# Board of Trustees Policy – Conflict of Interest (NAG 4)

## Blind & Low Vision Education Network NZ

## Statement of Intent:

The purposes of this policy are to protect the integrity of the BLENNZ decision-making process, to ensure confidence in the school’s ability to protect the integrity and reputations of the board members and meet legislative requirements.

The board effectively manages actual, potential and perceived conlficts of interest, ensuring the integrity of board decisions and reputation of board members.

The 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 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).

## Policy Requirements:

1. 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.

2. 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.

3. Any trustee who is a member of the board’s staff must be excluded from any meeting while the board discusses, consideres, considers anything relating to or decides on any matter relating to their own employment or a complaint received against them.

4. Any trustee who is a student enrolled at the school must be excluded from any meeting while the board discusses, considers, considers anything relting to or decides on any matter relating to them as an individual student.

5. 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.

Approved: 

Date: 27 May 2022

Next Review: Triennial (2025)

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## Disclosure of Interests:

In accordance with the BLENNZ Board of Trustees Conflict of Interest Policy, all Board members must make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file and updated annually. It is the responsibility of the Board member to keep updated as interests change.

There is a conflict of interest where a Board members official duties or responsibilities could be affected by some other interest or duty that the member may have.

**Interests:**

**Board member**: ………………………………….. Date: ………………………