

# Yesoiday HaTorah School

## YHS Conflict of Interest Policy

Last review Jan 2017

Next update Jan 2018

### Definition

A 'conflict of interest' arises when the best interests of an individual trustee/governor or employee are, or could be, different from the best interests of the Academy or Academy Trust itself.

This may be something that affects the trustee/governor or employee directly, or indirectly, through a family member or friend or business partner.

### Statement of Intent

Yesoiday HaTorah School Academy Trust is committed to ensuring its decisions and decision-making processes are, and are seen to be, free from personal bias and do not unfairly favour any individual connected with the Trust.

### Policy

It is the policy of Yesoiday HaTorah School Academy Trust to:

- Ensure every Trustee or Employee or Governor understands what constitutes a conflict of interest and that they have a responsibility to recognise and declare any conflicts that might arise for them.
- Document the conflict and the action(s) taken to ensure that the conflict does not affect the decision making of the organisation
- Ensure that the Trust is scrutinised by the Responsible officer at least once annually – reporting their findings to the Governing Body.

### Procedure

When a Trustee or Employee or Governor identifies that they have a potential conflict of interest they must:

- Declare it as soon as they become aware of it
- Ensure it is entered in the conflict of interest register (ongoing conflicts), and/or minuted in the appropriate board papers (one-off conflicts)
- Not take part in any board discussions relating to the matter
- Not take part in any decision making related to the matter
- Not be counted in the quorum for decision making related to the matter.

In the interests of frank and open discussion, a Trustee, Employee or Governor affected by a conflict of interest must leave the room while related discussion / decision making is taking place, unless there is good reason for them to stay.

The minutes should state:

- The declared conflict
- That the Trustee, Employee or Governor left the room, or the reason they were asked to stay
- That the Trustee, Employee or Governor took no part in discussion or decision making on the matter
- That the meeting was quorate (not counting the affected Trustee, Employee or Governor)
- Any other actions taken to manage the conflict

If a Trustee, Employee or Governor is unsure what to declare, they should err on the side of caution and discuss the matter with Trust Business Manager for confidential guidance.

The appointed Responsible officer will review any payments made to individuals / companies where interest has been declared to ensure that this policy has been upheld.

**Connected Policies:**

YHS Register of Business Interests

YHS Recruitment Procedure

YHS Recruitment Staff Relatives Policy