

# Conflicts of Interest

## Outcome statement

The Paraparaumu School Board will effectively manage actual, potential and perceived conflicts of interest ensuring the integrity of both board decisions and its members.

## Scope

The Paraparaumu School Board shall create 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 any 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 board elections. Paraparaumu School Board members with a conflict of interest shall be excluded from relevant board meetings (or relevant parts of board meetings / discussions).

## Expectations and limitations

School staff and board members will effectively manage conflicts of interest between the school's interests on one hand and their 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 with 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, 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, 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 matter.

If so many Board members are conflicted that a quorum cannot be formed, the board will form a committee of non-conflicted members with the appropriate, minuted delegation.

## Procedures/supporting documentation

Disclosure of interest statements.

## Legislative compliance

[Education \(School boards\) Regulations 2020](#)

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Reviewed: 2023

Next review:2025

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