



## Conflict of Interest Policy

The Conflict of Interest policy applies to all financial members, volunteers and employees ('members') of Balgownie Public School P&C Association ('P&C Association') while undertaking any role or activity related to the Balgownie Public School P&C Association.

### 1. Purpose

The purpose of this policy is to ensure that all decisions of the Balgownie Public School P&C Association ("the Association") are made with integrity, transparency, and in the best interests of the school community.

This policy outlines how conflicts of interest are to be identified, disclosed, managed, and recorded to protect the integrity of the Association's decision-making processes.

### 2. Definition

A conflict of interest occurs when an individual has competing loyalties or interests that could influence, or be perceived to influence, their ability to make impartial and fair decisions.

Conflicts may include:

- **Financial interests** – direct or indirect personal gain.
- **Non-financial interests** – relationships, affiliations, or personal interests that may influence decision-making.
- **Perceived conflicts** – situations where a reasonable person might believe a conflict exists, even if it does not.

Conflicts may arise through personal, professional, business, or family relationships

### 3. Conflict of Interest Disclosure

Members must disclose any actual, potential, or perceived conflict of interest as soon as it becomes known.

Disclosure must:

- Be made verbally at the relevant meeting; and
- Be recorded in the meeting minutes.

The nature of the conflict must be clearly stated.

### 4. Management of Conflicts

Once disclosed, the conflict must be managed by impartial decision-makers.

Management strategies may include:

- The member refraining from participating in discussion
- The member abstaining from voting
- Temporary reassignment of duties
- Restricting access to confidential information



- Seeking independent or third-party advice where appropriate

Where a conflict is significant and ongoing, the Association may request that the individual:

- Relinquish the interest creating the conflict; and/or
- Resign from their role within the Association.

## 5. Record Keeping

- All declared conflicts and the actions taken to manage them must be recorded in the meeting minutes.
- Documentation must demonstrate how the conflict was addressed and the final outcome.

This ensures accountability and transparency.

## 6. Training and Awareness

The Association will:

- Ensure members are aware of this policy
- Promote a culture of ethical conduct
- Provide governance guidance where required

## 7. Document Information and Review

This policy will be reviewed annually or as required by the Delegated Custodian to ensure compliance with P&C Federation NSW guidance and best governance practice. Any updates to this policy must be adopted or approved at a general or special meeting before becoming effective. Seven days' notice is required for adoption or alteration.

**Custodian:** P&C President or agreed delegate

**Next review due:** April 2027

Version	Changes made	Prepared by	Reviewed by	Date Adopted
Draft	Creation with content taken from NSW P&C Federation template	Eleisa Cajna 26/2/2026	Ashley Hally-Burton, Julia King	
BPS PC Conflict of Interest 2026	Remove draft watermark and update document name	Eleisa Cajna	BPS P&C Association Members	6 May 2026 at Association General Meeting