

**St Joseph's College**

**CONFLICTS OF INTEREST POLICY**

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<b>Policy Available for Staff at:</b>	Website
<b>Policy Available for Parents at:</b>	Main Office
<b>Headteacher:</b>	Ms M Roberts

# **Conflicts of Interest Policy**

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## Purpose

The purpose of this policy is to set out the framework for ensuring that the decisions and decision-making processes at St Joseph's College are, and are seen to be, free from personal bias and do not unfairly favour any individual or company connected with the Academy.

Trustees and committee members of the Academy have an obligation to act in the best interests of the Academy and in accordance with its Articles of Association in order to avoid situations where there may be a potential conflict of interest.

Situations may arise where family interests or loyalties conflict with those of the Academy. They may create problems as they can inhibit free discussions, result in decisions or actions that are not in the interests of the Academy and risk the impression that the Academy has acted improperly.

The St Joseph's College therefore intends to:

- Ensure that every Trustee understands what constitutes a conflict of interest and that they have a responsibility to identify and declare any conflicts that might arise.
- Record the conflict and the actions taken to ensure that the conflict does not affect the decision-making of St Joseph's College.

## **1. Legal framework**

1.1. This policy takes its legal framework from the following legislation and statutory guidance:

- Companies Act 2006.
- Conflicts of Interest: A Guide for Charity Trustees.

## **2. Definition**

2.1. St Joseph's College adopts the definition of the Charity Commission, which states that a conflict of interest is any situation where a trustee's personal interests or loyalties could, or could be seen, to prevent the trustee from making a decision in the best interests of the Academy.

## **3. Identifying conflicts of interest**

3.1. St Joseph's College expects individual trustees and trust boards to be able to identify any conflicts of interest at an early stage.

3.2. Individual trustees who fail to identify and declare any conflicts of interest will also fail to comply with their personal legal responsibility to avoid conflicts of interest and act only in the best interest of the Academy and its pupils.

3.3. The trust board must ensure that any conflicts of interest do not prevent them from making a decision only in the best interests of the Academy and its pupils.

## **4. Articles of Association**

4.1 The Academy's Articles of Association state:

Any Trustee who has or can have any direct or indirect duty or personal interest (including but not limited to any Personal Financial Interest) which conflicts or may conflict with his duties as a trustee shall disclose that fact to the trustees as soon as he becomes aware of it. A trustee must absent himself from any discussions of the trustees in which it is possible that a conflict will arise between his duty to act solely in the interests of the Academy Trust and any duty or personal interest (including but not limited to any Personal Financial Interest).

## **5. Interests which should be declared**

5.1. Trustees will be expected to declare the following interests, if relevant:

- Holding another public office.

- Being an employee, director, advisor or partner of another business or organisation.
- Pursuing a business opportunity.
- Being a member of a club, society or association.
- Having a professional or legal obligation to someone else.
- Having a beneficial interest in a trust.
- Owning or occupying a piece of land.
- Owning shares or some other investment or asset.
- Having received a gift, hospitality, or other benefit from someone / an organisation.
- Holding or expressing strong political or personal views that may indicate prejudice or predetermination for or against a person or issue.
- Being a spouse, partner, relative or close friend of someone who has one of these interests.

## **6. Trustee benefits**

- 6.1. Trustees can only benefit from their Academy where there is an explicit authority in place in the Academy's governing document before any decision conferring trustee benefit is made.
- 6.2. Trustee benefits include any payments or benefits to trustees or a connected person, apart from their reasonable out of pocket expenses. They also cover situations where a trustee could receive property, loans, goods or services from the Academy.
- 6.3. Where there is a proposed sale or lease of Academy land to a trustee, or to a person or company closely connected with a trustee, this will need to be authorised by the EFA, even if the disposal is at full market value.
- 6.4. The payment of reasonable expenses to trustees is not a benefit, so it does not create a conflict of interest or require authorisation.

## **7. Register of interests**

- 7.1. Trustees should keep an updated record of any conflicts of interest in the Academy's register of interests, which is maintained and kept by the Finance Manager.

## **8. Declaring interests**

- 8.1. Trustees should have a standard agenda item at the beginning of each meeting of the trust board to declare any actual or potential conflicts of interest.
- 8.2. A trustee should declare any interest which he / she has in an item to be discussed, at the earliest possible opportunity and before any discussion of the item itself.
- 8.3. If a trustee is uncertain whether or not he / she is conflicted, he / she should declare the issue and discuss it with the other trustees.

- 8.4. If a trustee is aware of an undeclared conflict of interest affecting another trustee, then he / she should notify the other trustees or the Chair.

## **9. Removing conflicts of interest**

- 9.1. Trustees must consider the conflict of interest so that any potential effect on decision-making is eliminated.
- 9.2. Trustees must follow any legal or governing document requirements on how a conflict of interest must be handled, but may, in serious cases, decide that removing the conflict of interest itself is the most effective way of preventing it from affecting their decision-making. Serious conflicts of interest include, but are not limited to, those which:
- 9.2.1. Are so acute and extensive that the trustees are unable to make their decisions in the best interest of the Academy and its pupils, or could be seen to be unable to do so.
  - 9.2.2. Are present in significant or high risk decisions of the trustees.
  - 9.2.3. Mean that effective decision-making is regularly undermined or cannot be managed in accordance with the required or best practice approach.
  - 9.2.4. Are associated with inappropriate trustee benefit.

