SPOTSWOOD COLLEGE

CONFLICTS OF INTEREST REGISTER PROCEDURES

Rationale:

In the work of the Board of Trustees there is potential for individual trustees to have a conflict of interest when contributing to BOT decisions.

Areas for potential conflict of interest are wide and varied but could include:-

- A trustee who has submitted a tender for a contract that the Board is in the process of awarding
- The Board is considering a response to a document put out by NZSTA regarding teachers' pay and conditions, and the staff representative is a teacher
- The Board is considering pay or salary deductions following a strike by staff
- The Board is discussing the Principal's Performance Agreement and salary or allowance adjustment
- A trustee who has a child who has been verified under ORS and resources for this student are being discussed at the meeting
- A trustee has a child who has been suspended

Documentation:

The BOT Secretary will maintain a Conflicts Register that will be:-

- checked and updated following any declaration of a potential conflict of interest during any BOT meeting. The register will be maintained for the duration of the Board's term

Meeting Procedure:

In the event of a BOT decision which has the potential to involve any Trustee in a conflict of interest the Board Chair will ask Trustees to declare their conflict of interest as identified under the Trustees' Code of Ethics in the Spotswood College Governance Manual.

A trustee who has identified a Conflict of Interest should:

- publicly declare a conflict of interest, state the general nature of the interest and
  have the declaration recorded in the minutes;
- withdraw from the meeting while the matter is discussed;
- not vote on the matters; and
- not discuss the matter with the Board or attempt to influence the vote.