

## **Conflict of Interest Policy**

### **Introduction**

This policy sets out the principles for dealing with conflict of interest within The Friends of Downview Primary School. It is relevant to all members and is endorsed by the Committee of The Friends of Downview Primary School ("FOD"). It will be reviewed annually to ensure that it remains appropriate to FOD and its volunteers' needs.

As Committee Members and Trustees of The Friends of Downview Primary School (a registered charity), we understand it is our duty to make decisions that are in the best interests of the charity. We know that, where any of us hold a personal or other interest, this could stop us from achieving this duty and acting in the best interest of our charity.

### **Applicability**

This applies to every elected Member of the Friends of Downview Primary School Committee.

### **Process**

We take the following steps to identify and deal with any conflicts of interest:

- We make all new Committee Members aware of this policy.
- We ask all Committee Members to read the additional guidance available via the Charity Commission and Parentkind to ensure they understand how a conflict of interest can arise.
- We recognise that, as all Committee Members are both Trustees of FOD and parents/carers of children at Downview Primary School, we will inevitably have a personal interest in the decisions made by FOD and must, therefore, take care to ensure all decisions made are in the best interests of the charity.
- We ask all Committee Members to declare any conflict of interest:
  - 1) When they are appointed,
  - 2) At the beginning of each meeting, and
  - 3) Whenever a Committee Member becomes aware of a possible conflict of interest.
- Any Committee Member with an identified conflict of interest is entitled to express their opinion but is then asked to withdraw from any further discussion of and/or vote on that issue.
- Where conflicts of interest arise we will detail in the minutes of the meeting how this has been addressed.
- The Committee will work to make sure there is a good mix of parents and staff across the school involved within the charity. This will stop any one part of the school being overly-represented.
- Where decisions made may favour one year/class group, subject area or particular aspect of the school over others, we will ensure we have consulted with our members and, over time, will ensure that all aspects of the school will benefit equally.

This policy will be reviewed annually by the Friends of Downview Primary School Committee prior to the AGM.

### **Useful Links**

<https://www.parentkind.org.uk/Info-sheets/Conflicts-of-interest>

[Conflicts of interest: a guide for charity trustees \(CC29\) - GOV.UK \(www.gov.uk\)](#)