



EXWICK HEIGHTS PRIMARY SCHOOL
Exwick Lane, Exeter, EX4 2FB

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Conflict of Interest Policy

Introduction

This policy sets out the principles for Conflict of Interest within Exwick Heights Primary School PTFA. It is relevant to all within the association and is endorsed by the committee of Exwick Heights Primary School PTFA. It will be reviewed annually to ensure that it remains appropriate to the Organisation and its volunteers needs.

As Committee Members and Trustees of Exwick Heights Primary School PTFA, we understand it is our duty to make decisions that are in the best interests of the parent teacher friends 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 member of the Exwick Heights Primary School PTFA.

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

- We make this policy available all members
- We ask all members to declare any conflict of interest
 - 1) When they are appointed as a trustee
 - 2) At the beginning of each meeting before discussions take place
 - 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.

Updated December 2023.

Making a Difference Together