



Archbishop Temple
Church of England
Multi Academy Trust
Together With God

ARCHBISHOP TEMPLE CHURCH OF ENGLAND PRIMARY MULTI ACADEMY TRUST CONFLICT OF INTEREST POLICY

Policy Version			
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AN EXEMPT CHARITY LIMITED BY GUARANTEE

COMPANY NUMBER 10261477

In this policy as in all documents of The **ARCHBISHOP TEMPLE CHURCH OF ENGLAND PRIMARY MULTI ACADEMY TRUST** any reference to Bishop Bridgeman/St James School, Trustee's/Governors of Bishop Bridgeman/St James School or Trustees/Governors of Archbishop Temple CE Primary Multi Academy Trust Company is a reference to The Board of Directors of Archbishop Temple CE Primary Multi Academy Trust Company and any reference to the Principal of Bishop Bridgeman/St James School is a reference to the Chief Executive Officer of Archbishop Temple CE Primary Multi Academy Trust .

CONFLICT OF INTEREST POLICY

The Archbishop Temple CE Primary Multi Academy Trust believes it makes a significant contribution in transforming children's life chances. Our aim and commitment is to transform schools into sustainable learning academy communities.

Archbishop Temple Church of England Primary Multi Academy Trust is committed to improving the life chances of all children. We aim to develop a family of outstanding academies where world class leaders and teachers put children at the heart of all they do.

We believe that we are able to help our academies and their young people to aspire to and achieve success. To do this, we are committed to ensuring that every child and young person has a pathway to succeed that:

- ❖ gives the best possible start in life
- ❖ equips them with creativity, spirit and confidence
- ❖ enables individuals to appreciate life and equip for further learning
- ❖ supports the child in becoming a responsible citizen
- ❖ ensures continued success in his/her future and contributes to the local community

Our aims for "Improvement" are designed to ensure all academies are consistently benchmarked against key improvement priorities. This framework will ensure effective progress across the Trust, whilst at the same time, leaving space for autonomy at the school level. It will:

- ❖ focus efforts on what really matter, i.e. our vision, principles and commitment to the children, young people, families and communities that we serve
- ❖ provide a flexible approach to improvement that meets the needs of each academy. This will involve a commitment to immediate improvement in each individual context, professional development and a collaborative approach that engages with improvement projects designed to build capacity, an approach that is responsive, reflective and sustainable
- ❖ focus on outcomes, understanding that these are not negotiable. We are committed to a no-excuses culture. In achieving these outcomes, all will focus on individual responsibility and collective accountability for success.

The Trust has a responsibility to ensure the success of each academy by allowing every pupil to maximise their potential. As part of a multi academy trust there will be an expectation for joint working across individual academies. The Trust is committed to high quality academy improvement activity, networking and development and research. Equally, the promotion of sport, outdoor education and the creative arts will be important in the development of pupil self-esteem and building learning skills.

Why have a policy?

The members, trustees and governors have an obligation to act in the best interests of the Trust and in accordance with any of the trust's governing policy documents, all staff and even volunteers have similar obligations. Conflicts of interests may arise where an individual's personal or family interests and/or loyalties conflict with those of the trust.

Such conflicts may create problems; they can:

- Inhibit free discussion
- Result in decisions or actions that are not in the interests of the trust
- Risk the impression that the trust has acted improperly.

The aim of this policy is to protect both the organisation and the individuals involved from any appearance of impropriety.

The declaration of interests

Accordingly, we ask members, trustees and governors to declare their interests and any gifts or hospitality received in connection with their role in the trust. A declaration of interests form is provided for this purpose, listing the types of interest that should be declared.

To be effective, the declaration of interests needs to be updated at least annually and also when any changes occur.

If you are not sure what to declare, or whether/when your declaration needs to be updated, please err on the side of caution. If you would like to discuss this issue, please contact the Chief Financial Officer (CFO) for confidential guidance. Interests will be recorded on the governing body's register of interests, which will be maintained by the CFO. This register must be displayed on the trust's website.

Data Protection

The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act 1998. Data will be processed only to ensure that members, trustees and governors act in the best interests of the Trust. The information provided will not be used for any other purpose.

What to do if you face a conflict of interest

You should declare your interest at the earliest opportunity and withdraw from any subsequent discussion. You may, however, participate in discussion from which you may indirectly benefit, for example where the benefits are universal to all users, or where your benefit is minimal.

If you fail to declare an interest that is known to the CFO and/or the Chair of the Trust, the CFO or the Chair will declare that interest.

Decisions taken where a trustee, director or member of staff has an interest

In the event of the Board (LGB, Trustees) having to decide upon a question in which a member or trustee has an interest, all decisions will be made by vote, with a simple majority required. A quorum must be present for the discussion and decision; interested parties will not be counted when deciding whether the meeting is quorate.

Interested board members may not vote on matters affecting their own interests. They may participate in the discussion but not the decision-making process.

All decisions under a conflict of interest will be recorded by the governing body clerk and reported in the minutes of the meeting. The report will record:

- The nature and extent of the conflict;
- An outline of the discussion;
- The actions taken to manage the conflict.

A *de minimis* exemption applies to contracts less than £500 in value. Random checks against the register of interest will be made on the award of contracts below this value. If the cumulative value of a series of small contracts with same member/trustee exceeds £1,000 the policy will be used for all individual contracts for that member/employee.

The *de minimis* exemption does not apply to contracts of employment with the Trust.

Independent external moderation will be used where conflicts cannot be resolved through the usual procedures [through an EGM or AGM].

Managing Contracts

If you have a conflict of interests, you must not be involved in managing or monitoring a contract in which you have an interest. Monitoring arrangements for such contracts will include provisions for an independent challenge of bills and invoices, and termination of the contract if the relationship is unsatisfactory.

Approved and agreed by Trustees of Archbishop Temple CE Primary MAT.