

# RETURNING TO A SELF-GOVERNING SCHOOL BOARD

## Election in Term 1 2023

### **Important message for the Paraparaumu School Community**

Dear Parents, Caregivers and Staff

I've been working with Steven Caldwell on governance policies, management procedures and related systems and protocols, to prepare the school to return to self-governance. As commissioner, I advise that there will be a School Board Election in Term 1 2023. The election process will be managed by a company called CES.

**This message is for parents/ caregivers and for school staff.** The election for the board staff representative will be run and managed by CES at the same time as the election for five parent representatives.

### **Paraparaumu School “CES Election Portal”**

There will be a school unique election portal, for our election management.

**When the time comes, all nominations, candidate statements and photographs should be submitted through the CES School Elections Portal.** Candidates may also submit nominations and profiles direct to CES and CES will enter those into our school's election portal.

### Viewing election progress via the Election Portal

When the electoral process commences in Term 1 2023, the school community will be able to see into the election portal to review progress. The community will receive specific information about the portal and how to access it.

### Nomination forms will be emailed

The form emailed out for nominating candidates sets out the eligibility for becoming a board member, the rights of a candidate and related instructions. The CES return

address will be printed on nomination forms.

Nomination forms will also be available in Māori, if requested through the school office. There will be options if you are not on email.

#### Candidate statements of up to 350 words

Candidates will be asked to submit with their nominations form a candidate's statement of up to 350 words. **Please note:** CES will omit /abridge candidate statements exceeding 350 words.

#### Caregivers who wish to stand but who are not on the school roll

Caregivers of a student at the school who wish to stand for the Paraparaumu School Board, but are not on the school caregiver roll, will be able to stand, but **must get their nomination form countersigned by someone on the school caregiver roll.**

#### Status of nominations and candidate statements

Schools and candidates will be able to check the status of nominations and profiles through the election portal and details will be given to the school to access this.

The school plans to share candidate statements on the school website (under school board) and in school newsletters at the time.

#### School staff with students at Paraparaumu School

Staff with a student at the school will need to decide **IN WRITING**, conveyed to the Returning Officer (CES), as to which roll they wish to be on (Parent roll or Staff roll) by **Wed 7 February 2023**. The decision about which roll stands until the next NZSTA board triennial elections in 2025. Forms will be sent to the school and the necessary adjustments to the relevant parent or staff roll, to delete or include them as necessary, will be actioned. Please note: staff can not be on two rolls.

### **Voting and Election Results**

If there are more than **five** nominations (for **five** parent board representatives),

eligible voters will be emailed voting papers. Those without valid email addresses will be mailed voting papers.

CES will provide a courier bag for votes that are returned directly to the school.

**Voting papers will be issued Wed 8 March 2023.**

**The poll closes 4pm, Wed 5 April 2023.**

Votes will be counted, and the highest polling candidates will be elected on the Paraparaumu School Board.

The result of the election will also be advised to the school by email.

**Candidates and the school community will see the election results on the School Election Portal at 1pm on the result day.**

You will receive more detailed information about the election on the New Year.

Finally, I will be emailing to the community some dates early in 2023 when I will be available and onsite at Paraparaumu School, to meet personally with anyone interested in standing for the school board.

Key governance resources will be added to the website under “School Board”.

**Ngā mihi nui**

Roz Mexted  
**Commissioner**