

Establishing the number of parent representative positions to be filled at the triennial elections

The information below may assist boards that are unsure of the number of parent representative positions to be filled at the triennial elections. It is important the returning officer is given correct information.

All boards, apart from boards with an alternative constitution, have five parent representatives. This number can be officially decreased to no fewer than three or increased to no more than seven. This must be done by board resolution at a meeting open to the public. It must be recorded in the board's minutes. NZSTA (admin@nzsta.org.nz) and the Ministry (information.officer@education.govt.nz) should be advised of any change (if we have accurate information regarding your board constitution it helps us to help you). The number of positions to be filled is therefore five **or** as recorded in the board's resolution. This could be three, four, six, or seven.

A board with an alternative constitution, which has been approved by the Minister and gazetted, will follow its alternative constitution.

Boards that are in staggered (mid-term) elections

Boards that have already opted into staggered (mid-term) elections will have half of their trustees' term of office ending. If there is an odd number of parent representatives on the board, the greater number always goes out of office at the triennial elections. Boards with five parent representatives will have three trustees whose term of office will end at these elections.

Boards that are opting into staggered (mid-term) elections for the first time

Boards that are opting into staggered (mid-term) elections for the first time will need to advise the returning officer, so the correct election forms are used.

A board with five parent representatives will be electing three people for three years and two people for eighteen months. After this first election, boards will be holding elections every eighteen months and every term of office will be for three years.

Boards that are opting out of the staggered (mid-term) elections

If a board decides to opt out of the staggered (mid-term) elections it can only do so at a triennial election. This will have the effect of shortening some trustees' term of office. The number of positions to be filled will be the total number of parent representatives on the board.

Once again, boards should advise NZSTA and the Ministry if they are opting into or out of staggered (mid-term) elections.

Filling mid-term vacancies close to a triennial election

Boards in staggered (mid-term) elections may have a vacancy for a mid-term occurring prior to or during a triennial election. This vacancy should not be added on to the number of positions to be filled at the triennial election. It is a vacancy which is filled by by-election or selection. While some boards fill it at the same time as their triennial election, it is a separate process – and ideally kept separate from the triennial election.

A handy tip - it is very useful for all board members to have a written record of all board trustees, what type of trustee they are, when they came on to the board, and when their term of office ends. There is a template for a trustee register in Part A of the Governance Framework. This framework is available on our website.

NZSTA support

Boards can always contact us for assistance on [0800 782 435](tel:0800782435) or govadvice@nzsta.org.nz or the election advice line on [0800 353 284](tel:0800353284) or electionsAdvice@nzsta.org.nz.