



# Portmarnock Community School

## Conflicts of Interest Policy

**Approved by Board of Management:** 3rd December 2024

**Next Policy Review Date:** December 2025

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### Introduction

The purpose of this policy is to assist the Board of Management of Portmarnock Community School in effectively identifying, recording, and managing any conflicts of interest to protect the integrity of the school and ensure that decisions are made in its best interest.

This policy ensures that board members and staff with purchasing/procurement responsibilities disclose any conflicts of interest and comply with procedures for managing such conflicts.

### Definition of Conflicts of Interest

A conflict of interest arises when a board or staff member's personal interests or loyalties could influence, or be perceived to influence, decisions made in the best interests of Portmarnock Community School. This may involve direct or indirect interests, including those of connected persons such as family members or business associates.

These situations must be managed to ensure transparency and accountability in the school's operations.

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### Policy

Portmarnock Community School recognizes that conflicts of interest may arise but need not pose a problem if openly managed. The Board is committed to the following principles:

1. **Avoiding conflicts of interest** wherever possible.
  2. **Identifying and recording conflicts** promptly and transparently.
  3. **Carefully managing conflicts** when they occur.
  4. **Responding to breaches** in line with this policy.
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## **Responsibilities of the Board of Management**

The Board is responsible for:

- Implementing a system to identify, disclose, and manage conflicts of interest.
  - Monitoring compliance with this policy.
  - Reviewing this policy annually to ensure its effectiveness.
  - Adhering to the Charities Regulator's "Guidance for Charity Trustees" to maintain legal and ethical standards.
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## **Identification and Disclosure of Conflicts of Interest**

Conflicts of interest will be a standing agenda item at all Board meetings.

If a potential or actual conflict arises, it must be:

1. Disclosed to the Board of Management.
2. Recorded in the school's **Register of Interests**, maintained by the Board Secretary.

## **Confidentiality of Disclosures**

To encourage transparency, disclosures will be treated confidentially. Access to the disclosed information will be restricted to the Board of Management and the Board Secretary, except where otherwise specified.

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## **Action Required for Management of Conflicts of Interest**

Once a conflict is disclosed:

- The individual concerned will abstain from discussions or votes related to the matter.
- They may be required to leave the meeting during related discussions.

In exceptional circumstances, where a conflict significantly impairs an individual's ability to contribute to the Board, resignation may be considered.

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### **Compliance with this Policy**

Failure to comply with this policy may result in:

1. Investigation of the circumstances by the Board.
2. Sanctions, including removal from the Board or other proportionate measures.

Suspected breaches must be reported to the Chairperson or the individual responsible for maintaining the Register of Interests.

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### **Contact**

For questions about this policy, contact the Board of Management or the School Principal:

The Principal, Portmarnock Community School, Carrickhill Road Upper, Portmarnock, Co Dublin, D13 F766.

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### **Policy Review**

This policy will be reviewed annually by the Board of Management and updated where necessary.

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**Adopted by the Board of Management on 3rd December 2024**

**Signed by the Chairperson:**

*Michael Behan* 3/12/2024.

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