

21 February 2019

Memo 3: 2019 School Trustee Triennial Elections

Kia ora,

Triennial elections 2019

National preparations for the 2019 school board of trustee elections are well underway. Boards need to play their part and ensure local organisation has begun. The recommended common election date is Friday 7 June 2019.

We recommend doing the following by the end of March

- Appoint your returning officer. You can use our template [letter of appointment](#).
- Decide who will be the school election organiser to plan election promotions
- Board chair should contact the returning officer to ensure they have registered on the [trustee election website](#).
- Write a school newsletter election article to generate interest
- Update all your board's relevant governance documentation and develop/review your trustee manual
- Plan your board's induction programme for new trustees – for resources to assist with this check out the [succession planning](#) section of our website.

Readiness Survey

Two Readiness Surveys will be sent to board chairs between February and April to assess school preparedness at different stages during the elections. This will act as a reminder to schools of what needs to be done to prepare for the elections. It will also allow NZSTA to provide appropriate assistance to schools to guide them through this process.

Number of parent representatives

Unsure about the number of parent trustee positions to be filled at the triennial elections? The [trustee election website](#) has some helpful information for boards, to ensure the correct information is given to returning officers. This is on the website homepage under “number of parent representative positions to be filled”.

Returning Officer fee

The Ministry of Education provides funding for boards of trustees to hold their triennial and mid-term representative trustee elections. Out of this comes the returning officer's fee, but the actual amount is for your school's board to decide. NZSTA recommends the fee is calculated on the basis of 50% of the school's base election funding for 2019, plus 25% of the per-student amount.

The 2019 fees are:

	Funding (GST excl)	Funding (GST incl)
Base Rate	\$620.12	\$713.14
Per-Student Rate	\$7.09	\$8.16
Per-Student Rate (<i>Intermediate Schools only</i>)	\$10.62	\$12.22

For more information on funding see the [Ministry of Education website](#).

Frequently Asked Questions

What process should be used for the 2019 elections?

All schools should use the standard process as outlined in the Returning Officers' Handbook. A returning officer's responsibilities remain the same as the 2016 triennial elections.

Information packs and hardcopy of Returning Officers' Handbook 2019-2022

You should receive two copies of the updated Returning Officers' Handbook 2019-2022 by early March. In the meantime, you can access the updated Returning Officers' Handbook 2019-2022 online [here](#).

Late in March 2019, we will post you:

- Election resources information letter
- Election planner
- Election pamphlets for each child at your school
- Election poster

We're here to help

Support is available for boards and returning officers at:

- Trustee election website www.trustee-election.co.nz
- NZSTA Elections line 0800 ELECTIONS (0800 353 284)
- NZSTA email support electionsAdvice@nzsta.org.nz

Kind regards,

NZSTA Elections Team