



- Notes:
1. The form must be completed by the staff member. If there are no interests, record "NONE" and ensure that all entries are signed and dated
  2. Use one form per staff member (or more if required).
  3. Make all entries in ink.

Staff 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**

Staff have a legal duty to act only in the best interests of their schools. 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 staff are acting in the best interests of the school/s.

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 school to provide goods or services;
- Goods or services you offer which may be used by the school/s;
- Any close relation you have to someone who satisfies either of the above;
- Any close relationship you have to someone who is employed by the school/s.

Declaring your conflicts of interest is a legal requirement within 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, staff 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. 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 MAT Board or governing body. Both direct and indirect interests must be declared.

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

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