

**DECLARATION OF INTERESTS – ANNUAL DECLARATION
2018-19**

NAME: _____

Please refer to the accompanying guidance before completing this proforma. If necessary, please continue on a supplementary sheet

A - Business	Details of any businesses in which you are a partner or sole proprietor (the name and nature of the business, your role within it and the date when your involvement began):
B - Company directorships / shareholdings	Details of any companies of which you are a director or shareholder holding over 5% of shares (the name and nature of the company, your involvement in it and the date when your involvement began):
C - Trading with related parties	Details of any goods or services provided to Wellspring Trust by you or an organisation you are connected to (including the relevant date/s) and the name of the organisation (if applicable):

D – Trusteeships	Details of any charities of which you are a trustee (the name and nature of the charity and the date when your involvement began):
Membership of organisations, public bodies etc	Details of any organisations of which you are a member AND have a position of general control or management (the name and nature of the organisation, your involvement in it and the date when your involvement began):
Declaration of interests of immediate family or associated business partners	Re A – D above; please provide details of any material interests which apply to your immediate family members (see definition on next page) and/or any of your business partners, indicating each person’s name, interests, relationship to you and the date the interest began

I confirm that I have read the Trust's Conflicts of Interests Policy and that I have completed this proforma in accordance with the guidance document appended to this document.

I understand that it is my responsibility to disclose to the Company Secretary any additional interests which may arise at any stage during the year

Signed: _____ Dated: _____

Guidance relating to the completion of the Declaration of Interests Proforma

The following extracts from Section 10 (Transactions with related parties) of the Education & Skills Funding Agency (ESFA's) Academies Financial Handbook 2018 should be read prior to completing the proforma:

Register of interests

3.10.8 The academy trust's register of interests **must** capture relevant business and pecuniary interests of members, trustees, local governors of academies 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**

3.10.9 The register **must** identify any relevant material interests arising from close family relationships between the academy trust's members, trustees or local governors. It **must** also identify relevant material interests arising from close family relationships between those individuals and employees. 'Close family relationships' is defined in section 3.10.12 (third bullet).

3.10.10 Trusts should consider whether any other interests should be registered. Boards of trustees should keep their register of interests up to date.

3.10.11 Trusts **must** publish on their websites relevant business and pecuniary interests of members, trustees, local governors and accounting officers. Trusts have discretion over the publication of the interests of any other individual named on the register. The Charity Commission offers guidance in: Manage a conflict of interest in your charity and CC29: Conflicts of interest: a guide for charity trustees.

Trading with connected parties

The following refers to goods or services provided by individuals or organisations connected to the academy trust

At cost requirements

3.10.12 Subject to sections 3.10.17 to 3.10.20, a trust **must** pay no more than 'cost' for goods or services provided to it by the following persons. ('Services' do not include contracts of employment):

- any member or trustee of the academy trust

- any individual or organisation connected to a member or trustee of the academy trust. For these purposes the following persons are connected to a member, or trustee:
- a relative of the member or trustee. *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*
- an individual or organisation carrying on business in partnership with the member, trustee or a relative of the member or trustee
- a company in which a member or the relative of a member (taken separately or together), and/or a trustee or the relative of a trustee (taken separately or together), holds more than 20% of the share capital or is entitled to exercise more than 20% of the voting power at any general meeting of that company
- an organisation which is controlled by a member or the relative of a member (acting separately or together), and/or a trustee or the relative of a trustee (acting separately or together). For these purposes an organisation is controlled by an individual or organisation if that individual or organisation is able to secure that the affairs of the body are conducted in accordance with the individual's or organisation's wishes
- any individual or organisation that is given the right under the trust's articles of association to appoint a member or trustee of the academy trust; or anybody related to such individual or organisation
- any individual or organisation recognised by the Secretary of State as a sponsor of the academy trust; or anybody related to such individual or organisation.