



ST MICHAEL'S C OF E PRIMARY SCHOOL

Register of Business Interests and Conflict of Interest

This policy is written in line with guidelines in the LCC Finance Handbook Section L4

L4.1 General

Each school must establish a register which lists for all members of the governing body and senior school staff (normally the Headteacher and other staff with delegated financial responsibilities) any business or vested interests they have. This register should be kept up to date, reviewed at least annually and be available for inspection by Lincolnshire County Council, governors, staff and parents.

L4.1.1

All potential and actual conflicts of interest must be avoided and seen to be avoided. If a governor or senior member of staff with delegated responsibilities have a direct or indirect interest in a firm which may wish to supply or tender to supply services to the school, then he/she must declare the possible conflict of interest at the earliest opportunity and this declaration must be noted in writing.

L4.1.2

A direct interest is where the governor or staff member may be a partner, director, shareholder or employee of the firm in question. An indirect interest is considered to exist where the governor or staff member has a close relative who would be treated as having a direct interest.

If the governor or staff member has a direct or indirect interest then he/she should not take part in the consideration or selection or appointment of the firm in question.

St Michael's C of E Primary School holds this register listing all members of the governing body and senior school staff delegated with financial responsibilities (the Headteacher, Assistant Headteacher and School Business Manager) to record and direct or indirect business or vested interest.

A **direct interest** is where a governor or staff member may be a partner, director, shareholder or employee of the firm in question.

An indirect interest is where a governor or staff member has a close relative who would be treated as having a direct interest.

If the governor or staff member has a direct interest then he/she should not take part in the consideration or selection or appointment of the firm in question.

All governors and relevant staff were given a form for Declaration of Interest in September 2016, in order for the update to coincide with the financial year 2016/17. The results collated from these forms are detailed on the document below.

Name	Type of Governor	Any Interest to Register?	Name / Link	Nature of Business Interest
Mr P Fox	Ex- Officio Headteacher	No	n/a	
Mrs Emily Wood	Teacher/ Senco	Yes	Husband (Jonathan Wood)	Director at Savills (of which Lincoln Diocese is a client)
Mrs L Taylor	School Business Manager	Yes	Husband (John Taylor)	BT engineer
Josie Hamilton-Cook	Parent	No	n/a	
Mr Mark Anstey	Parent	No	n/a	
Nick Brown	Foundation Ex-Officio	Yes	Trustee and Director	King Edward VI School Lincoln Diocesan
Karen Donnelly	Co-opted	Yes	Employed	Member of Specialist Teaching Team with LCC
Mrs Janet McKee	Foundation	No	n/a	
Mrs Jane Fletcher	Foundation	No		
Mr Ian Roscoe	Parent (Chair of Governors)	Yes	Employed	Supplier of building materials
Mrs Allison Billings	Co-opted (Vice Chair)	No	n/a	
Mr Kevin Ferguson	Co-opted	No	n/a	
Mr Matthew Archer	Parent	Yes	Employed Brother (James Archer)	Magna Vitae Trust for Leisure and Culture Self-employed painter and decorator
VACANT	Co-opted			