



# The Bishop Konstant Catholic Academy Trust

Learning Communities, Inspired by Faith

## Trust Declarations of Interest Policy 2021



The Bishop Konstant Catholic Academy Trust,  
St Wilfrid's Catholic High School & Sixth Form College, Cutsyke  
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|--|---------------------------------|
| <b>POLICY DOCUMENT</b>                       | Declarations of Interest Policy |
| <b>Legislation/Category: Academy Schools</b> | <b>Legally Required</b>         |
| <b>Lead Member of Staff:</b>                 | Trust Governance Manager        |
| <b>Approved by:</b>                          | BKCAT Trust Board               |
| <b>Date Approved:</b>                        | December 2021                   |
| <b>Revision Date:</b>                        | December 2024                   |
| <b>Review Frequency:</b>                     | Three year                      |

| <b>Version</b> | <b>Date</b>   | <b>Author</b>            | <b>Changes</b>  |
|----------------|---------------|--------------------------|---|
| 1.1            | December 2021 | Trust Governance Manager | <i>Revised to reflect ESFA terminology and clarify in Section 2 who should complete a form.</i> |
| 1.0            |               | Trust Governance Manager | Starting Document and Layout.   |

**All policies are written in line with our Trust Mission statement:**

**With Jesus Christ at the centre of the life of the Trust, we seek to provide learning communities offering the highest possible standards of education. We are committed to working in partnership and trust for the common good. We strive to encourage and empower children and young people to recognise and realise their God-given potential and to discern their vocation in life. As learning communities inspired by faith, we celebrate achievement, offering each other challenge and support, as together we follow Christ in self-giving love and service.**

# TRUST DECLARATIONS OF INTEREST POLICY

## Introduction

This guidance has been produced to enable the Trust to have a clear policy on the declaration of interests and applies equally to Members, Trustees, Governors and Staff.

### 1. General Principles

Members, Trustees, Governors and relevant (that is, those with an influence on expenditure decisions e.g. School Business Managers, School Finance Managers, Headteachers, Senior Leaders etc.) staff must conduct themselves in a manner appropriate to their position as the senior decision-makers within the Trust and its academies.

Judgements must be made on an individual basis, taking account of the situation.

It is important to the Trust to:

- **ensure that no Member, Trustee, Governor or relevant member of staff is involved in taking a decision or participates in a discussion on any matter where they have a conflict of interest;**
- **avoid any impression that any person has used their position to their personal advantage.**

Relevant persons should ensure that, before they become involved in taking a decision, or participate in a discussion on any matter, there are no conflicts of interests that, in the opinion of a fair-minded and informed observer, would suggest a real possibility of bias.

Where relevant persons come into possession of confidential information in the course of their role, they must not use or disclose that information in order to benefit themselves or to benefit any other person.

**Individuals are responsible for their own compliance with these guidelines and with the law.**

In the interests of transparency and accountability, relevant persons are required to register in advance interests that are capable of causing conflicts. In addition, in relation to specific decisions, disclosure should be made of any interests that might conflict with their duties.

## 2. Register of Interests

All Members, Trustees, Governors and relevant Staff shall register appropriate information by making a written declaration in the Register of Interests (form attached).

**Relevant persons should update their entry in the register at least once a year but update the register as soon as any change is reasonably known. The form should be signed even if there is nothing to declare.**

A summary register of interests will be published on the Trust or relevant academy website in accordance with the requirements in the Academy Trust Handbook.

## 3. Disclosing Interests

From time to time, relevant persons may have or become aware of interests which do not have to be registered but which might, nonetheless, conflict with their duties. As well as keeping their entry on the register up to date, disclosure must be made as soon as he or she becomes aware that they may cause a conflict.

**Such interests must be disclosed whether or not they are entered on the register and there should always be the opportunity for such disclosures to be made at the start of meetings of Members, Trust Board, Academy Councils and Committees.**

Further guidance on when to disclose interests is given in Section 5.

## 4. Procedures for Handling Interest

Where a relevant person has a declared interest the Trust Board/Academy Council/Committee should assess the impact of that interest on the individual's autonomy and ability to fulfil their role. They should ensure that the person is not compromised, by being involved in any matter where they have a conflict of interest.

In the event that a relevant person receives a written paper or agenda on a matter on which they have a conflict of interest, they must immediately inform the Clerk to the meeting and disclose their interest at the start of the meeting for recording within the minutes.

If a relevant person becomes aware of a conflict during the course of any discussion, their interest should be disclosed immediately and recorded in the minutes.

