



CONFLICTS OF INTEREST

A conflict of interest may arise from:

- Financial or property interests
- Employment or governance roles in related organisations
- Family or close personal relationships
- Any other interest that could influence, or be perceived to influence, judgement

State Integrated School Board Professional Development and Learning Series

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Managing Conflicts of Interest

This slide outlines the requirements and procedures for managing conflicts of interest, maintaining the separation of powers, and maintaining confidentiality during your term of office on the School Board or Proprietor Trust Board.

Key Requirements for the Conflicts of Interest register



Identification

Declare all actual, potential, or perceived conflicts, including personal interests, relationships, or roles in related organisations.



Interests Register

Board members must complete and maintain an Interests Register, declaring personal, financial, or professional interests throughout their term.



Confidentiality & Restrictions

Protect sensitive discussions; avoid overstepping boundaries, ensure confidentiality of decisions.



Declarations & Approvals

Sign a formal declaration confirming the accuracy of all disclosures for review by the Presiding member or Chair of trust board.



Management Plan for meetings

At the beginning of each board meeting ask if there are any conflicts of interest with any of the agenda items. If a conflict arises, the Presiding member of the school board or Chair of trust board will implement the agreed mitigation plan, such as removal from meeting or oversight only, no input into decision making.

“In a small country like ours, conflicts of interest in our working lives are natural and unavoidable. The existence of a conflict of interest does not necessarily mean that someone has done something wrong, and it need not cause problems. It just needs to be identified and managed carefully.” — Controller & Auditor-General



See [School Board](#) and [Proprietor Trust Board](#) conflicts of interest declaration templates and [Interest Register](#).