



Declarations of Business and Pecuniary Interest Form Trustees

Autumn 2020

- 1.1 All Trustees **must** complete an annual Declarations of Business and Pecuniary Interests form. These will be held centrally and a summary published on the Trust's website.
- 1.2 Trustees are reminded to be cognisant of the Nolan Principles and the Principles of Ethical Leadership.
- 1.3 You are responsible for the accuracy and completeness of the form and are encouraged to disclose in full any interests. Not declaring a relevant interest could lead to disqualification from membership of the Trust Board.
- 1.4 The Declaration covers:
 - All current interests,
 - Interests from the last 12 months including areas where you no longer have an interest.
- 1.5 Please include all interests relevant or potentially relevant to the work of the Trust Board, any academy within the Trust and any organisation or business with which the Trust currently has a relationship. This includes leadership, governor and trustee roles in other educational establishments, and charities with whom the Shaw Education Trust, has or potentially could have, a relationship. This includes paid and unpaid positions. Guidance notes, definitions and supporting information are contained within a separate annex.
- 1.6 The information you provide on this form will be used to identify any have any potential conflicts of interest. If a conflict arises Trustees will be expected to follow the advice on managing conflicts of interest.
- 1.7 Information will be published on the Shaw Education Trust website in accordance with the requirements of the Academies Financial Handbook September 2019.

Name	Role on the Trust Board at date of signing	Signature
John Norman	Trustee	<i>John Norman</i>
Appointing Body	Shaw Trust	

Details of Interests

A summary of this form will be published on the Trust Website

Details of interest	Please provide details - state 'nil' if none to declare	Date commenced	Date ceased
Current paid employment	Nil		
Businesses of which you are sole proprietor or partner	Nil		
Company Directorships	Shaw Trust Forth Sector Poplar HARCA London Youth	26/9/12 25/1/17 17/9/13 17/3/11	2/4/20
Charity Trusteeships and governorships in other educational establishments	Nil		
Leadership positions in other educational establishments	Nil		
Memberships of Professional Bodies (and any leadership roles e.g. chair, secretary)	Nil		
Gifts or hospitality offered to you on the last 12 months while acting in the role of Trustee of SET	Nil		
Immediate close family connections and business interests	Nil		

Annex

2.0 Definition

2.1 The National Audit Office defines conflicts as:

A conflict of interest is a set of circumstances that creates a risk that an individual's ability to apply judgement or act in one role is, or could be, impaired or influenced by a secondary interest. It can occur in any situation where an individual or organisation (private or government) can exploit a professional or official role for personal or other benefit. The perception of competing interests, impaired judgement or undue influence can also be a conflict of interest.

The UK has a 'principles-based approach' to conflicts of interest. Rather than specific legislation, as in the USA, behavioural and ethical standards are defined in codes of conduct. Civil servants are expected to act with "integrity" and board members are expected to declare and record conflicts of interest.

<https://www.nao.org.uk/naoblog/managing-conflicts-of-interest/>

3.0 Related Party Transactions

3.1 Trustees will be required to adhere to guidance on RPT as set out within the Academies Financial Handbook September 2019 and to any updates thereof during the academic year. Related parties include persons and entities with control or significant influence over the academy trust, and members of the same group (e.g. parent and subsidiary companies).

3.2 The above description is not comprehensive. A fuller definition is contained in section 33 of Financial Reporting Standard 2015, appendix 1 of the Charities SORP and outlined in <https://www.gov.uk/government/publications/related-party-transactions-information-for-academy-trusts>

4.0 Financial Interests

This relates to any financial benefits to you (direct interests). This means anything of monetary value, including:- payments for services; equity interests, including stocks, stock options or other ownership interests; and intellectual property rights, including patents and copyrights and royalties arising from such interests. Examples are:

- work in the commercial sector including:- a directorship, employment, consultancy, benefits in kind such as hospitality, payments for speaking engagements and sitting on advisory boards
- Trustees undertaking private consultancy work which may reflect on the work of the Shaw Education Trust
- direct payments from the commercial sector to attend a meeting, conference or event, over and above funding to support reasonable travel, accommodation and attendance costs
- shareholdings or other investments in the commercial sector (unless these are held in a managed fund in which you do not have the ability to instruct the fund manager on the composition of the fund)
- personal payment from the commercial sector to undertake research.

5.0 Non-Financial Professional and Personal Interests

5.1 This relates to any non-financial professional or personal benefit, or non-financial issue that could affect your perceived objectivity. Examples include:

- being an advocate for a particular group or member of a lobbying or pressure group with an interest in education and SEND.
- holding office or a position of authority in a professional organisation or advocacy group.

6.0 Indirect Interests

6.1 Trustees are asked to consider circumstances where there is, or could be perceived to be, an opportunity for a third party closely associated with you to benefit.

6.2 This could be through another person or organisation having a financial or non-financial interest, and potentially benefiting from a decision you may be involved in making through your role on the Shaw Education Trust Board.

6.3 This can include:

- close relatives, close friends, associates and business partners
- your employer

Declaration

- I confirm that the information provided above is complete and correct.
- I acknowledge that any changes in these declarations during the next 12 months (or until I am asked to sign a further declaration) must be notified to SET as soon as possible and no later than 28 days after the interest arises.
- I am aware that if I do not make full, accurate and timely declarations then I may be asked to stand down from the Trust Board. A deliberate failure to disclose an interest could in the most serious cases be treated as misconduct

Signed: ***John Norman***

Date: 8th September 2020

Signatures can be added electronically, or the document can be printed, signed and scanned; in line with Trust Policy.