



friends

OF HOLMEWOOD

Conflict of Interest Policy

As the committee members and trustees of Friends of Holmewood, we understand that it is our duty to make decisions that are in the best interests of the Friends of Holmewood. 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 interests of the Friends of Holmewood.

Our committee takes the following steps to identify and deal with any conflicts of interest:

1. We make all new Committee members aware of this policy and the advice on conflicts of interest from PTA UK <http://www.pta.org.uk/Info-sheets/Conflicts-of-interest> and the Charity Commission for England and Wales <https://www.gov.uk/guidance/manage-a-conflict-of-interest-in-your-charity>
2. We ask all Committee members to declare any conflict of interest:
 - When they are newly appointed.
 - At every Committee meeting where expenditure is to be agreed.
 - Whenever a Committee member becomes aware of a conflict of interest.

This is usually noted in the committee meeting minutes and then used to update a separate register of conflicts of interest.

3. In line with clause 9.3 in our constitution, any committee member with an identified conflict, is asked to withdraw from any discussion of and/or vote on that issue.
4. Where conflicts of interest arise, we detail in the minutes of the committee meeting how this is addressed.
5. Wherever possible Friends of Holmewood committee works to make sure there is a good mix of parents and staff from across the school that are involved in Friends

of Holmewood. This stops any one part of the school from being overly represented.

6. Where decisions may favour one year group, subject area or particular aspect of the school over others, we ensure that:
 - a. We have specifically consulted (i.e.: with the school, parents and pupils) to ensure this is appropriate; and/or
 - b. Over a period of time, we ensure that all aspects of the school benefit and that this benefit is close to being equal.

We will review this policy annually (in advance of our AGM) and make it available to our members so they understand how the committee is operating in the best interests of the Friends of Holmewood.