**In most cases where a relevant interest has been disclosed or registered, the individual must withdraw from all involvement in discussions or decisions relating to that matter.**

However, in some circumstances the individual may, if agreed by the full Trust Board, Academy Council or relevant committee, participate in decisions and/or discussions. This is likely to be where the individual's relationship is so slight or historic that it would be unreasonable to suppose any significant interest, or where the decision and discussion will have no foreseeable implications for the individual's interest.

## **5. Which Interests Should Be Disclosed**

In considering whether to disclose an interest, those affected by this policy should ask whether, in the opinion of a fair-minded and informed observer, the interest would suggest a real possibility of bias.

The following questions may be useful:

- Do you have, or have you recently (within the past two years) had, any material business or other financial relationships with a relevant party?
- Do you have, or have you recently had, any other (non-financial) relationships with a relevant party, the existence of which might suggest a real possibility of bias on your part?
- In considering whether to disclose an interest, you should also ask whether, in the opinion of a fair-minded and informed observer, the interests of close family members or friends would suggest a real possibility of bias.

Relevant Trust Staff must regard themselves as having a personal interest in any matter if that matter directly relates to, or impacts on, their interests or any decision they are asked to take that would affect the well-being or financial position of themselves, a relative\* or friend in relation to:

- any employment or business carried on by such persons;
- any organisation in which such persons have a beneficial interest;
- any organisation in which such persons hold a position of general management.

The following list illustrates specific situations where interests should be recorded:

- **paid employment, office or profession;**

- **paid employment, office or profession of relatives**, other regular significant sources of payment from an organisation or investment which might be considered relevant;
- **directorships**, whether paid or not, of any organisation;
- **membership of other public bodies** (e.g. governing bodies of universities, colleges and schools, and local authorities), **trusteeships** (e.g. of museums, galleries and similar bodies), **and acting as an office holder or trustee for pressure groups, trade unions and voluntary or not-for-profit organisations**;

**\*Relative** means spouse, partner, parent, parent-in-law, son, daughter, step-son, step-daughter, child of a partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece, or the spouse or partner of the above.

## 6. Confidential Information

Members, Trustees, Governors and Staff must abide by the Code of Conduct and respect confidentiality at all times. Particular care should be taken to avoid disclosing to any person information that has not been made publicly available.

### Monitoring and Review of this Policy

The Trust shall be responsible for reviewing this policy from time to time to ensure that it meets legal requirements and reflects best practice.

The Bishop Konstant Catholic Academy Trust is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales, company number 8253770, whose registered office is at St Wilfrid's Catholic High School & Sixth Form College, Cutsyke Road, Featherstone WF7 6BD



**THE BISHOP KONSTANT CATHOLIC ACADEMY TRUST**  
**REGISTER OF INTERESTS**

In accordance with the Academy Trust Handbook, the Register of Interests must capture relevant business and pecuniary interests of members, directors, trustees and governors within a multi-academy trust and senior employees, including:

- directorships, partnerships and employments with businesses
- trusteeships and governorships at other educational institutions and charities
- for each interest: the name of the business; the nature of the business; the nature of the interest; and the date the interest began.

The Register of Interests must also identify any material interests arising from close family relationships between the Trust's members, directors, trustees or governors and relationships between members, trustees or directors, governors and employees. A relative is defined as: a close member of the family, or member of the same household, who may be expected to influence, or be influenced by, the person. This includes, but is not limited to, a child, parent, spouse or civil partner.

I hereby declare that (please mark with an X in the appropriate box):

I have no pecuniary or other personal interest, direct or indirect, in any matter that raises or may raise a conflict with my duties as a Member/Director/Trustee or Governor of the Bishop Konstant Catholic Academy Trust; **OR**

I have pecuniary or other personal interest, direct or indirect, that raises or may raise a conflict with my duties as a Member/Director/Trustee or Governor of the Bishop Konstant Catholic Academy Trust. The particulars of such matter are stated below:

**Please answer all that apply:**

Other Educational Institutions or Charities at which a Governor or Trustee:

Nature of Interest (e.g. Business/Pecuniary, Close Family Relationship):

Close Family Relationship (e.g. spouse, civil partner, parent):

Name of Business:

Nature of Business:

Date Interest Began:

It is the responsibility of the person signing this form to ensure that any change in the circumstances recorded are reported to the organisation as appropriate, in writing as soon as possible.

Further guidance is available, if required from:

- the Trust Head of Finance
- the ESFA Academy Trust Handbook
- the Charity Commission, Conflicts of Interest, a guide for charity trustees CC29

Academy.....

Date of Appointment.....

Signature ..... Date.....

Full Name..... (Printed)