



OLD CLEE PRIMARY ACADEMY

Inspired to Believe, Learning to Succeed

Guidance notes

Important guidance

- Forms must be completed by the person signing the form
- All boxes on the form must be completed. Please insert 'N/A' if you have no declaration
- Signatures cannot be typed
- Pen must be used
- Correction fluid must not be used

Completed forms must be returned to:

Claire Bridson - Academy Business Manager

Please note completed forms are to be collated by the Academy Business Manager, incomplete forms will be returned to amend.

Pecuniary interests

Generally, staff and governors 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 in the Articles of Association.

- A direct benefit refers to any personal financial benefit;
- 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 governing board;
- Both direct and indirect interests must be declared.

Non-pecuniary interests (conflicts of loyalty)

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

Related parties arise where one party has control or influence over the other, or the parties are subject to common control.

Related parties, as defined in the Academy Trust Handbook 5.49, include:

- Parties with control over, or controlled by, the trust/school, e.g. parent and subsidiary companies
- Parties having significant influence over the trust/school



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Declaration of Pecuniary and Personal Interests

It is important that members, governors and staff not only act impartially, but are also seen to act impartially. The members, governing board and academy staff have a responsibility to avoid any conflict between their business and personal interests and affairs and those of the academy. There is a legal duty on all governors and staff to declare an interest likely to lead to questions of bias when considering any item of business at a meeting and for the governor or staff concerned to withdraw, if necessary, whilst the matter is considered.

To help put this duty into practice, Old Clee Primary Academy is required to establish and maintain a register of interests indicating, for all members, trustees and staff any business and pecuniary interests. This should include, if appropriate, the company by whom they are employed, directorships, significant shareholdings or other appointments of influence within a business or other organisation which may have dealings with the academy.

Governors and staff completing the 'Declaration of pecuniary and personal interest' forms should include their own interest and those of any member of their immediate family as defined in the Academy Trust Handbook (detailed in the guidance notes attached).. The 'Declaration of Pecuniary and Personal Interests' form should be signed by the governor/staff member and completed on an annual basis.

All completed declaration forms will be passed to the Academy Business Manager who will collate this information and enter it on to a main Academy register. The register is shared with governors and the members. Some of this information must also be displayed on the trust website.

The central register will enable the Academy Trust to demonstrate that in spending public money individuals do not benefit personally from decisions that they make. The register must contain, as a minimum, the elements shown on the attached sheet. It is a requirement that this register is kept up to date and signed off annually by the Trust Board.

Guidance notes are attached.



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- Key management personnel of the trust/school, including any director, whether executive or otherwise
- Close family members of any of the above
- Others subject to control or significant influence by any individual referred to above

This means members and governors and their close family members and business partners are included.

Any new interest or ceased interest, should be reported to the Academy Business Manager as and when they occur and a new form completed. Upon completion, this signed form should be given to the Academy Business Manager whose responsibility it is to keep the register of all interests.

December 2024



OLD CLEE PRIMARY ACADEMY

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Declaration of Pecuniary and Personal Interests

Name: Lucy Tomlinson
Parent governor

Position: _____

I, Lucy Tomlinson, declare that I hold the following personal related party and/or pecuniary interest(s):

Please complete ALL sections, putting N/A where appropriate.

Pecuniary interests	Please provide details of the interest. (this must include the name of the business, the nature of the business and the nature of the interest)	Date interest started	Date interest ceased
Current employment	Oasis Academy Nunthorpe	2004	
Businesses (of which I am a partner or sole proprietor)	N/A		
Company directorships – details of all companies of which I am a director	N/A		
Charity trusteeships/other schools – details of all companies of which I am a trustee	Grimsby hockey club	2024	
Membership of professional bodies, membership organisations, public bodies or special interest groups of which I am a member	N/A		
Contracts offered by you for the supply of goods and/or services to the trust/school	N/A		
Any other potential conflict	None		



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Personal interests	Name	Relationship to me	Organisation	Nature of the interest
Immediate family/close connections to other staff member/ governor/ trustee	N/A			
Company directorships or trusteeships of any family/close connections	N/A			

If you are a governor or trustee of any schools, academies, or other educational institutions, please provide details below:

Name of school/academy:

Position held:

Date appointed/elected to post:

Date of termination to post:

To the best of my knowledge the information supplied above is correct and complete. I understand that it is my responsibility to declare any conflict of interest/loyalty, business or personal that relates directly or indirectly, to myself or any relation in any contract, proposed contract or other matter when present at a meeting at the academy where such contract or matter comes under consideration. I understand that I must withdraw from any meeting during the discussion of such contract or matter and must not vote in respect of it.

