

Register of Business Interests as per the Internal Financial Regulations section 2.3

All governors and staff should complete the school's register of business interests. All business interests should be declared that could result in a conflict of interest:

- financial – interests in a contract or proposed contract by direct or family connection
- appointment – interests in the provision for sponsor governors or interests in someone's appointment, reappointment or suspension from office as a governor or clerk to the governing body
- pay and performance – interests in the pay or appraisal of someone working at the school in cases where the governor or staff member is also paid to work at the school

The person concerned shall be excluded from any meeting whilst the contract or other matter which relates to their or their immediate family's business interest is being considered and voted upon.

- Completed ROBI forms will be kept on file as per the retention of records policy
- Results of the ROBI will inform the SFVS report