

3 September 2020

2020 parent trustee mid-term elections Board Chair and Principals Memo 3

Kia ora,

In [memo 2](#) we looked at:

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

This memo provides advice on:

- Mid-term 2020 election date
- September task list
- Readiness survey
- Number of parent representative positions
- Returning officer fee
- Returning Officers' Handbook 2019-2022

Mid-term 2020 election date

The recommended election date is **Friday 4 December 2020**.

If you had a May 2019 triennial election date, the recommended date for your mid-term election is **Friday 27 November 2020**.

September task list for Boards:

We recommend that Boards complete the following by the end of September

- Appoint your returning officer. You can use our template [letter of appointment](#). (schools with a 27th November 2020 election date must do this by 25th September 2020; schools with a 4th December 2020 election date must do this by 2nd October 2020)
- Decide who will be the school election organiser to plan election promotions
- Write a school newsletter election article to generate interest. We have some examples [here](#). A great topic for the newsletter is promoting Kōrari workshops. NZSTA hosts workshops throughout New Zealand to help people understand the role of school trustees and inspire them to get involved – either by standing for election or voting in the mid-terms. Find one near you [here](#).
- Update all your board's relevant governance documentation and develop/review your trustee manual
- Plan your board's induction programme for new trustees. To assist with this, check out the [succession planning](#) section of our website. The resources on this page will soon be updated for the new regulations so please keep an eye on this page.

Readiness Survey

We will shortly be sending out a readiness survey to board chairs to assess school preparedness for the elections. This will act as a reminder to schools of what needs to be done to prepare for the elections. It will also help NZSTA provide appropriate assistance to schools to guide them through this process.

Number of parent representatives

If you are unsure about the number of parent representative positions to be filled at the mid-term elections, please contact the [NZSTA elections team](#).

Returning Officer fee

The Ministry of Education provides funding for boards of trustees to hold their triennial and mid-term 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.

Election funding 2020:

	Funding (GST excl)	Funding (GST incl)
Base Rate	\$631.29	\$725.98
Per-Student Rate	\$7.23	\$8.31
Per-Student Rate (<i>Intermediate Schools only</i>)	\$10.82	\$12.44

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

Returning Officers' Handbook 2019-2022

Copies of the Returning Officers' Handbook 2019-2022 were sent out prior to the 2019 triennial elections. You can also access the Returning Officers' Handbook 2019-2022 on the [trustee election website](#). Please note that we are in the process of creating an amendment to this handbook to cover the updated [regulations](#). We will upload the amendment to the trustee election website as soon as it is available and will also notify you via a memo.

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