**Declaration**

I hereby certify I understand that it is my responsibility to declare the nature of all business or personal interests, whether direct or indirect, of myself, my partner and/or members of my immediate family, that could unfairly benefit from my relationship and connection with the school.

I also understand that it is a criminal offence to:

* Withhold information relating to conflicts of interest.
* Provide falsified information.
* Fail to notify the governing board of any changes which might invalidate this declaration.

I agree to inform the governing board of any changes to aforementioned interests, or new conflicts of interest, at the earliest possible opportunity.

I confirm I do not have any actual or potential conflicts of interest to declare: 

I wish to declare an actual or potential conflict of interest and have included further details below: 

|  |  |
| --- | --- |
| **Name:** |  |
| **Role:** |  |
| **Signature:** |  |
| **Date:** |  |

**Conflict of interest form**

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| --- | --- | --- | --- | --- | --- |
| **Details of the declared conflict of interest** | **Nature of business or organisation** | **Brief description of the conflict of interest declared** | **Is the declared conflict of interest an actual conflict or a potential conflict of interest?** | **Date of appointment or acquisition** | **Date of cessation of interest** |
| ***Example:***  ***Director at John Smith Stationers*** | ***Stationery retailer*** | ***Managing Director with responsibility for tendering for school stationery contracts*** | ***Actual*** |  |  |
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**Managing the conflict of interest**

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| --- | --- | --- | --- | --- |
| **Identified conflict of interest** | **Agreed process for managing the identified conflict of interest** | **Person completing on behalf of the governing board** | | |
| **Name** | **Role** | **Date** |
| ***EXAMPLE***  ***Director at John Smith Stationers*** | ***All governing board and committee meeting agendas will include an opportunity for existing and new conflicts of interest to be declared at the start of the meeting.***  ***Governor to leave the meeting at any point a discussion or vote is taken relevant to the conflict of interest declared.***  ***Tendering and Procurement Policy In place which ensures a transparent process.*** |  |  |  |
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