I agree to review and update this declaration annually and give consent for the information provided to be used in accordance with the trust/school's conflicts of interest policy.

Lucy Tomlinson

Signed:

.....
16.12.24

Date:

.....



OLD CLEE PRIMARY ACADEMY

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Declaration of Pecuniary and Personal Interests

Name: SUE CAMPBELL

Position: GOVERNOR

I, Sue Campbell, declare that I hold the following personal related party and/or pecuniary interest(s):

Please complete ALL sections, putting N/A where appropriate.

Pecuniary interests	Please provide details of the interest. (this must include the name of the business, the nature of the business and the nature of the interest)	Date interest started	Date interest ceased
Current employment	<u>NA</u>		
Businesses (of which I am a partner or sole proprietor)	<u>NA</u>		
Company directorships – details of all companies of which I am a director	<u>NA</u>		
Charity trusteeships/other schools – details of all companies of which I am a trustee	<u>NA</u>		
Membership of professional bodies, membership organisations, public bodies or special interest groups of which I am a member	<u>NA</u>		
Contracts offered by you for the supply of goods and/or services to the trust/school	<u>NA</u>		
Any other potential conflict	<u>NA</u>		



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Personal interests	Name	Relationship to me	Organisation	Nature of the interest
Immediate family/close connections to other staff member/ governor/ trustee	NA			
Company directorships or trusteeships of any family/close connections	NA			

If you are a governor or trustee of any schools, academies, or other educational institutions, please provide details below:

Name of school/academy: NA

Position held:

Date appointed/elected to post:

Date of termination to post:

To the best of my knowledge the information supplied above is correct and complete. I understand that it is my responsibility to declare any conflict of interest/loyalty, business or personal that relates directly or indirectly, to myself or any relation in any contract, proposed contract or other matter when present at a meeting at the academy where such contract or matter comes under consideration. I understand that I must withdraw from any meeting during the discussion of such contract or matter and must not vote in respect of it.

I agree to review and update this declaration annually and give consent for the information provided to be used in accordance with the trust/school's conflicts of interest policy.

Signed: 

Date: 4-12-24



OLD CLEE PRIMARY ACADEMY

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Declaration of Pecuniary and Personal Interests

Name: Robert McCreck

Position: Governor

I, Robert McCreck, declare that I hold the following personal related party and/or pecuniary interest(s):

Please complete ALL sections, putting N/A where appropriate.

Pecuniary interests	Please provide details of the interest. (this must include the name of the business, the nature of the business and the nature of the interest)	Date interest started	Date interest ceased
Current employment	None		
Businesses (of which I am a partner or sole proprietor)	None		
Company directorships – details of all companies of which I am a director	None		
Charity trusteeships/other schools – details of all companies of which I am a trustee	None		
Membership of professional bodies, membership organisations, public bodies or special interest groups of which I am a member	None		
Contracts offered by you for the supply of goods and/or services to the trust/school	None		
Any other potential conflict	None		



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Personal interests	Name	Relationship to me	Organisation	Nature of the interest
Immediate family/close connections to other staff member/ governor/ trustee				
Company directorships or trusteeships of any family/close connections				

If you are a governor or trustee of any schools, academies, or other educational institutions, please provide details below:

Name of school/academy:

Position held:

Date appointed/elected to post:

Date of termination to post:

To the best of my knowledge the information supplied above is correct and complete. I understand that it is my responsibility to declare any conflict of interest/loyalty, business or personal that relates directly or indirectly, to myself or any relation in any contract, proposed contract or other matter when present at a meeting at the academy where such contract or matter comes under consideration. I understand that I must withdraw from any meeting during the discussion of such contract or matter and must not vote in respect of it.

