

# REGISTER OF BUSINESS INTERESTS

## For Academic Year 2020-21

*including transactions for year ended 31<sup>st</sup> August 2020*



The Department for Education Financial Regulations and the Audit Code require The Kemnal Academies Trust (TKAT) to maintain a register of Business and Pecuniary Interests for all Key Personnel in positions of influence and any Related Party to that individual.

**Note to Governors/Directors:** In addition to completing this form at the start of the year, you must update the Clerk/Company Secretary if information changes through the year and continue to declare any business interests relating to agenda items in the normal way at the start of any LGB/Board meeting.

### Key Personnel

The following are deemed to be Key Personnel: Members; Trustees; members of the Audit & Finance Committees; TKAT Senior Leadership Team; members of a Local Governing Body; SLT Members at an Academy; all Finance Staff (at Centre and in individual Academies); clerks of LGBs and the Company Secretary.

### Related Party Relationships inc. Connected entities

We require a full list of related parties (as defined below). However you may claim an exemption from providing this information in respect of family members where there is no likelihood of them being involved in a transaction with TKAT or any of its academies. **You only need to declare a related party benefit if one exists.**

#### A related party is:

- 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, grandchild, grandparent, sibling, spouse or civil partner
- an individual or organisation carrying on business in partnership with the key personnel or a relative of the key personnel (as described above)

This is required in order that anyone involved in spending public money is able to demonstrate that they or their related party does not benefit personally from decisions that are made. Similarly, a related party must also avoid practices such as obtaining goods and services for their private gain from suppliers connected with TKAT whether or not such goods and services are paid from grant funds.

#### A Connected Entity is:

- a company in which the key personnel or a relative of the key personnel (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 (e.g. where a committee member has a controlling interest in any other company, that company is a Connected Entity of the Trust and Academies included within the group). For Trustees this is further extended to any company they have any shares in (except a public company listed on the stock exchange and which the Trustee holds less than 1% of issued capital)
- an organisation which is controlled by the key personnel or a relative of the key personnel (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

#### **What must be declared for all Key Personnel and related parties (as defined above)**

- directorships, partnerships and employments with any relevant businesses (all employments must be declared, but it is only likely to be senior posts that will impact on transactions with TKAT)
- trusteeships and governorships at other educational institutions and charities
- employment of related parties within TKAT or any of its academies. Where related parties of key personnel are employed within TKAT, they need to be declared on the form, however, **the value of contracts of employment need not be declared.**
- Any connected entities as outlined above, including relevant subsidiary companies of the entity.
- Contractors who are deemed Key Personnel need to declare payments by TKAT/Academy received by themselves, their employing company or their host School/Academy outside the TKAT Trust.



**REGISTER OF BUSINESS INTERESTS**  
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*including transactions for year ended 31<sup>st</sup> August 2020*

<b>Name</b>	Sarah Burbridge
<b>Position(s) Held</b>	Teacher Governor
<b>Academy name(s) (if appl)</b>	Salmestone Primary School

Self or Name of related party to the above key personnel	Nature of Relationship to the above key personnel (if applicable)	Name of Company/ Insitution / Connected Entity	Nature of Business	Date interest began	Nature of Interest in the entity named in column C held by the person stated in column A (eg. Shareholding/ Director / Governor/ employment) <i>If employment, state job role</i>	Does the person named in column A have control over the entity named in column C? (Y/N)  (see guidance overleaf)	Are you aware of any transactions (between the entity named in column C and TKAT or any of its constituent academies? ** (Y/N) <i>Time period: Sept 19 to Aug 20</i>
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)

I confirm that I have declared all beneficial interests which I or any person closely connected with me have with businesses or other organisations which may have dealings with TKAT and/or its Academies.

\* I claim an exemption from providing information in respect of related parties where there is no likelihood of them being involved in a transaction with TKAT.

**Nil returns are also required. Once completed and duly signed, please return to your clerk. Submission deadline FRIDAY 02/10/2020.** Any queries about the completion of this form, or the definition of related parties and/or control, should be discussed with the Head of Finance/Lead Clerk.

Signed : Sarah Burbridge

Date: 21.09.20

\*delete if applicable

\*\* Please note that any new transactions need prior notification or approval from the ESFA via TKAT's Head of Finance, please see separate guidance.

*Note to clerk: Please update your records, and submit the details to the central record. Please retain the original for your records and remember to upload a scanned copy to Insight and update your website.*

**Example Declarations** – please note that this is a selection of examples to illustrate the information provided in the guidance.



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<b>Name</b>	
<b>Position(s) Held</b>	
<b>Academy name(s) (if appl)</b>	

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(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
John Jones	N/A	Newtown Academy	Primary School	1/4/2012	Governor	Y	
John Jones	N/A	ABC Charity	fundraising	1/9/2016	Trustee	Y	
John Jones	N/A	Education Supplies	Educational stationery	1/1/2012	Receptionist	N	Y
John Jones	N/A	ABC Ltd	Publisher	1/9/2017	Director	Y	Y
John Jones	N/A	DEF Ltd	Prospectus design	1/9/2017	Subsidiary of ABC Ltd	Y	
Julie Jones	Sister's business	Jones Outfitters Limited	Uniform Supplier	June 2013	Director	Y	
Jack Jones	Brother	Jack Jones & Family	5 pax family band	May 2014	20% control	Y	Y
Susan Smith	Daughter	Anytown Academy	Secondary School	1/6/2015	Employment as Teaching Assistant	N	