



As Committee Members and Trustees of the Friends of Bishop Gilpin we understand that it is our duty to make decisions that are in the best interests of the Friends of Bishop Gilpin. We know that where any of us holds a personal or other interest, this will stop us from achieving this duty and acting in the best interests of the Friends of Bishop Gilpin.

Our Friends of Bishop Gilpin Committee takes the following steps to identify and deal with any conflicts of interest:

1. We make all new Committee Members aware of this policy and the advice on conflicts of interest from Parentkind and the [Charity Commission for England and Wales](#).
2. We ask all Committee Members to declare any conflict of interest 1) when they are newly appointed, 2) at the start of every Committee Meeting and 3) whenever a Committee Member becomes aware of the possibility of a conflict of interest. This is usually noted in the Committee Meeting minutes and then used to update a separate register of conflicts of interest. This is available to all our Committee Members.
3. In line with clause 9.3 in our Constitution, any Committee Member with an identified conflict is asked to withdraw from any discussion of and/or vote on that issue.
4. Where conflicts of interest arise we detail how this is addressed in the minutes of the Committee Meeting.
5. The Friends of Bishop Gilpin works to make sure there is a good mix of parents and staff from across the school that are involved in the Friends of Bishop Gilpin. This stops any one part of the school from being overly represented.
6. Where decisions may favour one year group, subject area or particular aspect of the school over others, we ensure that: a) we have given adequate consideration to ensure this is appropriate; and/or b) over a period of time, we ensure that all aspects of the school benefit and that this benefit is close to being equal.

We review this policy annually (in advance of our AGM) and make it available to our members so they understand how the Committee is operating in the best interests of the Friends of Bishop Gilpin.