



**St Philip Howard
Catholic School
Specialist Humanities School**

07 September 2018

Dear Colleague

Register of Business and Pecuniary Interests 2018-19

It is a requirement of the school's Financial Procedures that we keep and update, on an annual basis, a register of Business and Pecuniary Interests for all staff and governors of the school. This means that staff and governors must declare annually "any personal or financial links they may have with local firms or individuals, with which the school may wish to enter into contracts to buy goods or services." This is an excerpt taken from the School's Financial Procedures manual. The register must be published on the school website, is open to inspection and must be maintained and updated every year.

Governors must include details of any governor roles held in other educational institutions, as well as any material interests arising from relationships between governors or relationships between governors and school staff (including spouses/partners/close relatives e.g. parent of staff etc.).

I would ask that you complete the proforma at the bottom of this page and return it to me by Friday 30th September 2016 at the latest. Nil returns are required.

Yours sincerely

Jill Alcorn
Business Manager

PLEASE RETURN, BY 30TH SEPTEMBER, TO: Jill Alcorn

Register of Business and Pecuniary Interests 2018-19

I hereby declare that, other than detailed below, neither I nor my partner, or any relative, have any interest in a business with which the school is likely to do business. I also undertake that in the event of me or my partner, or any relative or other person known to me, acquiring an interest in a business with which the school is likely to do business, I will declare this as soon as I become aware of it. I understand that this information will be published on the school's website.

Please delete as appropriate

I do not have any Business or Pecuniary Interest / I do have a Business or Pecuniary Interest, as follows:

Signed: Name:

Position: Date:

Elm Grove South
Barnham
West Sussex PO22 0EN
Tel: 01243 552055
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Headteacher: David Carter

