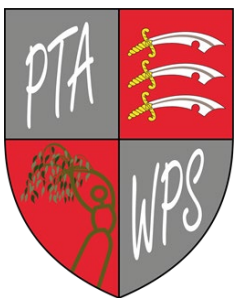


WILLOWBROOK PTFA CONFLICT OF INTEREST POLICY FEBRUARY 2025

Registered Charity: 1046576



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Conflict of Interest Policy

Introduction

This policy sets out the principles for Conflict of Interest within Willowbrook Primary School Parent, Teacher and Friend's Association (PTFA). It is relevant to all within the association and is endorsed by the committee of Willowbrook Primary School PTFA. It will be reviewed every 2 years to ensure that it remains appropriate to the Organisation and its volunteers needs.

As Committee Members and Trustees of Willowbrook Primary School PTFA we understand it is our duty to make decisions that are in the best interests of the parent teacher and friend's 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 Willowbrook Primary School PTFA committee.

Our PTFA 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 PTFA will work to make sure there is a good mix of parents and staff across the school involved within the PTFA. 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 we will ensure we have consulted with our members and over time will ensure that all aspects of the school will benefit equally.

This policy will be reviewed every two years to ensure it is still relevant to the organisation.

Version dated: 9th February 2025

