

Fulbrook Academy Governors' Business Interests 2020

Name	Position Held	Date Appointed Appointed By (Term of Office)	Meeting Attendance Records FGB FES PEA&P	Name of Organisation – Nature of Business – Nature of Interest – Date Interest Began. <i>Include your Current Employment, Partnerships, Sole Proprietorships, Company Directorships, Trusteeships and Governorships (educational establishments and charities).</i>	Details of any transactions between listed organisations and Fulbrook Middle School
Angela Evans	Member Director Trustee Appeals	05/07/2011	FGB 4/5 FES N/A PEA&P N/A	Retired	None
Nik Hartley OBE	Member Director Trustee FES	25/06/2015 Members	FGB 4/5 FES 4/6 PEA&P N/A	Organisation = Reboot the Future Nature of Business = Foundation for sustainable development Nature of Interest = Board Member/Trustee Date Interest Began = January 2019	None
Amanda Knibb	Member Director Trustee Chair of Governors PEA&P HTPM Appeals	20/05/2015 Members	FGB 4/5 FES N/A PEA&P 3/4	Organisation = Heath Barn Pre-School Nature of Business = Education Nature of Interest = Finance Officer Date Interest Began = September 2010	None
Lindsay Smith	Appointed Governor Director Trustee FES PEA&P HTPM Appeals	Re-appointed 20/02/2019 Full Governing Body (4 Yrs to 19/05/2023)	FGB 5/5 FES 5/6 PEA&P 4/4	Retired.	None
Paul Farrant	Appointed Governor Director Trustee Chair of FES	Re-appointed 25/10/2018 Full Governing Body (4 Yrs to 24/10/2022)	FGB 4/5 FES 5/6 PEA&P N/A	Retired. Organisation = Woburn Sands Town Council Nature of Business = Town Council Nature of Interest = Councillor Date Interest Began = May 2012	None None

<b>Sally Hartley</b>	Appointed Governor Director Trustee Chair of PEAP	Re-appointed 20/02/2019 Full Governing Body (4 Yrs to 06/07/2023)	FGB 4/5 FES N/A PEA&P 4/4	Organisation = Open University Nature of Business = Academic Institute Nature of Interest = Research collaborations with other academics. Date Interest Began = December 2013	None
				Organisation = Self Employed Nature of Business = International Development/Charity Work Nature of Interest = Self Employed Date Interest Began = March 2014	None
<b>Clive Cowmeadow</b>	Appointed Governor Director Trustee PEA&P	12/07/2017 Full Governing Body (4 years to 11/07/2021)	FGB 4/5 FES N/A PEA&P 2/4	Retired	None
				Organisation = Woburn Sands Town Council Nature of Business = Town Council Nature of Interest = Councillor Date Interest Began = May 1986	
				Organisation = Gravel Pit Close Charity Nature of Business = Recreation Ground Charity Nature of Interest = Trustee Date Interest Began = May 1988	
<b>Naysan Firoozmand</b>	Appointed Governor Director Trustee PEA&P HTPM	01/09/2017 Full Governing Body (4 years to 31/08/2021)	FGB 5/5 FES N/A PEA&P 3/4	Organisation = The George Well Educational Foundation Nature of Business = Assisting with costs for further education. Nature of Interest = Trustee Date Interest Began = May 2000	None
				Organisation = Ashridge Executive Education at Hult International Business School. Nature of Business = Executive Education Nature of Interest = Business Development Director Date Interest Began = March 2016	
				Organisation = Kier Group plc Nature of Business = Property, residential, construction and services group Nature of Interest = Director and Statutory Accounts Director registered at Companies House Date Interest Began = October 2013	
<b>Anthony Parish</b>	Parent Governor Director Trustee FES	06/02/2018 Parent Election (4 years to 05/02/2022) <b>Resigned 20/10/2019</b>	FGB 0/1 FES 0/1 PEA&P N/A	Organisation = Jawfish Limited Nature of Business = Consultancy and business services	None

