

CONFLICT OF INTEREST POLICY

Introduction

- 1 The Governors of Sheldon School are required to subscribe to a Code of Conduct which calls for openness and propriety in all dealings, and they should ensure that all employees remain above suspicion. This policy relates to the terms of the Educational Reform Act 1988, Section 53(2), and Sheldon School's Instrument of Government, as authorised by the Secretary of State for Education on 27 September 1993. It thus requires all governors and relevant employees to declare any possible conflict of interests.

Interests

- 2 Pecuniary interests that are deemed to be relevant and material are as follows:
 - a Directorships, including non-executive directorships in private or public companies that seek to do business with the school.
 - b Ownership or part ownership of private companies, businesses, and consultancies that seek to do business with the school.
 - c Majority or controlling shareholdings in organisations that seek to do business with the school.
 - d Any connection with a charity, voluntary or other body contracting or supporting any school activity.
- 3 Interests are also deemed to be relevant where they concern the appointment, or promotion, of an employee at the school.

Relevance

- 4 Relevance is deemed to exist if the governor or member of staff:
 - a Directly has an interest as defined above.
 - b Has a close relative, such as spouse, or a brother or sister, ancestor or immediate descendant, or a spouse of such a relative who has of such a relative who has such an interest.
 - c Has a partner who has such an interest.

Recording of Conflict of Interest

- 5 Governors on first appointment and on re-election, are to fill in the Conflict of Interests register that is held in the Finance office. Any subsequent change in circumstances which might affect their entry must also be recorded.
- 6 Staff who are effected by the policy are also to record their interests in the register. They are to be reminded of this duty annually, and a notice to this effect is to be included in each edition of the Staff Handbook.
- 7 The register is to be available for inspection on request by any governor, member of staff, or parent and will be reviewed at least annually by the Governing Body.
- 8 At any meeting where a possible conflict of interests becomes apparent, the relevant Governor or member of staff is to declare his/her interest. Unless the meeting deems otherwise, the Governor, or member of staff is to take no part in the consideration of the matter, and is to withdraw. They are not to record a vote on the matter under discussion.

May 2007

Next Review: May 2010