

CAM HOPTON ASSOCIATION (PTA) CONFLICT OF INTEREST POLICY

The PTA has a legal duty to act in the charity's best interests when making decisions as a trustee. If there's a decision to be made where a trustee has a personal or other interest, this is a conflict of interest and steps must be taken to ensure the decision is legal and ethical.

For example, if you're a trustee, you would have a conflict of interest if the charity is thinking of making a decision that would mean:

- you could benefit financially or otherwise from your charity, either directly or indirectly through someone you're connected to
- your duty to your charity competes with a duty/loyalty to another organisation or person

Conflicts of interest are common in charities – having a conflict of interest doesn't mean an individual has done something wrong but there is a need to ensure the decision is made only in the best interests of the charity.

The PTA will follow a 3 step approach (identify, prevent, record) so that the PTA are able to comply with our duty and avoid:

- making decisions that could be overturned
- risking the charity's reputation
- having to repay the charity if we make unauthorised or unethical payments

Legal requirement: The PTA must declare a conflict of interest immediately if the PTA are aware of any possibility that someone's personal or wider interests could influence the decision-making.

Handling a conflict of interest:

Once a conflict of interest is identified the PTA will consider the best option to prevent it from affecting the decision-making by:

- Finding an alternative way forward which doesn't involve the conflict of interest (particularly if the issue is serious)
- Taking appropriate steps to manage the conflict (if it's less serious), which will usually mean that the person affected doesn't take part in discussions or decisions about the issue
- If necessary, any decisions where there is a conflict of interest involved within the PTA will be disclosed to the Headteacher of Cam Hopton CofE Primary School and their advice sought.
- If any conflict of interest is disclosed, written minutes will be taken for the records to include measures taken to ensure any decisions are in the best interest of the Charity and to protect all parties involved.

This policy will be reviewed annually.

Last reviewed and approved at a PTA meeting on 8th October 2024