



Elections update

2 July 2019

Memo 12: 2019 school trustee triennial elections

Kia ora,

The school trustee triennial elections are now nearing completion.

The next steps for you and your board are to:

1. welcome the new trustees to your board
2. conduct your first board meeting
3. fill any casual vacancies.

If you are the outgoing chair, or if your previous chair has stood down and you are the principal, please forward this memo to the new chair when they are appointed.

1. Welcome the new trustees to your board

If your school received sufficient nominations to form a board, but not enough to hold a voting election, your new trustees will take office one week after nominations close. That is **31 May 2019** for schools using the common election date of **7 June 2019**.

If your school is holding a voting election your elected trustees will take office the day after votes are counted. That is **14 June 2019** for schools using the common election date of **7 June 2019**.

All new trustees need to complete [Appendix 2](#) when they take office. Once they have completed Appendix 2 they will receive a welcome email from NZSTA. To help with the smooth transition and continuity of governance on your board, we have developed a [Welcome to new trustees resource](#).

NZSTA member boards will receive 7 copies of the booklet *Trusteeship – A guide for school trustees 2019*. An online version is also available [here](#) to NZSTA members.

For non-member boards there's an online copy of [Making a difference – Trustee booklet](#) that outlines the role of the board, governance and management and board's strategic planning.

2. Conduct your first board meeting

At the first board meeting the board must appoint its chair. You can find more information on the process on NZSTA [Knowledge Hub](#) and in the [governance support resource](#).

Your board should also include the following items on the agenda:

- adopting a trustee code of behaviour policy – [click here](#) for a sample policy
- setting dates of future meetings
- ensure the new board is aware of key delegations – [click here](#) for a sample list
- add new trustees to the trustee register
- add new trustees to the conflict of interest register.

For more information on conducting a board of trustee meeting [click here](#).

3. Fill casual vacancies

Boards need to follow the casual vacancy process if the school receives:

- fewer nominations than the number of parent representative positions, but enough nominations to form a board OR
- no nominations for the staff representative position

Refer to the information on the [casual vacancies](#) process and [general board structure](#) on trustee election website.

For further support for your board contact NZSTA Advisory and Support Centre

- [Knowledge hub](#)
- [NZSTA website](#)
- Phone: 0800 782 435
- Governance advice email: govadvice@nzsta.org.nz
- Employment advice email: eradvice@nzsta.org.nz

Kind Regards,

NZSTA Elections Team

