting vacancy, they shall be deemed to have an interest.