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| Establishment Board of Trustees for:  C:\Users\Elaine\CLIENTS - Current\Gusto\2015-06 MOE150501\From Client\illustration-school.png Massey - Redhills  Information pack for applicants |

# Contents of pack

This pack includes:

* An overview
* Registration of interest form
* Eligibility declaration form

# Establishment Board of Trustees role

An establishment board of trustees (EBOT) for a new school consists of five members, appointed by the Minister of Education, or five members elected by parents of students likely to be enrolled in the new school, to oversee and assist in the process of setting up the school. The principal or principal designate is also a member of the EBOT. Permanent school staff cannot be members of the EBOT.

One of the primary tasks of the EBOT is to develop a vision for the school.

The work of an EBOT is voluntary, as is the work of an elected board of trustees, although attendance fees and travel expenses may be paid. An EBOT remains in office until the Minister (or delegate) approves the transition to an elected school board. Usually an elected board of trustees should be in place within six months of the school opening.

Ideally an EBOT will be made up of local people. As far as reasonably practicable, trustees should reflect:

* the ethnic and socio-economic diversity of the student body of the school
* the fact that approximately half the population is male and half is female
* the character of the school and its community.

They should have an interest in education (or knowledge and understanding of schools) and the time to devote to the project. The EBOT may co-opt up to four members to achieve a gender and ethnic balance, and add skills and expertise.

The EBOT may be appointed two to three years prior to the opening of the new school, depending on the type of school. During the early weeks of its establishment, the full board is likely to need to meet weekly, not including any sub-committee meetings. It is expected meeting frequency will reduce once the principal has been appointed and construction has commenced.

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|  | **Registration of interest for the**  **Establishment Board of Trustees**  **of Massey - Redhills** | |  |
|  | Please complete and send with your CV and eligibility declaration form by:     * email to Theresa.Webb@education.govt.nz   This application form is intended to be used electronically.  To add rows or adjust layout, turn on the ‘view gridlines’ feature in the Table Layout tab. | |  |
|  | Candidate name |  |  |
|  |  | |  |
|  | Address |  |  |
|  |  | |  |
|  | Email |  |  |
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|  | Phone |  |  |
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|  | Date of application |  |  |
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| **1. Attributes** | | | |
| The Minister is looking to appoint a well-rounded Establishment Board (EBOT) that includes all the attributes below:   * Interested in education, forward thinking, embraces innovation, receptive to new ideas * Excellent communicator, forms good relationships * Willingness to challenge points of view, assimilate and analyse information * Understands project management, can work within timeframes * Has the time to commit to the task * Commitment to the community * Good judgement * Understands governance and management systems and structures | | | |

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| Please comment on your relevant skills and experience below – attach your CV separately. | | | | | | | |
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|  | CV attached: | | | | No  Yes |  | |
|  |  | | |  | |  | |
| **2. Referees** | | | | | | | |
| Please provide the names and contact details of two people who can comment on your skills and experience. | | | | | | | |
| **i** | Name | |  | | |  | |
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|  | Phone number | |  | | |  | |
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|  | Email | |  | | |  | |
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| **ii** | Name | |  | | |  | |
|  | | | | | | | |
|  | Phone number | |  | | |  | |
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|  | Email | |  | | |  | |
| In signing this, you declare that all the information contained in this form is true and correct. | | | | | | |  |
| Signed | |  | | | | |  |
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| Date | |  | | | | |  |
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| Supported by\* | | (\*if relevant – supporting organisation/iwi/company) | | | | |  |
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| Date | |  | | | | |  |
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| Supported by\* | | (\*if relevant – supporting organisation/iwi/company) | | | | |  |
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|  | **Eligibility Declaration Form**  **EBOT for Massey - Redhills** | |  |
|  | When completed, please include with your registration of interest form and CV and either:   * email to Theresa.Webb@education.govt.nz   **This form is intended to be used electronically.**  **To add rows or adjust layout, turn on the ‘view gridlines’ feature in the Table Layout tab.** | |  |
|  | Candidate name |  |  |
|  | I declare that I have read and understand the ineligibility criteria for school trustees, under [Schedule 23, clause 9](http://www.legislation.govt.nz/act/public/2020/0038/latest/LMS177816.html) of the Education and Training Act 2020 (ineligibility criteria are outlined below), and declare that I am eligible to become a trustee. | |  |
| Signature | |  |  |
|  | | | |
| **Persons ineligible to be School Trustees (schedule 23, clause 9 of the Education and Training Act 2020)** | | | |
| A person cannot be a trustee who is —   * an undischarged bankrupt; or * prohibited from being a director or promoter of, or being concerned or taking part in the management of, an incorporated or unincorporated body under the [Companies Act 1993](http://www.legislation.govt.nz/act/public/1989/0080/latest/link.aspx?id=DLM319569), or the [Financial Markets Conduct Act 2013](http://www.legislation.govt.nz/act/public/1989/0080/latest/link.aspx?id=DLM4090503), or the [Takeovers Act 1993](http://www.legislation.govt.nz/act/public/1989/0080/latest/link.aspx?id=DLM325508); or * ineligible to be a trustee under [Schedule 23, clause 10(1)](http://www.legislation.govt.nz/act/public/2020/0038/latest/LMS176295.html) of the Education and Training Act 2020 (relating to financial interests); or * subject to a property order under the [Protection of Personal and Property Rights Act 1988](http://www.legislation.govt.nz/act/public/1989/0080/latest/link.aspx?id=DLM126527); or * a person in respect of whom a personal order has been made under that Act that reflects adversely on the person’s—   + competence to manage his or her own affairs in relation to his or her property; or   + capacity to make or to communicate decisions relating to any particular aspect or aspects of his or her personal care and welfare; or * a person who has been convicted of an offence punishable by imprisonment for a term of 2 years or more, or who has been sentenced to imprisonment for any other offence, unless that person has obtained a pardon, served the sentence, or otherwise suffered the penalty imposed on the person; or * not a New Zealand citizen, and is—   + a person to whom [section 15](http://www.legislation.govt.nz/act/public/1989/0080/latest/link.aspx?id=DLM1440598" \l "DLM1440598) (convicted or deported person) or [16](http://www.legislation.govt.nz/act/public/1989/0080/latest/link.aspx?id=DLM1440599" \l "DLM1440599) (ineligible for visa or entry) of the Immigration Act 2009 applies; or   + a person obliged by or under that Act or any other enactment to leave New Zealand immediately by or within a specified time (being a time that, when specified, was less than 12 months); or   + treated for the purposes of that Act as being unlawfully in New Zealand | | | |