## **10. Withdrawing from decision-making**

- 10.1. Where there is a proposed financial transaction between a trustee and the Academy, or any transaction of arrangement involving trustee benefit:
- 10.1.1. The benefit must be authorised in advance by the Resource Committee. If there is no Resource Committee meeting planned within the time frame of authorisation being required, then the Chair of the Resource Committee and one other finance trustee can be contacted to authorise the benefit. If the person affected is the Chair of the Resource Committee then the Chair of the trust board plus one other resource trustee must authorise the benefit.
  - 10.1.2. The trust board expects the affected trustee to be absent from any part of any meeting where the issue is discussed or decided.
  - 10.1.3. The affected individual should not vote or be counted in deciding whether a meeting is quorate.
- 10.2. Where there is a conflict of loyalty and the affected trustee does not stand to gain any benefit and there are no specific governing document or legal provisions about how the conflict of loyalty should be handled, the affected trustee should declare the interest.
- 10.3. The remainder of the trust board must then decide what level of participation, if any, is acceptable on the part of the conflicted trustee. The options might include, but are not limited to, deciding whether the conflicted governor:

- 10.3.1. Having registered and fully declared the interest, can otherwise participate in the decision.
  - 10.3.2. Can stay in the meetings where the decision is discussed and made, but not participate.
  - 10.3.3. Should withdraw from the decision-making process in the way described above.
- 10.4. In deciding which course of action to take regarding a conflict of interest, trustees:
- 10.4.1. Must always make their decisions only in the best interest of the Academy and its pupils.
  - 10.4.2. Should always protect the Academy's reputation and be aware of the impression that their actions and decisions may have on those outside the Academy.
  - 10.4.3. Should always be able to demonstrate that they have made decisions in the best interests of the Academy and its pupils, and independently of any competing interest.
  - 10.4.4. Should require the withdrawal of the affected trustee from any decisions where the trustee's other interest is relevant to a high risk or controversial trustee decision or could, or be seen to, significantly affect the trustee's decision-making at the Academy.
  - 10.4.5. Can allow a trustee to participate where the existence of his / her other interest poses a low risk to decision-making in the Academy's interest, or is likely to have only an insignificant bearing on his / her approach to an issue.
  - 10.4.6. Should be aware that the presence of a conflicted trustee can affect trust between trustees, could inhibit free discussion, and might influence decision-making in some way.
- 10.5. Trustees can, before their discussion, ask a trustee who is withdrawing, to provide any information necessary to help make the decision in the best interests of the Academy and its pupils.

## **11. Records of proceedings**

- 11.1. Trustees should record in the minutes, details of any and all discussions on potential conflicts of interests and the decisions made.

## **12. Confidentiality**

- 12.1. Trustees cannot use information obtained at the Academy for their own benefit or that of another organisation if it has been obtained in confidence nor has special value such as commercial sensitivity.

### **13. Monitoring and enforcement**

- 13.1. The trust board of St Joseph's College will carry out continuous monitoring of its activities and members to ensure that any conflicts of interest are identified and mitigated as soon as possible.
- 13.2. Trustees who fail to declare an interest and are found to be in conflict with the best interests of the Academy will be expected to explain to the governing board his / her reasons for their omission.
- 13.3. Members may decide to terminate the membership of the relevant trustee from the trust board, if he / she is found to have knowingly and deliberately failed to declare an interest and has brought the Academy into disrepute.

### **14. Policy circulation**

- 14.1. This policy will be circulated to every trustee and member of a committee, who shall annually sign a statement which affirms that he / she has:
  - Received a copy of the policy.
  - Has read and understood the policy.
  - Has agreed to comply with the policy.
- 14.2. This policy will be included in the publication scheme on the Academy's website and will be made available to the public.



## **Appendix A**

### **Annual Conflicts of Interest Acknowledgement Statement**

In accordance with section 14.1 of the Conflicts of Interest Policy ("the Policy"), I, the undersigned trustee and / or committee member with powers delegated by the trust board of St Joseph's College hereby attests and affirms that I have:

1. Received a copy of the Policy.
2. Read and understood the Policy.
3. Agreed to comply with the Policy.

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Print name

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Signature

Dated \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## **Appendix B**

**St Joseph's College**  
**Register of Business Interests**

**Name .....** **Trustee/Staff \***

\* Neither I nor any close relatives have interests to register/I wish to register the following interests:

1 Any employment, office, trade, profession or vocation

.....

2 Any sponsorship

.....

3 Any interests in companies and securities which the academy may use

(i).....

*(Please outline what you would like displaying on our website.)*

(ii) .....

4 Any relationships with members of the school's staff/trustees/pupils

.....

5 Holding another public office.

.....

*(e.g. If another trustee post is held, please record type of trustee and name of educational establishment where this post is held. An example of another public office could be the local authority)*

Signature .....

Date .....