**DISCLOSURE OF INTEREST STATEMENT**

**For the attention and action of the School Board Chairperson:**

By 14 July each year, the chairperson of the board must provide the Returning Officer with a statement of any conflicts of interest declared to the board during the previous financial year. The chairperson must ensure that the Disclosure of Interest Statement is submitted, **including a nil return**. A copy must be retained by the school on the official board file. This is in accordance with Section 49 (5) of the *Education Act 2004*.

Current School Board Chairs are asked to seek the assistance of the Principal or Business Manager to check the minutes of all school board meetings held in the financial year. Any disclosures of interest by any board member during this period are to be recorded below for the information of the Returning Officer.

This statement is to be completed and signed by the current School Board Chair, even if there is a nil response. The completed statement should be scanned and emailed to [EDUSchoolBoards@act.gov.au](mailto:EDUSchoolBoards@act.gov.au) by 14 July each year. Please complete all fields.

|  |  |
| --- | --- |
| School information | Details |
| School name: |  |
| Principal’s name: |  |
| Board Chair name: |  |
| Board Chair signature: |  |

|  |
| --- |
| Disclosure of interest details |

|  |  |
| --- | --- |
| Name of Board Member 1: |  |
| Details of disclosure of interest: |  |
| Date of disclosure of interest: |  |

|  |  |
| --- | --- |
| Name of Board Member 2: |  |
| Details of disclosure of interest: |  |
| Date of disclosure of interest: |  |

|  |  |
| --- | --- |
| Name of Board Member 3: |  |
| Details of disclosure of interest: |  |
| Date of disclosure of interest: |  |

|  |  |
| --- | --- |
| Name of Board Member 4: |  |
| Details of disclosure of interest: |  |
| Date of disclosure of interest: |  |

|  |  |
| --- | --- |
| Name of Board Member 5: |  |
| Details of disclosure of interest: |  |
| Date of disclosure of interest: |  |

|  |  |
| --- | --- |
| Name of Board Member 6: |  |
| Details of disclosure of interest: |  |
| Date of disclosure of interest: |  |

**More information**

Information is also included in the School Board Handbook - Operations. For more information or assistance, please contact Governance and Community Liaison Branch on 6207 6846 or by email [EDUSchoolboards@act.gov.au](mailto:ETDGovernanceSchoolboards@act.gov.au).

**SCHOOL BOARD DISCLOSURE OF INTEREST STATEMENT - 00005/4.7** is the unique identifier of this document that was approved and published 17 April 2020. It is the responsibility of the user to verify that this is the current and complete version of the document, available on the Directorate’s website at <https://www.education.act.gov.au/publications_and_policies/policies/A-Z>

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