Friends of Rivington PTFA Conflict of Interest Policy

**Introduction**

This policy sets out the principles for Conflict of Interest within Rivington Primary PTFA. It is relevant to all within the association and is endorsed by the committee of Rivington Primary PTFA. It will be reviewed annually to ensure that it remains appropriate to the organisation and its volunteer’s needs. This policy is available to view on the PTFA facebook group, and paper or electronic copies can be provided on request from the committee.

As Committee Members and Trustees of Rivington Primary PTFA we understand it is our duty to make decisions that are in the best interests of the parent teacher and friend association (PTFA). 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 PTFA.

**Applicability**

This applies to every elected member of the Rivington Primary PTFA 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.
* The PTA will work to make sure there is a good mix of parents and staff across the school involved within the PTA, this will stop any one part of the school being over-represented.
* Where decisions made may favour one year group, subject area or 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.

| Date | Action | Signed | Name | Role |
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| 17/4/23 | Approved for publication at EGM |  | Jen Longman | Chair |
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