I agree to review and update this declaration annually and give consent for the information provided to be used in accordance with the trust/school's conflicts of interest policy.

Signed:

Date:

Ray Ahmed
4 December 2024



OLD CLEE PRIMARY ACADEMY

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Declaration of Pecuniary and Personal Interests

Name:

SARA FURLO

Position:

TRUSTEE

I,, declare that I hold the following personal related party and/or pecuniary interest(s):

Please complete ALL sections, putting N/A where appropriate.

Pecuniary interests	Please provide details of the interest. (this must include the name of the business, the nature of the business and the nature of the interest)	Date interest started	Date interest ceased
Current employment	WELSPRING ACADEMY TRUST (BEECH ACADEMY)	01/09/2017	ongoing
Businesses (of which I am a partner or sole proprietor)	NONE		
Company directorships – details of all companies of which I am a director	NONE		
Charity trusteeships/other schools – details of all companies of which I am a trustee	NONE		
Membership of professional bodies, membership organisations, public bodies or special interest groups of which I am a member	ASCL TRUST UNION FOR SCHOOLS (FUS)		
Contracts offered by you for the supply of goods and/or services to the trust/school	NONE		
Any other potential conflict	NONE		



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Personal interests	Name	Relationship to me	Organisation	Nature of the interest
Immediate family/close connections to other staff member/ governor/ trustee	NONE			
Company directorships or trusteeships of any family/close connections	NONE			

If you are a governor or trustee of any schools, academies, or other educational institutions, please provide details below:

Name of school/academy:

Beacon Academy

Position held:

Principal

Date appointed/elected to post:

01/09/2017

Date of termination to post:

Ongoing

To the best of my knowledge the information supplied above is correct and complete. I understand that it is my responsibility to declare any conflict of interest/loyalty, business or personal that relates directly or indirectly, to myself or any relation in any contract, proposed contract or other matter when present at a meeting at the academy where such contract or matter comes under consideration. I understand that I must withdraw from any meeting during the discussion of such contract or matter and must not vote in respect of it.

I agree to review and update this declaration annually and give consent for the information provided to be used in accordance with the trust/school's conflicts of interest policy.

Signed:

[Signature]

Date:

28/11/2024



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Declaration of Pecuniary and Personal Interests

Name: ROB MOODY

Position: ASSISTANT PRINCIPAL EASTFIELD

I,, declare that I hold the following personal related party and/or pecuniary interest(s):

Please complete ALL sections, putting N/A where appropriate.

Pecuniary interests	Please provide details of the interest. (this must include the name of the business, the nature of the business and the nature of the interest)	Date interest started	Date interest ceased
Current employment	N/A		
Businesses (of which I am a partner or sole proprietor)	N/A		
Company directorships – details of all companies of which I am a director	N/A		
Charity trusteeships/other schools – details of all companies of which I am a trustee	N/A		
Membership of professional bodies, membership organisations, public bodies or special interest groups of which I am a member	N/A		
Contracts offered by you for the supply of goods and/or services to the trust/school	N/A		
Any other potential conflict	N/A		



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Personal interests	Name	Relationship to me	Organisation	Nature of the interest
Immediate family/close connections to other staff member/ governor/ trustee	N/A	/	/	/
Company directorships or trusteeships of any family/close connections	N/A	/	/	/

If you are a governor or trustee of any schools, academies, or other educational institutions, please provide details below:

Name of school/academy: _____

Position held: _____

Date appointed/elected to post: _____

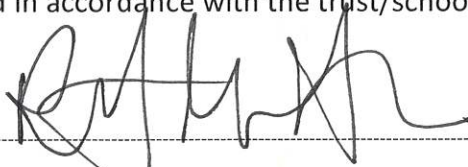
Date of termination to post: _____

To the best of my knowledge the information supplied above is correct and complete. I understand that it is my responsibility to declare any conflict of interest/loyalty, business or personal that relates directly or indirectly, to myself or any relation in any contract, proposed contract or other matter when present at a meeting at the academy where such contract or matter comes under consideration. I understand that I must withdraw from any meeting during the discussion of such contract or matter and must not vote in respect of it.

