



Friends of Thythorn Conflict of Interest Policy

Introduction

This policy sets out the principles for Conflict of Interest within Friends of Thythorn. It is relevant to all within the association and is endorsed by the committee of Friends of Thythorn. It will be reviewed annually to ensure that it remains appropriate to the organisation and its volunteers' needs.

Responsibility

As committee members and trustees of Friends of Thythorn we understand that it is our duty to make decisions that are in the best interests of the Parent, Teachers and Friends Association (PTFA). We understand that where any of us hold a personal, or other, interest, this may prevent us from acting in the best interest of our PTFA.

Applicability

This policy applies to every elected members of the Friends of Thythorn committee.

Our PTFA takes 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 declare any conflict of interest:
 - 1) When they are appointed.
 - 2) At the beginning of each meeting.
 - 3) Whenever a committee member becomes aware of a possible conflict of interest.
- Any committee member with an identified conflict of interest is asked to withdraw from any discussion of and/or vote on that issue.
- Should conflicts of interest arise, we will detail in the minutes of the meeting how they have been addressed.
- The PTFA will work to ensure that there is a mix of parents and staff from across the school involved with the PTFA so that no single part of the school is over-represented.
- If decisions are made in favour of one particular year group, one particular subject area or a particular aspect of the school over others, we will ensure that 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 Thythorn committee.

Reviewed on 06/03/2022

Signed: L Noble