Briefing Note: Meeting with New Zealand School Trustees Association 8 April 2019

To: Hon Tracey Martin, Associate Minister of Education
Cc: Hon Chris Hipkins, Minister of Education
Date: 4 April 2019
Security Level: In Confidence
Drifter: Dennis Cribb
Key Contact: Suze Strowger
Messaging seen by Communications team: No

Purpose of Report

The purpose of this briefing is for you to:

Note the background information for your meeting on Monday 8 April 2019 with Lorraine Kerr MNZM, President of the New Zealand School Trustees Association (NZSTA).

Agree that this Briefing will be proactively released.

Summary

- This year marks the 30th anniversary of NZSTA, which came into existence following the Tomorrow's Schools reforms of 1989.
- Elections for board of trustee members are scheduled to take place between 17 May 2019 and 21 June 2019, with the common election date being 7 June 2019.
- At the meeting on 8 April, NZSTA will raise the possibility of a joint 30th anniversary celebration and board elections launch.
- New Zealand Council for Educational Research (NZCER) annual survey about NZSTA performance has recently been released to the Ministry.
Suze Strowger, Associate Deputy Secretary Operational Delivery, is available to attend the meeting.

Suze Strowger  
Associate Deputy Secretary  
Operational Delivery  

Hon Tracey Martin  
Associate Minister of Education  

4/4/19  
7/4/19
Background

1. This year marks the 30th anniversary of NZSTA, which came into existence following the Tomorrow’s Schools reforms of 1989.

2. Elections for board of trustee members are scheduled to take place between 17 May 2019 and 21 June 2019, with the common election date being 7 June 2019. The Ministry contracts NZSTA to administer election processes on its behalf.

3. Since August 2018, Lorraine Kerr has been Acting Chief Executive of NZSTA in addition to her role as President. Lorraine has been in the acting role as a transition to the appointment of a new Chief Executive. NZSTA has completed the recruitment process and hopes to announce the new Chief Executive by the date of your meeting.

4. The General Manager Operations NZSTA left NZSTA on 25 January 2019 to take up a role in the Ministry. Lorraine Kerr has added the role of Acting General Manager Operations to her responsibilities. We consider this arrangement to be a significant risk to the ongoing activities and performance of NZSTA, despite the steps NZSTA has taken to restructure the delivery of the former responsibilities of the General Manager Operations.

5. As we advised you earlier [METIS 1172522 refers], in December 2018 we extended NZSTA’s contract for the provision of support and services to boards of trustees until 31 December 2019. We are expecting NZSTA’s report on its performance for the first Quarter of 2019 by 12 April 2019. We will update you on progress after we receive this report.

NZCER Survey on NZSTA Performance

6. On 29 March 2019, New Zealand Council for Educational Research (NZCER) has released its annual survey of school principals and boards chairs about NZSTA performance during the 2018 year (attached as Annex 1). The results of the survey show that the majority of respondents are positive about the services provided by NZSTA.

7. Whilst respondents show a preference for face-to-face workshops for professional development (PD) provided by NZSTA there were a number of criticisms about the variable quality of the delivery, difficulty in accessing PD and the suitability of content that NZSTA will need to address.

8. Although the use of online PD is increasing some respondents feel that the useability of the online platform could be improved.

9. A number of respondents also suggested that NZSTA needs to improve its services and capability to support Māori medium schools.

10. We will be discussing the survey results with NZSTA to ensure that NZSTA continues to improve its services to boards.
Joint Anniversary Celebration and Election Launch

11. NZSTA wishes to raise with you the prospect of a joint 30th anniversary celebration and election launch function. NZSTA suggest that the function could be arranged for between 6-15 May to line up with the start of the election's nominations campaign.

12. We attach NZSTA’s proposed programme as Annex 2 for discussion at your meeting.

30th Anniversary of NZSTA

13. 2019 is the 30th anniversary of NZSTA and the establishment of school boards of trustees. NZSTA would like to commemorate the achievements of boards of trustees, the contribution from hundreds of thousands of New Zealanders who have served on boards, and acknowledge the impact of NZSTA across the education sector.

