



**Sacred Heart
Girls' College**
HAMILTON

**POLICY 08:
CONFLICT OF INTEREST**

The daily life of the college will be permeated with the values of Jesus Christ and the teachings of the Catholic Church. Special links will be maintained with the Sisters of our Lady of the Missions as the College Founders and their special charism reinforced in the College.

1.0 Purpose and Scope

Sacred Heart Girls College (the College) expects that the Board of Trustees (the Board) effectively manage real, perceived and potential conflicts of interest.

2.0 Procedure

2.1 Pecuniary Interest:

This pecuniary interest arises when a Trustee may be financially advantaged or disadvantaged as a result of decisions made by the Board e.g. contracts, pay and conditions etc.

2.2 Conflict of Interest:

- This conflict of interest is when an individual Trustee could have, or could be perceived to have, a personal stake in matters to be considered by the Board. Open and transparent declarations of interests protect the integrity of the College decision-making process, and the reputations of all the Board members.
- Trustees should be asked to declare known conflicts of interest to the Board on an annual basis.
- Each meeting agenda will ask for declarations of interests relevant to matters on the agenda.
- The Board will minute each declaration and the Trustee shall not take part in any debate or decision making for that issue.
- The Board can require the Trustee to leave the meeting during the discussion and decision process.

REVIEW:

This policy shall be reviewed by the Board of Trustees triennially.

Review schedule: February Triennially

Review due next: February 2021

REFERENCES:

- NZSTA Policy Framework
- STA Handbook for Board of Trustees of New Zealand Catholic Integrated Schools 2016
- Local Government Official Information and Meetings Act 1987
- ERO Guidelines for Board Assurance Statement and Self-Audit Checklists
- Education Act 1985

Approved by the Board of Trustees at the meeting held on 25/06/2018



CHAIRPERSON

SAMPLE CASE STUDY - REGISTER OF INTEREST

Name	Position	Date Advised of Interest	Interest Disclosed	Nature of Potential Conflict and Estimated Value (if known)	Action Taken and Recommendation	Implement Date	Review and Comments
Case Study 1 Trevor	School Bursar	1 st June 2017	Brother-in-law is Managing Director of lead tender	Trevor is running the tender process for a school canteen supply contract. His Brother-in-law is a managing director of one of the tenders and therefore can financially benefit from a successful tender. Canteen turnover \$20,000 per annum (2016)	Due to the close family connection and to remove any potential biased perception on decision-making, the management of this tender should be assigned to someone other than Trevor.	08 th June 2017	Trevor had no involvement in the decision making and a successful tender was chosen under a fair and transparent process REFERENCE: BOT Minutes : Item 3 26 Aug 2017
Case Study 2 Stephanie	School Principal	10 th August 2017	Stephanie's husband wishes to apply for the school's Finance Manager position	Potential perceived bias and preferential treatment in the recruitment and selection process. Reporting lines and working relationships if husband were successful could also be a source of further conflicts of interest	The Board is to ensure that the recruitment and appointment process is handled by others and Stephanie has no influence on any outcome. If the husband becomes the preferred candidate, the Board are to discuss the ongoing potential for further conflicts and set processes in place to manage this	10 th August 2017	Stephanie's husband was unsuccessful in the position after a fair and transparent process was followed assessing people on their merits of application. No further follow up required