

**Annex B to Financial Management Policy and Scheme of Delegation (Rev Apr 20)****DECLARATIONS OF BUSINESS INTERESTS: Guidance**

It is vital that Directors, Governors and staff act, and are seen to act, impartially. All members of the TB and LAB are required to complete, annually, a Declaration of their Business Interests (attached).

**Data Protection Statement**

- Personal information is collected as a requirement for all persons in positions of significant control in a school or MAT to make a declaration, annually, of business interests which could influence their ability to form an open and unbiased decision.
- The signed declarations from Directors will be kept in the Trust Board folder, retained by the Trust Clerk.
- The signed declarations from LAB will be kept in the Governor folder in their respective schools and processed by the Trust.
- Signed copies of the declarations will be retained for 7 years after the individual ceases to become a director or governor. At the end of this retention period, they will be destroyed.
- Electronic copies of the information will be removed from all devices and relevant websites at the end of the academic year to which it relates.
- The information given will be used solely for the purpose for which it was collected; it will not be used for any other purpose.

It is also required, as a matter of good practice, that the HT and other senior Trust and School staff complete declarations.

At the start of each meeting, those present are required to declare any interests in a matter included on the agenda.

Where an interest is disclosed, either pecuniary or non-pecuniary, in a matter to be discussed at a meeting the Director, Governors or member of staff must declare their interest and withdraw from that part of the meeting.

All persons above will be asked to complete a form at the start of each academic year.

The Education Funding Agency require a summary of declaration submissions to be included on the Trust and school websites and will appear as follows:

**Example**

<b>Name of Director</b>	<b>Declared Interest</b>	<b>Date Disclosed</b>
John Smith	Director / Shareholder at Infrastructure Design Ltd	4 Oct 18

An interest is a situation where a Director or Trustee may be affected personally or financially, directly or indirectly, or in some other way by decision made at a meeting where they are present.

**The Hawksmoor Learning Trust**

**DECLARATION OF BUSINESS INTEREST 2021 / 22**

**Title:** MR.

**Full Name:** Ashish Gupta

**Home Address:** 11 Rowan Close,  
Towcester

**Post Code:** NN12 6XL

**Contact Phone Number:** 07968147930

**Email:** Ashish\_sta@hotmail.com

**Position:** Governor

Please note that any declarations of interest will be displayed on the appropriate web sites

Committee Memberships

N/A

Nature of Business Interest / other Directorships

There are many social connections such as friends and relations, membership of clubs, societies or trades unions that can, sometimes, influence an individual's judgements. If 'none', please indicate.

N/A

Nature of relationships with persons employed by the Trust and Members of the Trust Board. If 'none', please indicate.

N/A
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Individuals required to complete this declaration must;

Inform the Trust Clerk of any adjustments within 28 days of the circumstances changing

Declare any business or personal interest which could be perceived as a conflict of interest in a matter under discussion and abstain from taking part in any discussion concerning the issue.

Individuals must ensure they declare any interests in

Shareholdings

Charities

Suppliers to the Trust

Employees of the Trust

Educational Bodies

Any businesses with whom the Trust may work

Signed:



Print Name: Ashish Gupta

Date: 02/11/2021