



Conflict of Interest Policy

The guidelines on managing conflict of interest are contained in our Constitution governing document and will be followed at all times in accordance with Charity Commission guidelines.

Conflicts of Interest

Trustees will make decisions based only on what is best for The Ambitious For All Foundation. Personal interests, or the interests of people or organisations connected to Trustee members must not influence these decisions.

There are 2 common types of conflict of interest:

- **Financial conflicts** - when a trustee, or person or organisation connected to them, could get money or something of value from a trustee decision. This does not include the payment of expenses.
- **Loyalty conflicts** - other reasons, a Trustee might not be able to make decisions that are best for the Foundation.

Generally, a potential conflict of interest will occur when a Trustee member has a connection to another organisation or person that we have a financial, or other working arrangement with, either as:

- Family – their partner, child etc or:
- Organisation – as a trustee, board member, member of staff or similar of another organisation.

Related Parties

We have a close working relationship with Applemore College and have common shared values. Trustees who have a close personal or working relationship with Applemore College will declare this, as a potential conflict of interest when appropriate to do so.

Meetings

Conflicts of Interest is a standing item on all agendas; the chair will remind Trustees at the start of each meeting that any interests must be declared.

A record of any professional or personal interest that may make it difficult for a Trustee to fulfil their duties impartially, or may create an appearance of impropriety, with any item on the agenda for that meeting will be recorded in the minutes. Specifically:

- If a Trustee is in any way, directly or indirectly, interested in a proposed transaction or arrangement with the organisation, they must declare the nature and extent of that interest to the other Trustees
- If a declaration of interest proves to be or becomes inaccurate or incomplete, a further declaration must be made

- Any required declaration of interest must be made before the organisation enters into the transaction or arrangement

If a Trustee states a conflict of interest, they will normally be requested to leave the meeting while the relevant agenda item is discussed.

Potential Conflicts of Interest

A charity may pay and offer other material benefits, to one or more of its Trustees to provide services to the charity, where the Trustees reasonably believe it to be in the charity’s best interests to do so. The services in question must be ones which the Trustee provides in addition to carrying out their normal trustee duties. Any such proposal would be treated on a case for case basis and would only be approved subject to compliance with our Constitution governing document and follow Charity Commission guidelines.

Where an individual is not part of the decision-making process, there is no direct conflict of interest. However, where they have a relationship with the organisation, or individual trustee, the perception could arise that the trustee hasn’t acted in the organisation’s best interests, because of this.

Managing Conflicts of Interest

To manage these issues, the Trustees will ask themselves the following questions:

- Is this the best use we might make of our limited resources?
- If so, might anyone else be able to provide this service?
- If there are others, in terms of cost, quality, availability etc., who would be the best provider?

Recording Decisions

Conflicts of interest will be recorded in the minutes, together with the key points and decision(s) made in sufficient detail to enable the reader to understand the issue and the basis on which the decision was made.

Approval and Review

Approved by	Date	Review Period	Review Date
Trustees	04 Mar 2024	Annually	March 2025