

## Torfield And Saxon Mount Academy Trust



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# TORFIELD & SAXON MOUNT ACADEMY TRUST

## Conflict of Interest policy

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# Conflict of Interest

## Aim

To provide a clear framework for staff, directors and governors to understand the requirements and responsibilities in connection with any conflicts of interests that may be deemed to arise in connection with their employment or association with the Academy Trust.

## Key points

All staff, volunteers, governors and directors of the Torfield and Saxon Mount Academy Trust will strive to avoid any conflict of interest between the interests of the Academy Trust on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purpose of this policy is to protect the integrity of the academy trust's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff, governors and directors as well as the reputation of the trust.

Examples of conflicts of interest include:

- 1 A governor who is also a parent who must decide whether any charges to parents should be increased.
- 2 A governor or director who is related to a member of staff and there is decision to be taken on staff pay and/or conditions.
- 3 A staff member, governor or director who is also on the committee of another organisation that is competing for the same funding.
- 4 A staff member, governor or director who has shares in a business that may be awarded a contract to do work or provide services for the organisation.

## Process

Upon appointment, every director or governor will make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated annually or more frequently as appropriate.

Annually, all staff members will sign a disclosure of interests including relationships and posts held that could potentially be deemed as a conflict of interests. These declarations will be stored securely and updated annually or otherwise as appropriate.

In the course of meetings or activities, staff, governors and directors will disclose any interests in a transaction or decision where there may be a conflict between the academy trusts best interests and the staff member, governor or directors best interests or a conflict between the best interests of two organisations that the members is involved with.

\*Option 1: After disclosure, I understand that I may be asked to leave the room for the discussion and may not be able to take part in the decision depending on the judgement of the other committee members present at the time.

\*Option 2: After disclosure, I understand that I will be asked to leave the room for the discussion and will not be able to take part in the decision.

Any such disclosure and the subsequent actions taken will be noted in the minutes.

This policy is meant to supplement good judgment, and staff, volunteers, governors and directors should respect its spirit as well as its wording.