Friends of Indian Queens School (FOS)

Conflict of Interest Policy

Introduction

This policy sets out the principles for Conflict of Interest within Friends of Indian Queens School (FOS). A conflict of interest is defined as a situation where a person's personal interests (financial, familial, etc) clash with their professional duty or responsibility, potentially compromising their judgment and leading to biased decisions. It is relevant to all within the association and is endorsed by the committee of Friends of Indian Queens School (FOS). It will be reviewed yearly to ensure that it remains appropriate to the Organisation and its volunteers needs.

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

Applicability

This applies to every elected members of the Friends of Indian Queens School (FOS) committee.

Our Friends of Indian Queens School (FOS) takes the following steps to identify and deal with any conflicts of interest:

- We make all new committee members aware of this policy.

- We ask all committee members to declare any conflict of interest:
  1) When they are appointed
  2) At the beginning of each meeting
  3) Whenever a committee member becomes aware of a possible conflict of interest

- Any committee member with an identified conflict of interest is asked to withdraw from any discussion of and/or vote on that issue.

- Where conflicts of interest arise, we will detail in the minutes of the meeting how this has been addressed

- The Friends of Indian Queens School (FOS) will work to make sure there is a good mix of parents and staff across the school involved within the Friends of Indian Queens School (FOS). This will stop any one part of the school being overly-represented.

- Where decisions made may favour one year group, subject area or particular aspect of the school over others we will ensure we have consulted with our

members and over time will ensure that all aspects of the school will benefit equally.

This policy will be reviewed annually by the Friends of Indian Queens School (FOS) committee prior to the AGM.

Date adopted: 16th October 2025