
18 December 2020

2020 parent representative mid-term elections

Presiding Member (Board Chair) and Principals Memo 11

Kia ora,

In memo 10 we looked at:

- What to do after nominations close
- Encouraging your parent community to vote

This memo provides advice on:

- Welcoming new board members to your board
- Conducting your first post-election board meeting
- Filling casual vacancies

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

Welcoming new board members to your board

If your school received nominations equal to or less than the number of available positions, your new board members take office one week after nominations close. That is **Sunday 8 November 2020** for schools using the recommended election date of **Friday 4 December 2020**.

If your school held a voting election, your elected board members will take office the day after votes are counted. That is **Friday 11 December 2020** for schools using the recommended election date of **Friday 4 December 2020**.

All new board members 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 board members resource.

NZSTA member boards can access the [School Governance - a guide for NZSTA member boards](#) (previously known as *Trusteeship – A guide for school trustees*) on the NZSTA website.

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 strategic planning for boards.

Conducting your first post-election board meeting

If the presiding member stepped down at the mid-term election, then at your next board meeting a new presiding member must be appointed. All boards must appoint a new presiding member at the first meeting of a non-triennial election year. You can find more information on the process on NZSTA Knowledge Hub and in the [Appointing a presiding member \(chair\) governance support resource](#).

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

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

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

Fill casual vacancies

If your school received less nominations than the number of positions, you will need to follow the casual vacancy process.

You must choose how to fill the casual vacancy within 8 weeks of the vacancy occurring. The casual vacancy occurs when the new board members were supposed to have taken office. For schools using the recommended mid-term election date of Friday 4 December 2020, this means that by **Sunday 3 January 2021** you must have decided whether you will select board members to fill the vacancies or hold a by-election.

Refer to the information on the [casual vacancies](#) process and [general board structure](#) on trustee election website or contact us for further assistance.

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

