

## Policy: Conflict of Interest

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### Policy Statement

Manurewa High School recognises the importance of ensuring compliance with the provisions of the *Education Act 1989* and ensuring that any significant conflicts of interest arising at governance level from any Manurewa High School activities are declared, recorded and addressed.

### Procedural Guidelines

- A conflict of interest is a situation where an individual, or the organisation he or she represents or has an interest in, has a real, potential or perceived, direct or indirect competing interest with the School's activities. This competing interest may result in the individual, or others related to them or entities in which they have an interest, being in a position to benefit from the situation, or in the School not being able to achieve a result which would be in their best interest.
- Employees and Board of Trustees members, when acting as agents of the School, will do so with honesty, integrity and professionalism and always for the sole good of the School without seeking personal gain.
- Where a matter is being considered in which a person present has an interest, this interest must be declared. This disclosure of a conflict of interest, whether real, potential or apparent, must take place as soon as the individual becomes aware of the conflict.
- Employees and Board of Trustees members will always act within their delegated authority and seek authorisation if encountering matters beyond this.
- If discounts or contras or any other form of benefit are available when making sales or purchases for the School, the benefit must always be for the School's account unless otherwise agreed by the Principal or Board of Trustees.
- Staff members and Board members should raise and discuss any conflict of interest, or potential conflict of interest, with the Chairperson (in the case of Board members), or Principal (in the case of employees) as soon as possible. In the event that the matter to be disclosed is of a confidential or sensitive nature which would cause undue prejudice through open disclosure, then such matters may be disclosed in confidence to the Chairperson (in case of Board Members) or Principal (in case of employees). If, after receiving such disclosure the Chairperson determines that such matters, in their discretion, are not of a confidential or sensitive nature or that the principles or interests of the School would not be fulfilled without full and open disclosure, then the Chairperson shall notify the disclosing individual of same and give such individual the opportunity to make such full disclosure.
- Employees or Board members must declare their conflict of interest at any formal meeting related to the conflict of interest and excuse themselves from any Board discussion or decision making process regarding the conflict of interest. The relevant person may be requested by the Principal or Board to remain for part of the discussion to answer questions relating to the issue.
- Board members and staff members who have financial delegations should complete and submit a declaration specifying any of the following personal interests, for inclusion in the Interests Register:
  - holding another public office
  - being an employee, advisor, director, or partner of another business or organisation
  - having a professional or legal obligation to someone else (such as being a trustee).

*cont.....*

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Review schedule: August 2018

<b>ADOPTED BY BOARD OF TRUSTEES</b>			
Date	<b>25 February 2009</b>	Chairperson	<b>S Smith</b>

<b>REVIEWED</b>	Date	<b>26 September 2011</b>	Chairperson	<b>S Smith</b>
<b>REVIEWED/AMENDED</b>	Date	<b>21 September 2015</b>	Chairperson	<b>S Smith</b>
<b>REVIEWED/AMENDED</b>	Date	.....	Chairperson	.....
<b>REVIEWED/AMENDED</b>	Date	.....	Chairperson	.....