



Birch Road, Wardle, Rochdale OL12 9RD
Tel: 01706 373 911

Register of Business Interests Pro-forma

Name of WAT Board Member/FGB Member/Member of Staff: _____

Name of Business	Nature of Business	Nature of Interest (position within business the WAT/LGB or Member of Staff holds)	Date of Appointment or Acquisition	Date of Cessation of Interest	Date of Entry

I certify that I have declared all beneficial interests, which, I, or any person closely connected with me have with businesses or other organisations, which may have dealings with the academy.

Signature of Person Registering Business Interest _____

Date _____

Headteacher's Signature _____

Date _____

Chair of WAT/FGB Signature _____

Date _____

(Note: The Pro-Forma should be countersigned so that key persons responsible for financial decisions are aware of any business interests)



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REGISTER OF BUSINESS INTEREST

Wardle Academy Trust Local Governing Bodies have to keep a register, which lists, for each member of the Trust, Governing Body, the Headteacher and SLT any business interests they, or any member of their family, have.

Governors are advised of the requirement in relation to the establishment and maintaining of a register of business interest.

It is further recommended that all staff with financial responsibilities in the school e.g. Finance Managers/School Business Manager/Bursar/etc, also register such interests, together with any member of staff who themselves or through their family supply any goods and services to the school (*i.e. it is however, good practice for all staff to sign the register of business interest*).

The Headteacher ensures the establishment/updating of the register, making the model pro-forma available to all staff within the school.

Purpose of the Register

It is important in the public sector framework that anyone involved in spending public money does not benefit personally from decisions made on the purchase of services or equipment.

Timetable

TRUST/LGBs should consider this matter on an annual basis and determine who is responsible for recording, holding and up-dating the information.

This should be a standard agenda item at all TRUST/Governor/Committee meetings and a minute taken stating whether there are any business interests or not.

Inspection of Register

The Register must be held at the academy and made available for inspection by the Auditors, Authority, Trustees, Governors, Staff and Parents.

Model Pro-forma

A pro-forma is attached which can be used to form the basis of the register.