



# Conflict of Interest Policy

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## Policy

The Beehive Montessori School aims to ensure that all representatives of the School are aware of their obligations to declare and manage any actual, potential or perceived ethical, legal, financial or other conflicts of interest in order to protect the integrity of the School.

## Background

Conflicts of interest pose few problems if managed openly and effectively.

The Beehive Montessori School shall manage conflicts of interest by requiring staff, Foundation Board members and School Board members to closely follow this policy to:

- avoid conflicts of interest, where possible, by identifying, declaring and recording any conflicts of interest; or
- carefully manage any conflicts of interest.

A Conflict of Interest occurs when a person has a personal interest or may be seen to have a relationship with a person or group that has an interest, that could cause the person to not be completely unbiased when discussing, considering or making a decision on an issue.

A Matter of Material Personal Interest is a conflict of interest in which the person or a close associate could materially benefit from a particular decision being made.

## Implementation

1. The School shall:
  - 1.1. establish and maintain a system for identifying, declaring and managing conflicts of interest across the School;
  - 1.2. monitor compliance with this policy; and
  - 1.3. review this policy on a biennial basis to ensure its effectiveness.
2. Conflicts of Interest shall be declared early and recorded in meeting minutes (if relevant) and on the Board Conflicts of Interest Register or Staff Conflict of Interest Register.
  - 2.1. The Conflict of Interest Registers are confidential documents restricted to the Board and the Principal or Principal's delegate.
  - 2.2. Meeting minutes include details of the conflict of interest, the discussion and any decisions made.
3. If the conflict of interest involves a material personal interest, the Associations Incorporation Act 2015 requires that the person must:
  - 3.1. declare the conflict of interest immediately;
  - 3.2. leave any relevant meeting immediately;
  - 3.3. not take part in any discussion, deliberations or vote on the matter; and
  - 3.4. disclose that interest at the next general meeting of the School.

## The Beehive Montessori School Inc.

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4. If the conflict of interest is not a matter of material personal interest, best practice is to follow Clause 3 above. Alternatively, excluding the person declaring the conflict, a decision shall be made as to whether or not the conflicted person should be allowed to:
  - 4.1. vote on the matter;
  - 4.2. participate in any discussion; or
  - 4.3. be present in the room during the discussion and voting.
5. If a conflict of interest arises as part of School operations, rather than at a meeting:
  - 5.1. the person with the conflict of interest should recuse themselves from any involvement or decision-making in the matter and either the Principal or Deputy Principal should take responsibly instead; and
  - 5.2. The matter and the conflict of interest should be recorded on the relevant Conflict of Interest Register.
6. All representatives of the School shall act on information or suspicion of a potential conflict in accordance with this policy, by reporting it to the Chair, Principal or other relevant authority at the School.
  - 6.1. A breach of this Conflict of Interest Policy constitutes a breach of the Associations Incorporation Act 2015.

#### **Related Documents and Resources**

[Associations Incorporation Act 2015](#)  
[Beehive Montessori School Strategic Plan](#)  
[Beehive Montessori School Constitution](#)  
[Beehive's Communication Path](#)  
Beehive Montessori School Foundation Constitution  
[Risk Management Policy](#)  
[Staff Code of Conduct](#)

*Approved 9/5/24 by the Board Policy Committee. Next review due 9/5/26*

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