I agree to review and update this declaration annually and give consent for the information provided to be used in accordance with the trust/school's conflicts of interest policy.

Signed: _____

Date: _____


28.11.24



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Declaration of Pecuniary and Personal Interests

Name: **Rob Burnett**
Governor

Position: _____

I,Rob Burnett....., declare that I hold the following personal related party and/or pecuniary interest(s):

Please complete ALL sections, putting N/A where appropriate.

Pecuniary interests	Please provide details of the interest. (this must include the name of the business, the nature of the business and the nature of the interest)	Date interest started	Date interest ceased
Current employment	Beacon Academy, part of the Wellspring Trust	September 2017	Ongoing
Businesses (of which I am a partner or sole proprietor)	None		
Company directorships – details of all companies of which I am a director	None		
Charity trusteeships/other schools – details of all companies of which I am a trustee	None		
Membership of professional bodies, membership organisations, public bodies or special interest groups of which I am a member	National Association of Head Teachers		
Contracts offered by you for the supply of goods and/or services to the trust/school	None		
Any other potential conflict	None		



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Personal interests	Name	Relationship to me	Organisation	Nature of the interest
Immediate family/close connections to other staff member/ governor/ trustee	None			
Company directorships or trusteeships of any family/close connections	None			

If you are a governor or trustee of any schools, academies, or other educational institutions, please provide details below:

Name of school/academy: North Thoresby Primary Academy
Parent Governor

Position held: _____
June 2022

Date appointed/elected to post: _____
N/A

Date of termination to post: _____

To the best of my knowledge the information supplied above is correct and complete. I understand that it is my responsibility to declare any conflict of interest/loyalty, business or personal that relates directly or indirectly, to myself or any relation in any contract, proposed contract or other matter when present at a meeting at the academy where such contract or matter comes under consideration. I understand that I must withdraw from any meeting during the discussion of such contract or matter and must not vote in respect of it.

I agree to review and update this declaration annually and give consent for the information provided to be used in accordance with the trust/school's conflicts of interest policy.

Signed: R.Burnett
1/12/2014

Date: _____



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Declaration of Pecuniary and Personal Interests

Name: Richard Claridge

Position: Chair of Governors

I, Richard Claridge, declare that I hold the following personal related party and/or pecuniary interest(s):

Please complete ALL sections, putting N/A where appropriate.

Pecuniary interests	Please provide details of the interest. (this must include the name of the business, the nature of the business and the nature of the interest)	Date interest started	Date interest ceased
Current employment	N/A		
Businesses (of which I am a partner or sole proprietor)	N/A		
Company directorships – details of all companies of which I am a director	N/A		
Charity trusteeships/other schools – details of all companies of which I am a trustee	N/A		
Membership of professional bodies, membership organisations, public bodies or special interest groups of which I am a member	N/A		
Contracts offered by you for the supply of goods and/or services to the trust/school	N/A		
Any other potential conflict	N/A		



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Personal interests	Name	Relationship to me	Organisation	Nature of the interest
Immediate family/close connections to other staff member/ governor/ trustee	N/A			
Company directorships or trusteeships of any family/close connections	N/A			

If you are a governor or trustee of any schools, academies, or other educational institutions, please provide details below:

Name of school/academy: _____

Position held: _____

Date appointed/elected to post: _____

Date of termination to post: _____

To the best of my knowledge the information supplied above is correct and complete. I understand that it is my responsibility to declare any conflict of interest/loyalty, business or personal that relates directly or indirectly, to myself or any relation in any contract, proposed contract or other matter when present at a meeting at the academy where such contract or matter comes under consideration. I understand that I must withdraw from any meeting during the discussion of such contract or matter and must not vote in respect of it.

I agree to review and update this declaration annually and give consent for the information provided to be used in accordance with the trust/school's conflicts of interest policy.

Signed: _____

Date: 02.12.2024 _____