				Nature of Interest = Company Director registered at Companies House Date Interest Began = February 2014	
<b>Catriona Williams</b>	Parent Governor Director Trustee FES	06/02/2018 Parent Election (4 years to 05/02/2022)	FGB 5/5 FES 3/6 PEA&P N/A	Organisation = Howdens Joinery Plc Nature of Business = Manufacturer and Supplier of Kitchens/Joinery Nature of Interest = Head of Category Date Interest Began = 19/02/2018  Organisation = CMCW Consulting Nature of Business = Buying & Procurement Consultancy Nature of Interest = Director Date Interest Began = 04/05/2015	
<b>Fiona Cavanagh</b>	Parent Governor Director Trustee PEAP	18/12/2019 Parent Election (4 years to 17/12/2023)	FGB 3/5 FES N/A PEAP 2/4		None
<b>Julia Murphy</b>	Parent Governor Director Trustee FES	18/12/2019 Parent Election (4 years to 17/12/2023) <b>Resigned 04/07/2020</b>	FGB 2/4 FES 2/4 PEAP N/A	None	None
<b>Clair McDowell</b>	Staff Governor Director Trustee FES	Re-elected 20/02/2019 Staff Election (4 Yrs to 19/05/2023)	FGB 5/5 FES 6/6 PEA&P N/A	Organisation = Fulbrook Academy Nature of Business = Education Nature of Interest = Teacher & Staff Governor Date Interest Began = January 2001	None
<b>Neil Colbourne</b>	Staff Governor Director Trustee PEA&P	Re-elected 15/05/2020 Staff Election (4 Yrs to 22/03/2024)	FGB 5/5 FES N/A PEA&P 1/4	Organisation = Fulbrook Academy Nature of Business = Education Nature of Interest = Teacher & Staff Governor Date Interest Began = January 2013	None
<b>Samantha Clancy (Tearle)</b>	Head Teacher Accounting Officer Director Trustee	01/09/2015 Full Governing Body (Term of Office N/A)	FGB 5/5 FES 6/6 PEA&P 4/4	Organisation = Fulbrook Academy Nature of Business = Education Nature of Interest = Head Teacher/Accounting Officer/Trustee Date Interest Began = September 2015	None

	FES PEA&P				
<b>Jonathan Wall</b>	Deputy Head Teacher	01/09/2015 (Term of Office N/A)	FGB N/A FES N/A PEA&P N/A	Organisation = Fulbrook Academy Nature of Business = Education Nature of Interest = Deputy Head Teacher Date Interest Began = September 2015	None
<b>Linda Diaby</b>	School Business Manager Company Secretary	01/05/2013 (Term of Office N/A)	FGB N/A FES N/A PEA&P N/A	Organisation = Fulbrook Academy Nature of Business = Education Nature of Interest = Business Manager & Company Secretary Date Interest Began = May 2013	None
<b>Suzanne Holland</b>	Clerk to Governors	05/06/2018 (Term of Office N/A) <b>Resigned 24/03/2020</b>	FGB FES PEA&P	Organisation = Stewartby Water Sports Club Nature of Business = Watersport Nature of Interest = Director and Treasurer Date Interest Began = February 2018	None

PEA&P – Pupil Engagement, Achievement & Policy

FES – Finance, Estates & Staffing

HTPM – Head Teacher Performance Management

# Related Party Requirements & Notification to Auditors

“The auditor shall inquire of management regarding:

- a) **The identity of the entity’s related parties, including changes from the prior period;**
  - b) The **nature of the relationship** between the entity and these related parties; and
  - c) **Whether the entity entered into any transactions** with these related parties during the period and, if so, the type and purpose of the transactions.
- and;

The auditor shall inquire of management and others within the entity and perform other risk assessment procedures considered appropriate, to obtain an understanding of the controls, if any, that management has established to:

- a) Identify, account for, and disclose related party relationships and transactions in accordance with the applicable financial reporting framework;
- b) Authorize and approve significant transactions and arrangements with related parties; and
- c) Authorize and approve significant transactions and arrangements outside the normal course of business.”

