

## Declaration of Business, Pecuniary & Other Interests

<b>School / Academy</b>	<i>Cardinham Primary School</i>
<b>Name of Governor / Member of Staff</b>	<i>Dawn ROBERTSON</i>

**I understand that it is my responsibility to declare the nature of any business or pecuniary interest, direct or indirect, of myself or of the members of my immediate family in any contract, proposed contract or other matter when present at a meeting at the School where the specified contract or other matter comes under consideration and withdraw from the meeting during the discussion and not vote in respect of it.**

I also understand that it can be a criminal offence to:

- omit information which should be included on this form;
- provide information which is false or misleading;
- fail to notify the governors or head teacher of any subsequent change in circumstances which might render this declaration invalid or out of date

### Which Interests Should I Declare?

- Any conflict of interest – where your personal interests or loyalties could, or could be seen to, prevent you from making a decision only in the best interests of the school
- Any conflict of loyalty – where your loyalty or duty to another person or organisation could prevent you from making a decision only in the best interests of the school
- Any business or pecuniary interest (direct or indirect) – including any links you have with local businesses or organisation from which the school may / does buy goods or services from

Any of the above which apply to members of your immediate family (any child, stepchild, parent, grandchild, grandparent, brother, sister, spouse or person living with you as a partner).

### When Should I Declare Them?

- Annually when completing this form
- Whenever your circumstances change (you must inform the clerk and Headteacher)
- As soon as it is practical and at any meeting where the proposal, contract or other matter is being discussed and / or voted on.

Governors will decide it is appropriate for you to remain in the room and / or take part in any discussion. If an incident arises where you are unclear as to whether you have an interest, the Governors decide.

**If you have no such interests please write "NIL" in the table below – for completeness of the School's records NIL returns are required.**

	YES	NO
Are you (or an interested other) an employee of the School?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Please give details of your role:</i>		