



Introduction

The Darwin High School Board (the Board) is committed to high standards of ethical conduct and places importance on making clear any existing or potential conflict of interest. This policy has been developed to provide a framework for all Board Members in declaring conflicts of interest and for the Board when determining how to deal with situations where a conflict of interest has arisen.

Definitions

Conflict of interest is defined as applying

- where a Board member stands to gain financially from any business dealings, programs or services of the school.
- where the immediate family or close business connections of a Board member stands to gain financially from any business dealings, programs or services of the school.
- where a Board member has a role on the governing body of another organisation, where the activities of that other body may be in direct conflict or competition with the activities of Darwin High School.

There are three types of conflict of interest:

- Actual – a Board member is being influenced by a conflicting interest.
- Potential – a Board member could be influenced by a conflicting interest.
- Perceived – a Board member could appear to be influenced by a conflicting interest.

When thinking about conflict of interest, Board members should consider *“Would a reasonable person (properly informed about the nature of your personal interests) believe that you **might** be influenced by your personal interests when making decisions on behalf of the Board?”*

Policy

The Board places great importance on members explicitly declaring any conflicts of interest. All such conflicts of interest must be declared by the member concerned and documented using the Conflict of Interest template. Copies of declarations will be stored on file at the school for easy reference by the Chair and Principal.

Where a Board member has, or may appear to have, a conflict of interest, that Board member shall not initiate or take part in any Board discussion on that topic (either in the meeting or with other Board members before or after the Board meetings), unless expressly invited to do so by unanimous agreement by all other members present. Where a Board member has a conflict of interest, that Board member cannot vote on that matter.

Board members are not barred from engaging in business dealings with the school, provided that these are negotiated without the Board member participating in the Board's or school's decision making processes on the matter.

Procedures

Before a member begins their service with the Board, they must file with the Principal a list of their principal business activities, as well as involvement with other charitable and business organisations, vendors or business interests, or with any other associations that might produce a conflict of interest. This information should be documented using the Conflict of Interest template.

Further, members shall declare any conflicts of interest of which they become aware either at the start of the Board meeting concerned or when a relevant issue arises. The nature of this conflict of interest should be entered into the meeting minutes. The interest should also be documented using the Conflict of Interest template.

**Conflict of Interest
Declaration Template**

Name of Member _____

Issue of Conflict _____

Date Disclosed: _____

- Note the disclosure of the conflict of interest and the decision of the Board on how to deal with this conflict.

Record Response _____