**What does this all mean?**

**As an auditor we need to ask all trustees and finance managers to record the related parties of the charity per the definitions below (which are extensive), the relationship, whether transactions have or are likely to have taken place in the year and the types of transactions involved.**

We also have to ask you what systems/methods you have in place to identify related party relationships and transactions, how these are authorised both in and outside the normal course of business.

**The requirement is not the same as your normal declaration of interest forms/disclosures – this requirement is much wider**

**What do we need from you?**

We would request that you reply to this letter with:

1. a list of all parties who you believe to be related parties of the charity (see definitions below);
2. explain the relationship ( eg trustee /son of trustee etc);
3. and the type and level of transactions in the year with the charity (or state “none”);
4. how are related party transactions identified by the charity;
5. and how they are authorised both in and outside the normal course of business.

In order for you to be able to do this it may be helpful to define a related party. The definition under Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) can be found in the attached guidance section

## **Definition of a Related Party**

**Related parties** is a term used by the SORP that combines the requirements of charity law, company law and the Financial Reporting Standard applicable in the UK and the Republic of Ireland. The term is used to identify those persons or entities that are closely connected to the reporting charity or its trustees.

**The following ‘natural persons’ are classed as related parties:**

- A. any charity trustee and custodian trustee of the charity;
- B. a person who is the donor of any land to the charity (whether the gift was made on or after the establishment of the charity); and
- C. **any person who is:**
  1. a child, parent, grandchild, grandparent, brother or sister of any such trustee (A) or donor (B) of land;
  2. an officer, agent or a member of the key management personnel of the charity;

3. the spouse or civil partner of any of the above persons (A, B, C1 and C2);
4. carrying on business in partnership with any of the above persons (A, B, C1, C2 and C3);
5. a person, **or a close member of that person's family**, who has control or joint control over the reporting charity;
6. a person, **or a close member of that person's family**, who has significant influence over the reporting charity.

**'Close member of a person's family' refers to:**

- a. that person's children or spouse;
- b. children, stepchildren or illegitimate children of that person's spouse or domestic partner;
- c. dependents of that person; and
- d. that person's domestic partner who lives with them as husband or wife or in an equivalent same-sex relationship

A charity is not necessarily related to another charity simply because a particular person happens to be a trustee of both. It will only be 'related' if the relationship means that one charity, in furthering its charitable aims, is under the direction or control of the trustees of another charity.

The following entities, which are not 'natural persons', **are classed as related parties of a reporting entity (including a reporting charity) if any of the following conditions apply:**

- the entity and the reporting charity are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others);
- one entity is an associate or joint venture of the other entity (or a member of the group in which the other entity is the parent or a member);
- both entities are joint ventures of the same third entity;
- one entity is a joint venture of a third entity and the other entity is an associate of the third entity;
- the entity is a post-employment benefit plan for the benefit of employees of either the reporting entity or an entity related to the reporting entity;
- an entity that is controlled or jointly controlled by a person, or two or more persons, identified in A, B or C.**
- an entity in which a person, or two or more such persons, identified in A, B or C, taken together, have a substantial interest or significant influence over the entity;**

Control is presumed to exist when one or more persons identified in A, B or C, taken alone or together, hold directly or indirectly, **more than half the voting power of an entity**. However, control can also exist when they, directly or indirectly, **control half or less than half of the voting power of an entity, if they have:**

- power over more than half of the voting rights by virtue of agreement with other investors;
- the power to govern the financial and operating policies of the entity under a statute or an agreement;
- the power to appoint or remove the majority of the members of the board of directors or equivalent governing body, and control of the entity is by that board or body; or
- the power to cast the majority of votes at the meetings of the board of directors or equivalent governing body, and control of the entity is by that board or body.

An individual has a **substantial interest or significant influence in an entity** where that person, or two or more persons identified in A, B or C, taken together, have an interest in the equity share capital of that entity of a nominal value **of more than one-fifth of that share capital**, or is **entitled to exercise, or control the exercise of, more than one-fifth of the voting power** at any general meeting of that entity.