



Board Policy: Conflict of Interest

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Policy Statement

1. As a publicly funded Crown entity, the James Cook High School Board will effectively manage actual, potential and perceived conflicts of interest ensuring the integrity of Board decisions and reputation of Board members and the school.
2. Their decision-making process will be objective and transparent, and be free of potential claims of bias or preferential treatment.

Guidelines

3. The standard of behaviour expected at James Cook High School is that all Staff and Board members 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.
4. The Board will keep 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, at the beginning of each formal Board meeting and following Board elections. This written disclosure will be kept on file and will be updated as appropriate.
5. In the course of meetings or activities, Staff and Board members will disclose any interests in a transaction or decision where their family, and/or partner, employer, or close associates will receive a benefit or gain. After disclosure, the person making the disclosure is unable to discuss or vote on the matter.
6. Any Board member who is a member of the Board's Staff must be excluded from any meeting 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.
7. Any Board member who is a student enrolled at the school must be excluded from any meeting while the Board discusses, considers, considers anything relating to or decides on any matter relating to them as an individual student.

Notes

8. This policy should be read in conjunction with guidelines from NZSTA and other official requirements.

9. The following aspects are associated with this Policy:

- Conflict of Interest Statement form

Chairperson  _____

Date: October 2021

| Policy History | |
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| Date | Action |
| May 2019 | Adopted by Board |
| Sept 2020 | Amended |
| May 2021 | Reformatted |
| October 2021 | Reviewed and Amended |
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