

ALSTON MOOR FEDERATION PTA - Conflict of Interest Policy

Introduction

This policy sets out the principles for Conflict of Interest within Alston Moor Federation PTA. It is relevant to all within the association and is endorsed by the committee of Alston Moor Federation PTA.

As Committee Members of Alston Moor Federation PTA, we understand it is our duty to make decisions that are in the best interests of the Parent Teacher Association (PTA). We know that where any of us hold a personal or other interest, this will stop us from achieving this duty and acting in the best interest of our PTA.

Applicability

This applies to every elected member of the Alston Moor Federation PTA committee.

Our PTA 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.
- Where conflicts of interest arise, we will detail in the minutes of the meeting how this has been addressed
- When a conflict of interest is noted retrospectively the member of the committee will be asked to explain the situation, the committee as a whole will then decide of the best way to proceed.
- The PTA will work to make sure there is a good mix of parents and staff across the Federation involved within the PTA. This will stop any one part of the Federation being overly represented.
- Where decisions made may favour one year group, subject area or particular aspect of the Federation over others we will ensure we have consulted with our members and over time will ensure that all aspects of the Federation will benefit equally.

This policy will be reviewed annually by the Alston Moor Federation PTA committee.

DATED: 23rd September 2020

REVIEW DATE: September 2021