



Waitakere Seventh-day  
Adventist School

*Educating for Eternity*

## CONFLICT OF INTEREST POLICY

### *OUTCOME STATEMENT*

The board effectively manages actual, potential, and perceived conflicts of interest ensuring the integrity of board decisions and reputation of board members. to meet Ministry of Education and auditor's approval and expectations.

### *SCOPING*

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).

### *EXPECTATIONS AND LIMITATIONS*

- 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 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.
- Any trustee 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 question.

### *PROCEDURES/SUPPORTING DOCUMENTATION*

- Conflicts of interest acknowledgment and disclosure form

### *MONITORING*

The school principal will manage the above policy on behalf of the Waitakere SDA School board, setting up procedures to do so.

### *LEGISLATIVE COMPLIANCE*

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



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PRINCIPAL

29/11/2023

DATE

CHAIRPERSON

29/11/23

DATE

RATIFIED BY BOARD: 29/11/2023

NEXT REVIEW DATE: Nov 2026



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## CONFIDENTIALITY AND CONFLICT OF INTEREST POLICY AND DISCLOSURE FORM

### *CONFIDENTIALITY*

As a member of the Board, I recognize that I owe a fiduciary duty of care to Waitakere SDA School. This includes a duty of confidentiality. All information and documentation that I receive from Waitakere SDA School and others in connection with my service on the Board will be treated with strict confidentiality. Neither the contents nor the existence of this information or documentation will be shared with anyone other than the officers, directors, employees, and authorized agents of Waitakere SDA School. I will direct any questions regarding my confidentiality obligations to the Waitakere SDA School chairman of the Board.

### *CONFLICTS OF INTEREST*

As a member of the Board, I recognize that I owe a fiduciary duty of loyalty to Waitakere SDA School. This duty requires me to avoid conflicts of interest and to act at all times in the best interests of Waitakere SDA School. The purpose of the conflicts of interest policy (set forth below) is to help inform the Board about what constitutes a conflict of interest, assist the Board in identifying and disclosing actual and potential conflicts, and help ensure the avoidance of conflicts of interest where necessary. This policy may be enforced against individual Board members as described below:

1. Board members have a fiduciary duty to conduct themselves without conflict to the interests of Waitakere SDA School. In their capacity as Board members, they must subordinate personal, individual business, third-party, and other interests to the welfare and best interests of Waitakere SDA School.
2. A conflict of interest is conduct, a transaction or relationship that presents or might conflict with a Board member's obligations owed to the Waitakere SDA School and the Board member's personal, business or other interests.
3. All conflicts of interest are not necessarily prohibited or harmful to Waitakere SDA School. However, full disclosure of all actual and potential conflicts, and a determination by the disinterested Board (or Waitakere SDA School Executive Committee) members – with the interested Board member(s) recused from participating in debates and voting on the matter – are required.
4. All actual and potential conflicts of interests shall be disclosed by Board members to the Waitakere SDA School Executive Committee through the annual disclosure form and/or to the Board whenever a conflict arises. Disinterested members of the Waitakere SDA School Executive Committee shall make a determination as to whether a prohibited conflict exists and what subsequent action is appropriate (if any). The Waitakere SDA School Executive Committee shall inform the Board of such determination and action.



5. The Board shall retain the right to modify or reverse such determination and action and shall retain the ultimate enforcement authority with respect to the interpretation and application of this policy.
6. On an annual basis, all Board members shall be provided with a copy of this policy and required to complete and sign the acknowledgment and disclosure form below. All completed forms shall be provided to and reviewed by the Waitakere SDA School Executive Committee, as well as all other conflict information, if any, provided by Board members.

I have read the conflicts of interest policy set forth above and agree to comply fully with its terms and conditions at all times during my service as a Waitakere SDA School Board member. If at any time, following the submission of this form, I become aware of any actual or potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the Waitakere SDA School Board of Directors in writing.

Disclosure of Actual or Potential Conflicts of Interest:

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I acknowledge and agree that my selection for service on the Board and the opportunities made available to me by serving on the Board constitute good and valuable consideration for entering into this agreement, the receipt and sufficiency of which I hereby acknowledge.

In my individual capacity:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_