Parentkind

Conflict of Interest Policy

Introduction

This policy outlines the principles for identifying and managing conflicts of interest within Anstey Junior School PTA. It applies to all individuals involved in the association and is formally approved by the committee. The policy will be reviewed annually to ensure it remains fit for purpose and continues to meet the needs of our organisation and its volunteers.

As committee members and trustees, we acknowledge our responsibility to act in the best interests of Anstey Junior School PTA. We recognise that personal or external interests can undermine this duty, and it is our commitment to avoid such situations in order to uphold the integrity of our decisions.

Scope

This policy applies to every elected member of the Anstey Junior School PTA committee.

Procedures for identifying and managing conflicts

To ensure transparency and accountability, we take the following steps:

- **Awareness**: All incoming committee members are informed about this policy upon their appointment
- **Declarations**: Members must declare any existing or potential conflict of interest:
    - At the time of their appointment
    - At the start of each committee meeting
    - As soon as a potential conflict becomes known
- **Recusal**: Members who have a conflict are required to withdraw from discussions and/or votes related to that matter
- **Documentation**: All conflicts and the actions taken to manage them will be recorded in the meeting minutes
- **Balanced representation**: Efforts will be made to include a diverse mix of parents and staff from across the school, ensuring balanced representation and avoiding dominance by any single group
- **Equitable decision-making**: When decisions may disproportionately benefit a particular year group, subject or area, we will actively consult with our membership and ensure fair distribution of benefits across the school over time

Policy review

This policy will be reviewed annually by the Anstey Junior School PTA committee to ensure its continued relevance and effectiveness.

Signatures

Approved and adopted by the committee of Anstey Junior School PTA