

## Conflicts of Interest Policy

This is a policy of the St Joseph's School (Redhill) Association at St Joseph's Catholic Primary School in Redhill (SJA).

### Introduction

The SJA collects and uses personal information to carry out its charitable purposes, including organising events, fundraising, and communicating with parents, carers, school staff, and supporters.

Members of the Committee and the Trustees of the SJA must always act in the best interests of the SJA. This policy applies to all active members of the SJA, including committee members and trustees.

The policy is reviewed annually to ensure it continues to meet the evolving needs of the organisation and its volunteers.

### Purpose

The purpose of this policy is to protect the integrity of the SJA and to ensure that all decisions are made fairly, transparently, and in the best interests of the school community. It sets out how Committee Members and Trustees should declare and manage any conflicts of interest.

### Conflicts of interest

A conflict of interest exists where a committee member or trustee's personal, financial, or professional interests might conflict (or could be perceived to conflict) with their duties to the SJA.

Examples of actual conflicts include:

- A member owns or is employed by a company providing goods or services to the SJA (e.g., catering, printing, equipment hire).
- A trustee votes on a grant application where their own child's club or group is the beneficiary.
- A member is paid to provide a service at an SJA event (e.g., DJ at a disco).
- A committee member authorises reimbursement of their own expenses without independent approval.
- A member's close relative or friend runs a business that is being considered as a supplier to the SJA.
- A committee member's child is directly involved in an activity under discussion.

Such relationships and considerations are normal in a close-knit community. Almost every committee member and trustee will have conflicts of interest from time to time. What matters is that they are declared and managed to protect the SJA.

### Responsibilities

Any member with an actual or perceived conflict of interest must declare it to the Chair of the SJA as soon as possible. All declarations will be recorded in the minutes of the relevant meeting.

The Chair is responsible for ensuring that declared conflicts are identified, documented, and properly managed.

### Requirements

#### Recusal from Decision-Making

A member with a declared conflict of interest must not participate in the discussion or decision on the matter concerned. The Chair will decide on whether any other measures are necessary.

Transparency and Record-Keeping

The Secretary will maintain a Register of Interests, updated when new declarations are made and reviewed annually.

**Signatures**

Approved and adopted by the committee of the SJA:

**Name:** \_\_\_\_\_  
**Position:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
**Position:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Appendix**

**Register of Interests**

<b>Name</b>	<b>Role</b>	<b>Date of Entry</b>	<b>Details of declaration</b>	<b>Action taken/management of conflict</b>