



Cheadle Hulme School

CONFLICT OF INTEREST POLICY

Please also refer to the Equality & Diversity Policy

Cheadle Hulme School Governors have a legal obligation to act in the best interests of the School at all times. Staff and volunteers have similar obligations. This policy is designed to protect both the School and its Governors from any appearance of impropriety. It is also intended to ensure that no real or perceived conflicts of interests arise from a Governor's personal, professional or family interests and/or loyalties could lead to a conflict with those of the School. The policy also reflects that the Board will include parents of existing pupils who will inevitably have an interest in decisions made which will impact on their children's education, policies which might affect their children and on the fees paid.

The School will:

- ask all Governors and staff to declare their interests, and any gifts or hospitality received in connection with their role in Cheadle Hulme School on an annual basis or when any changes occur;
- store, process and use register of interests information in accordance with data protection principles set out in the Data Protection Act 1998;
- use independent external moderation where conflicts cannot be resolved through internal procedures.

Governors will:

- ensure that they have declared information about their interests and are kept up to date;
- contact the Chief Operating Officer/Clerk to the Governors for confidential guidance about what they should declare;
- only be involved in decisions that directly affect them or the child(ren) they care for, when they have declared their interest and be prepared to withdraw from any subsequent discussion if they consider or it may be perceived by other interested parties that they are unable to remain objective;
- be able to participate in discussions from which they may indirectly benefit, for example where the benefits are universal to all users, or where your benefit is minimal but they will declare any such interest;
- not vote on matters directly affecting their own interests. A quorum must be present for the discussion and decision; interested parties will not be counted when deciding whether the meeting is quorate;
- not be involved in managing or monitoring any contract in which they have an interest.

The Chief Operating Officer/Clerk to the Governors will:

- maintain a register of interests which will be maintained by the Chief Operating Officer, and information about Governors will be accessible to the Chairman of Governors;
- either in person, or through the Chairman of the Governors, declare a known interest on behalf of any individual who fails to declare an interest;
- record and report in the minutes of the meeting, all decisions where there is a conflict of interest including:
 - the nature and extent of the conflict;
 - an outline of the discussion;
 - the actions taken to manage the conflict.

Contract Management

The School has many contracts but it will ensure that where a Governor benefits from a decision, this fact will be reported in the trustees' annual report in accordance with SORP 2005;

- a de minimis exemption applies to contracts of less than £500 in value. Random checks against the register of interests will be made on the award of contracts below this value. If the cumulative value of a series of small contracts exceeds £3,000, the Governors will operate the policy used for individual contracts over that sum;
- the de minimis exemption does not apply to contracts of employment with the School.

Date of approval by Governors:	<input type="text" value="July 2016"/>
Date of approval by Head and Second Master	<input type="text" value="July 2016"/>
Proposed review date:	<input type="text" value="June 2017"/>
Governor Group responsible:	<input type="text" value="Legal and Compliance"/>
SLT member responsible:	<input type="text" value="Chief Operating Officer"/>
Relevant Procedure:	<input type="text"/>

Declaration of Interest/s Form

I,, as a Governor of Cheadle Hulme School have set out below my interests in accordance with the School's Conflict of Interests policy.

<u>Category</u>	Please give details of the interest and whether it applies to you or, where appropriate, a close relative or close personal connection
Current employment and any previous employment in which you continue to have a financial interest.	
Appointments (voluntary or otherwise) e.g. trusteeships, directorships, local authority membership, tribunals, etc.	
Membership of any professional bodies, special interest groups or mutual support organisations.	
Investments in unlisted companies, partnerships and other forms of business, shareholdings and beneficial interests.	
Gifts or hospitality offered to you by external bodies and whether this was declined or accepted in the last twelve months.	
Do you use the School's services (e.g. as the parent or guardian of a pupil)?	
Any contractual relationship with the charity or any subsidiary?	
Any other conflicts that are not covered by the above (e.g. a family relationship with someone who themselves has relevant dealings with the School)?	

I declare that to the best of my knowledge the above information is complete and correct. I undertake to update, as necessary, the information provided, and to review the accuracy of the information on an annual basis. I give my consent for it to be used for the purposes described in the Conflict of Interest policy and for no other purpose.

SIGNED	PRINT NAME	DATE

Please return the completed form to the COO/Clerk to the Governors at Cheadle Hulme School.