

G4. Conflict of Interest Policy

Outcome statement

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

Scoping

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

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

Expectations and limitations

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

Any trustee who is a member of the board's staff must be excluded from any meeting (or parts thereof) while the 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 board meetings, 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

- 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 Board members will be introduced to this policy as part of their induction to the Board
3. The Conflict of Interest Policy will be reviewed annually at the beginning of each school year or earlier as necessary

| | |
|------------------------|----------------------------|
| Reviewed: 30 June 2020 | Next review: February 2021 |
|------------------------|----------------------------|
