

20 August 2020

2020 school trustee mid-term and student elections Board Chair and Principals Memo 2

Kia ora,

In [memo 1](#) we looked at:

- the updated board election regulations,
- the mid-term election timetable,
- what steps boards should be taking now, and
- confirming the number of parent representative positions for the mid-term elections

This memo provides advice on:

- succession planning
- appointing a returning officer
- student trustee elections

You should put all items on the agenda for your next board meeting.

Succession planning

Effective succession planning will ensure your board continues to operate effectively regardless of your trustees' comings and goings. The three R's of succession planning are:

Readiness – Ensure up-to-date board documentation is in place and that relevant attributes to be an effective trustee on your board have been identified.

Recruitment – Identify potential trustees with the relevant attributes and provide them with information about becoming a trustee.

Retention – Ensure a thorough induction process is implemented, including ongoing professional development.

For more information on succession planning, visit the [trustee election website](#).

Appointing a Returning Officer

Appointing a Returning Officer (RO) as early as possible allows them to thoroughly prepare for the elections. The returning officer runs the elections in compliance with the Education (school board elections) Regulations 2000 and other relevant legislation.

At your board's next meeting, we recommend the following is confirmed in your minutes:

1. The election date
2. Appointment of the returning officer. The template [letter of appointment](#) can be used. The appointment letter should state:

- the date of the election
- the number of parent representative positions to be filled
- returning officer payment

Student Trustee Elections

Boards of state and state-integrated schools with students above Year 9 must hold a student trustee election in September each year (unless they have an approved alternative constitution that does not require one).

The recommended date for the 2020 Student Trustee elections is **Friday 18 September**.

Boards using this recommended date should have appointed their returning officer already as the date to do this was 12th August 2020.

NZSTA has a range of resources available to help boards promote student trustee elections in their school. Find them [here](#). Keep an eye out on the trustee election website for a new promotional video for students coming soon.

Contact the NZSTA Elections Team

Our team is here to support your board during the trustee elections:

- Trustee elections website www.trustee-election.co.nz
- NZSTA Election Advice Line 0800 ELECTION (0800 353 284)
- Email electionsadvic@nzsta.org.nz

Kind Regards,

NZSTA Elections Team