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**Conflict of Interest Policy**

**Introduction**

This policy sets out the principles for Conflict of Interest within Wyton School Community Association (WSCA). It is relevant to all within the association and is endorsed by the committee of the WSCA. It will be reviewed annually to ensure that it remains appropriate to the Organisation and its volunteers’ needs.

The committee members and trustees of WSCA have a duty to make decisions that are in the best interests of the PTA. Holding a personal or other interest, may stop members and trustees from achieving this duty and acting in the best interest of the PTA.

**Applicability**

This applies to every elected member of the WSCA committee.

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

• All new committee members are made aware of this policy

• All committee members are to declare any conflict of interest

* When they are appointed
* At the beginning of each meeting
* 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 it will be detailed in the minutes of the meeting about how this has been addressed

• WSCA 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 overly-represented.

• Where decisions made may favour one year group, subject area or particular aspect of the school over others the committee will ensure it has consulted with the members and over time will ensure that all aspects of the school will benefit equally.

This policy will be reviewed annually by the WSCA committee prior to the AGM.

Useful Links

<https://www.parentkind.org.uk/Info-sheets/Conflicts-of-interest>