14. NZSTA has expressed a view that there is a growing proportion of younger board members, and that many serving trustees have not known anything other than the current Tomorrow’s Schools environment.

15. The anniversary will be a feature of NZSTA’s annual conference to be held in Dunedin from 12 – 14 July this year. Registrations will be capped at 1,200.

Election Preparation Update

16. NZSTA has contracted a project manager and extra call centre staff to assist with preparation for the elections. The Ministry is represented on the election project’s Steering Group.

17. Preparations are well underway for a media campaign, with the campaign video in its final production stages.

18. NZSTA have sent a series of four information memos to board chairs and principals. The first memo targeted at registered Returning Officers was sent last week.

19. NZSTA surveyed schools on 7 March to identify their state of readiness for the elections. NZSTA used the results of that survey to identify those schools that need extra support to increase their levels of preparedness.

20. A second survey was sent out on 1 April. While this survey is still running, the interim responses show improved results compared to the same period before the 2016 elections. When the survey ends, NZSTA will follow up with schools that have not responded or those that have reported low confidence in receiving enough nominations.

21. NZSTA redeveloped the Trustee Elections website for this election, with content and layout updates progressing well. A series of five interviews of current trustees is in varying stages of production. These will be available on the Trustee Elections website.

22. Minor tweaks are being made to the video components of the Returning Officer e-learning modules, and it is expected that they will have been uploaded on the website by the date of your meeting.
Timetable for common election date
23. An election timetable planning tool for schools is available on NZSTA’s website. The tool allows a returning officer to plug in the chosen election date, and then be presented with a series of related and consequential deadlines. The example below relates to the common election date of 7 June 2019:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fix Election Date by</td>
<td>Now</td>
</tr>
<tr>
<td>Select Returning Officer by</td>
<td>Wednesday, 1st May 2019</td>
</tr>
<tr>
<td>Close Main Roll</td>
<td>Wednesday, 8th May 2019</td>
</tr>
<tr>
<td>Call for Nominations by</td>
<td>Friday, 10th May 2019</td>
</tr>
<tr>
<td>Close Supplementary Roll</td>
<td>Wednesday, 22nd May 2019</td>
</tr>
<tr>
<td>Nominations Close</td>
<td>Friday, 24th May 2019</td>
</tr>
<tr>
<td>Voting Papers Sent by</td>
<td>Wednesday, 29th May 2019</td>
</tr>
<tr>
<td><strong>Election Day</strong></td>
<td><strong>Friday, 7 June 2019</strong></td>
</tr>
<tr>
<td>Count Votes</td>
<td>Thursday, 13th June 2019</td>
</tr>
<tr>
<td>Board Takes Office</td>
<td>Friday, 14th June 2019</td>
</tr>
</tbody>
</table>

Other Issues
24. NZSTA has advised that it does not intend to raise any other matters at the meeting with you.

Proactive Release
25. We recommend that this Briefing is proactively released in line with your expectation that information be released as soon as possible. Any information which may need to be withheld will be redacted in line with the provisions of the Official Information Act 1982.

Annexes
Annex 1: Results of the 2019 NZSTA Annual Survey of School Boards of Trustees
Annex 2: NZSTA’s Suggested Celebration/Launch Programme
Annex 2: NZSTA's Suggested Celebration/Launch Programme – for discussion

Venue: Parliament, or a school
Set-up will include NZSTA and Elections promotional material

Host: NZSTA President, Lorraine Kerr

Guests:
- Ministers
- Members of Parliament
- Mayors
- Education sector leaders
- NZSTA Board members

Schedule:
- Drinks and nibbles on arrival
- Welcome:
  o Whakatau/Powhiri
  o NZSTA President, Lorraine Kerr - Introduction
  o Campaign video advertisement
- School choir singing
- Speech from a Minister
- Speech from a School Principal or a Board Chair
- School choir singing
- Media Q & A with Lorraine Kerr