

**REGISTRATION OF BUSINESS INTERESTS - To be completed in conjunction with Model Code of Conduct for Governors  
LEO Academy Trust T/a Cheam Park Farm Primary School – Kingston Avenue, North Cheam, Surrey SM3 9UE**

The Members, Trustees, Local Governing Bodies and school staff has a responsibility to avoid any conflict between their business and personal interests and affairs and the interests of the Trust. A register of business interests must be maintained for both governors, Headteachers and staff with responsibility for a Departmental budget, which must be freely available for inspection, by governors, staff and parents. This will help us meet the requirements for withdrawal from meetings prescribed in Appendix 1 to the School’s Instrument of Government.

The register must include all business interests such as directorships, share holdings and other appointments of influence within a business or other organisation which may have dealings with the school. The disclosures should also include business interests of relatives and other individuals who may exert influence. As the person nominated I need to ensure the register is up to date and complete, includes all governors and relevant staff and in this regard signed and dated nil returns are also required. Would you please therefore complete the table below and return it to me as soon as possible.

Governors complete an individual declaration which is held by the Clerk.

As at October 2016 the following governors declared interests:

Name of Business	Nature of Business	Nature of Interest	Date of Appointment or Acquisition	Date of Cessation of Interest	Date of Entry
North Cheam Academy of Dance (Sarah Platt)	Dance School	Dance Teacher	September 1993	n/a	10.10.16

**LEO Academy Trust  
C/o Cheam Park Farm Primary School  
Kingston Avenue, Kingston Avenue, North Cheam SM3 9UE**

**Model Code of Conduct for Members/Trustees/Governors**

**Context**

In 1994 the Nolan Committee set down seven principles of public life, and these provide the context in which this code has been created. The principles are as follows;

1. Selflessness
2. Integrity
3. Objectivity
4. Accountability
5. Openness
6. Honesty
7. Leadership

**General Principles**

- We will strive to ensure that all our decisions are focused upon what is in the best interests of the pupils and the school, and be mindful of our responsibility to maintain and develop the ethos and reputation of the school.
- We recognise that the headteacher is responsible for the implementation of policy, day-to-day management of the school and the implementation of the curriculum and respect their role.
- We accept that all governors have equal status and a common purpose.
- We have no legal authority to act individually, except where the governing body has given us delegated authority to do so, and observe collective responsibility by supporting the corporate decisions of the governing body.
- We have a duty to act fairly and without prejudice in all areas of our work, and to demonstrate a commitment to equality of opportunity in principle, policy and practice.
- We will encourage open government and will observe proper protocols and procedures to achieve this.
- We will consider carefully how our decisions may affect other schools, parents, children and the wider community.

- We will, where appropriate, seek and consider information, advice and guidance to inform our decision-making.
- We will abide by and actively encourage all policies and practices that safeguard and promote the welfare of children and young people.

### **Commitment**

- We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the governing body, attend regularly, and accept our fair share of responsibilities, including service on committees and working groups.
- We will get to know the school well and take opportunities to involve ourselves in the life of the school.
- When we visit the school on governing body business we will agree visits in advance, ensure they have an agreed focus and comply with any governor's visit policy and protocols the governing body has adopted.
- We will seek and participate in appropriate training and development activities and ensure that we develop and maintain our skills and knowledge.

### **Relationships**

- We will strive to work cooperatively as a team.
- We will seek to develop effective working relationships with the head, staff, parents, local authority and other relevant agencies and the wider community.
- In so far as we have direct or delegated responsibility for staffing matters we will strive to fulfil all reasonable expectations of a good employer.

### **Confidentiality**

- We will observe complete confidentiality in any matters where the governing body decides that it is necessary and in accordance with good governance, and specifically in respect of complaints and similar processes in order not to taint any investigation .
- We will exercise caution if a discussion of a potentially contentious issue affecting the school arises outside the governing body.

### **Conduct**

- We will encourage the open expression of views at meetings.

- We will only speak or act on behalf of the governing body when we have been specifically authorised to do so, although we recognise the need for Chairs to act on behalf of the governing body in urgent situations under the rules and protocols applying to Chair's Action.
- We will ensure that our behaviour and conduct outside the governing body, both personally and within our communities, will not bring the school into disrepute.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_

**Adopted by The Governing Body of Cheam Park Farm Primary Academy School  
On Monday, 10 October 2016**