



# Declaration of Actual or Potential Conflicts of Interest

**Responsible for policy:**

**Date of policy:**

**Policy Status:**

**Chair of Directors**

**CC1 Finance, Premises and Resources**

**September 2021 (Updated)**

**Compliance with Academy Trust Handbook**

*Sandra Fawcett*



## 1. Definitions

In this **Declaration of Actual or Potential Conflict of Interest**, unless the context otherwise requires, the following expressions shall have the following meanings:

- i **'The Romero Catholic Academy'** means the Company named at the beginning of this **Declaration of Actual or Potential Conflict of Interest** and includes all sites upon which the Company is undertaking, from time to time, being carried out. The Romero Catholic Academy includes; **Corpus Christi, Good Shepherd, Sacred Heart, Blue Sky, SS Peter and Paul, St Gregory, St John Fisher, St Patrick, Cardinal Wiseman, Shared Services Team.**
- ii **'Romero Catholic Academy'** means the Company responsible for the management of the Academy and, for all purposes, means the employer of staff at the Company.
- iii **'Board'** means the board of Directors of the Romero Catholic Academy.
- iv **'Clerk'** means the Clerk to the Board or the Clerk to the Local Academy Committee of the Academy appointed from time to time, as appropriate.
- v **'Chair'** means the Chair of the Board of the Directors or the Local Academy Committee appointed from time to time.
- vi **'Catholic Senior Executive Leader'** means the person responsible for performance of all Academies and Staff within the Multi Academy Company and is accountable to the Board of Directors.
- vii **'Diocesan Schools Commission'** means the education service provided by the diocese, which may also be known, or referred to, as the Birmingham Diocesan Education Service.
- viii **'Local Academy Committee'** means the governing body of the School.
- ix **'Academy Committee Representatives'** means the governors appointed and elected to the Local Academy Committee of the School, from time to time.'
- x **'Principal'** means the substantive Principal, who is the person with overall responsibility for the day to day management of the school.
- xi **'School'** means the school or college within The Romero Catholic Academy and includes all sites upon which the school undertaking is, from time to time, being carried out.
- xii **'Shared Services Team'** means the staff who work in the central team across the Company (e.g. HR/ Finance)
- xiii **'actual and potential conflict'** The difference between actual and potential is
  - an **actual** conflict of interest; you are confronted with a dilemma. You are in conflict between two social values – your professional duty to be objective and your duty to family.
  - a **potential** conflict of interest is one that is not actual but, in time, could be.
- xiv **'Close Relationship'** . For these purposes the following persons are related 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 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 can secure that the affairs of the body are conducted in accordance with the individual's or organisation's wishes
  - any individual or organisation given the right under the trust's articles of association to appoint a member or trustee of the academy trust; or any body connected to such individual or organisation
  - any individual or organisation recognised by the Secretary of State as a sponsor of the academy trust; or any body connected to such individual or organisation



## Declaration of Actual or Potential Conflicts of Interest

### 1. Introduction

The purpose of this Declaration is to prevent Conflicts of Interests of employees or Academy Committee representatives or Directors within the Academy. In the event such conflict arises, the Romero Catholic Academy, aims to handle it effectively and in a timely manner.

Conflict of interest is to be defined as a situation in which a person has (directly or through a family member or a person living or associated with him/her) a personal interest sufficient to appear to influence the objective exercise of his or her official duties within the Academy.

Frequency of declaration:                      On appointment and then Annual (September)

### 2. Actual Or Potential Conflict Of Interest

#### Option 1

I hereby declare that at the date hereof (i) I have no conflict of interest as pertaining to my position within the Academy and that (ii) I am not exposed to any risk of such conflict of interest.

In the event that I have any actual or potential conflict of interest, I will immediately make full disclosure of such interests or any actual or potential conflict of interest to the Academy via an additional declaration.

Actual or Potential Conflict of Interest: ☐ **NO** (tick the box as appropriate)

If you have ticked “no”, please go directly to point 4 on page 4.

#### Option 2

I hereby declare the following business or financial interest that could be seen as conflicting or possibly conflicting with the performance of my duties within the Academy.

Actual or Potential Conflict of Interest: ☐ **YES** (tick the box as appropriate)

If you have ticked “yes”, please go directly to point 3 on page 3.

***In the event of any changes to the Declaration or new actual or potential conflict of interest, I will immediately make full disclosure thereof to the Academy via an additional declaration.***

**3. Description of conflict (s)** – Please refer to the guidance on page 4 to help complete this table.

Description of Conflict(s)	Please include the nature of the conflicts, whether it is actual or potential as well as the name(s) of parties involved. (See 'Definitions' on page 2)	Date conflict arose
Employed by Romero MAC	SLT at Cardinal Wiseman	On going



#### 4. Individual Making The Declaration

To Be Completed By The Individual Making The Declaration	
<b>Name</b>	Leanne Wale
<b>Role</b>	Governor
<b>School</b> (if appropriate)	St Gregory's
<b>Date</b>	2nd November 2021
<b>Signature</b>	L.Wale

#### 5. Sign off

**Staff** - In case of actual or potential conflict of interest, the individual has to inform their line Manager/ Principal  
**Governors** – In the case of actual or potential conflict, the individual has to inform their LAC Chair/ Principal/ CSEL or Chair of the Board of Directors

For all completed forms, this section to be completed by:	
<ul style="list-style-type: none"> <li>• The Line Manager of the Individual Making The Declaration or</li> <li>• Principal or LAC Chair in the case of an Academy Representative or</li> <li>• CSEL or Chair of Board in the case of a Director</li> </ul>	
<b>Name</b>	
<b>Title</b>	
<b>Date</b>	
<b>Signature</b>	

Please send a copy of this declaration to the Shared Services Team:

Laura Morgan Email: [admin@romeromac.com](mailto:admin@romeromac.com) or [l.morgan@romeromac.com](mailto:l.morgan@romeromac.com)



## Guidance on Conflicts of Interest

### 1. Basic Concept

As guidance, we must not, directly or through any members of our families or persons living with us or with whom we are associated, or in any other manner:

- Have any financial interests that could have a negative impact on the performance of our duties, or derive any financial benefit from any contract between the Academy and a third party where we are in a position to influence the decisions that are taken regarding that contract; or
- Attempt to influence any decision of the Academy concerning any matter with a view to driving any direct or indirect personal benefit.

### 2. Register of interests and publication on the website

The [Academy Trust Handbook](#) (a useful read) details that an academy trust's register of interests must capture relevant business and pecuniary interests of members, trustees, local governors of academies within a MAT and senior employees, including:

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

The register must identify relevant material interests 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 5.48 (third bullet). Trusts should consider whether other interests should be registered. Boards of trustees should keep their register of interests up-to-date at all times.

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 interests of other individual named on the register.

The Charity Commission offers guidance in **"Manage a conflict of interest in your charity."** (This text is extracted from Section 5 of the AFH)

### 3. Gifts and Hospitality

Policy available here: <https://romeromac.com/policies-procedures/>

Accepting a gift or entertainment from a business partner of the Academy could unduly influence us in the objective performance of our professional bodies.

Gifts are forbidden with the exception of promotional items of little value; any entertainment not attended by the person who offers it is considered a gift. In schools, there are 'gifts of thanks' given to staff and these do not need to be declared if under £50.

NOTE: gifts and entertainment which have been accepted and (when required) approved and disclosed in a register do not need to be disclosed again in the Conflict of Interest Declaration.

