



Yendarra Primary School

POLICY

Board Conflict of Interest

RATIONALE

The board effectively manages actual, potential and perceived conflicts of interest. To ensure that decisions are made for the right reason and are not influenced by personal interest or ulterior motives.

GUIDING PRINCIPLES

Public business should be conducted with a spirit of:

- Integrity
- Impartiality
- Accountability
- Trustworthiness

Identifying and disclosing a conflict of interest

Conflict of interest can arise at any time.

1. If a conflict of interest arises at a formal hui the person should declare to the hui before the matter is discussed. The declaration should be recorded in the minutes.
2. In other situations the matter should be discussed with the relevant person as soon as a conflict of interest is identified e.g to the tumuaki or to the presiding member.
3. Once the conflict of interest has been identified, further steps may need to be taken to remove any possibility or perception of public funds or an official role being used for private benefit.
4. Leaders need to model behaviour to the highest standards, policies & processes must be seen to be strictly observed and enforced by those in senior positions.
5. The board should carefully consider what if anything needs to be done to the effects of the conflict of interest.

PROCESSES

The board will have a register of all board members and the tumuaki detailing any interests or relationships that could potentially result in a conflict of interest. The board will maintain a register of board members and the tumuaki detailing any interests, relationships or holdings that could potentially result in a conflict of interest. This register shall be updated whenever a board member or the tumuaki 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 and the tumuaki who have a conflict of interest shall be excluded from relevant board meetings (or relevant parts of board meetings or decision making in other capacities).

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 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 board discusses, considers, anything relating to or decides on the matter. Any board member who is a member of the board's staff must be excluded from any meeting while the board discusses, considers anything relating to or decides on any matter relating to their own employment or a complaint received against them. Any board member who is a student enrolled at the school must be excluded from any meeting while the board discusses, considers anything relating to or decides on any matter relating to them as an individual student.

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.

CONFLICT OF INTEREST (COI) REGISTER

Name	Position	What might you have a COI with/ relationship with	Potential risks for both the individual and school	Management plan to mitigate any potential risks
<p>Jazmin Greig</p>	<p>Tumuaki Tuarua</p>	<p>Tehuihau Greig (senior management) Brother in law</p> <p>Munokoatini Greig (part time caretaker) Husband</p> <p>Romana-Jazmin Toki-Mautairi (support staff) Niece</p>	<p>Employment of a relative could compromise decisions and not be in the best interests of the school</p> <p>Decisions could be made as an ulterior motive to benefit the whanau member</p> <p>Discussing matters at home with husband that ought to remain confidential</p>	<ul style="list-style-type: none"> ● Acknowledge the conflict of interest ● If necessary be removed from the conflict of interest ● Identify and implement resolution ● Other than of a very generic nature, not discuss matters relating to school at home ● Respect the confidentiality of all matters relating to personnel ● Being aware that the role of tumuaki is a very different role of part time caretaker

