

G4. Conflict of Interest Policy

Outcome statement

The School Board effectively manages actual, potential and perceived conflicts of interest ensuring the integrity of School Board decisions and reputation of School Board members

Scoping

The School Board shall create and maintain a register of all School Board members detailing any interests, relationships or holdings that could potentially result in a conflict of interest. This register shall be updated whenever a School Board member's circumstances change or a new member joins the School Board.

It should be reviewed at the start of each school year and following Board Member elections. School Board members who have a conflict of interest shall be excluded from relevant School Board meetings (or relevant parts of School Board meetings).

Expectations and limitations

All staff and School Board members will effectively manage conflicts of interest between the interests of the school on one hand and personal, professional and business interests on the other. This includes managing potential and actual conflicts of interest as well as perceptions of conflicts of interest.

Any Board Member who has a pecuniary interest or any other interest that may influence them in carrying out their duties and responsibilities as a Board Member must be excluded from any meeting while the School Board discusses, considers, considers anything relating to or decides on the matter.

Any Board Member who is a member of the School Board's staff must be excluded from any meeting (or parts thereof) while the School Board discusses, considers, considers anything relating to or decides on any matter relating to their own employment or a complaint received against them.

In the course of School Board meetings, School Board members will disclose any interests in a transaction or decision where their family and/or partner, employer or close associate will receive a benefit or gain. After disclosure, the person making the disclosure will be asked to leave the meeting for the discussion and will not be permitted to vote on the question.

Procedures/supporting documentation

- Conflict of Interest Register
- School Governance Policies
- Proprietors handbook for NZ Adventist School Board of Trustees
- School Governance Policies
- School Deed of Integration Agreement

Monitoring

- School Board minutes
- Conflict of Interest Register

Compliance

- [Education Act 1989](#)
- [Local Government Official Information and Meetings Act 1987](#)

Implementation

1. Implementation and review of the Conflict of Interest Policy is the responsibility of the Chair
2. All School Board members will be introduced to this policy as part of their induction to the School Board
3. The Conflict of Interest Policy will be reviewed annually at the beginning of each school year or earlier as necessary

Reviewed: 16 March 2022	Next review: 31 March 2023
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