

Declaration of Business and Other Interests

Governor name: Refana Razaq

School: Fullbrook Nursery

Position: Governor

Declaring a conflict of interest is a legal requirement for board members of both maintained schools¹ and academies².

Any governor, board member, trustee, associate member, head teacher or principal (whether or not that person is a governor) or any person appointed as the clerk to the governing body or to the committee must declare any relevant business and pecuniary interests. These interests are anything that might sway your decision making, or affect your ability to act in an impartial way solely to the benefit of the school rather than yourself personally. The school is required to publish a register of business interests on the website.

Governors are reminded that completion of this form does not remove the requirement upon you to disclose orally any interest at any specific meeting and to withdraw. If you make a declaration you must leave the meeting. If there is a matter to be voted upon, then only the members of the governing board should vote.

Please fill in the form below and return it to

Relevant business interests (name of organisation and nature of interest)	Links to other educational establishments (name of school and nature of link)	Personal relationships (name of staff member/governor and nature of relationship)	Date interest registered
None	None	None	02/02/23

Declarations should include any links with individuals, businesses, charities, contractors, or other organisations from whom the school may purchase services. It should also include interests of other persons such as parent, spouse, co-habitee, or business partners where influence could be exerted by that person over a governor or member of staff. If in doubt seek advice or record it for the sake of transparency.

To the best of my knowledge the information above is correct. I understand that I must withdraw from any meeting during the discussion where I have a conflict of interest. I agree to review and update this declaration annually or as and when changes occur.

Signed: R. Razaq Date: 02/02/23

¹ School Governance (Roles, Procedures and Allowances)(England) Regulations 2013

² Articles of Association and Academies Financial Handbook

Supporting Notes:

- All members of the governing board and the head teacher/ principal and any others in attendance at the meeting must declare any interests and leave the room.
- The clerk to the governing board shall only be required to withdraw when the governing body is discussing the clerk's pay/contract or disciplinary action against the clerk.
- Governors have to withdraw when their own appointment, reappointment or removal as a member of the governing board or a committee is under consideration.
- Any governor who is employed to work at the school (other than the head teacher), must withdraw from a meeting where the pay or performance appraisal of any person employed to work at the school is under discussion.
- The head teacher must withdraw from any meeting where his/ her 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 he/she should at the meeting disclose the fact and withdraw from a meeting during the consideration or discussion and not vote on any question with respect to that matter.
- A person has an indirect pecuniary interest if he/she, or any nominee of his/hers, is a member of a company or other body with which a contract is under consideration or has been made; or if he/she is 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 him/her, has a direct or indirect pecuniary interest.
- The head teacher (whether a governor or not), a governor 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 people employed 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 his/her relative or spouse) 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, he/she shall be deemed to have an interest.