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**SCHOOL TRUSTEE ELECTIONS**

Step forward for our schools ✓

May 2019

## 2019 Triennial Board of Trustees Elections

This term, Kelburn Normal School will be undergoing a trustee election process. The election date is Friday the 7th of June. This newsletter aims to provide you with some important information about the elections.

### The KNS Board

The Kelburn Normal School Board of Trustees is made up of six parent representatives, one staff representative, and the Principal. Trustees are elected by the parent community and staff members. A list of the current KNS Trustees is available on the [school website](#).

### What does a Board do?

Trustees on a school Board of Trustees work together to make sure every child/tamariki reaches their highest possible standard in educational achievement. Here are some of the things boards do.

- Working with the principal and consult with staff, students and the community.
- Setting the educational goals and strategic direction of the school.
- Monitoring progress and inform parents on how the school is progressing against its annual targets and on the development of the students.
- Deciding how the school's funding will be spent.
- Selecting the school's principal and support the development of all staff.
- Ensuring the school is a physically and emotionally safe place for all students and staff, and is inclusive of and caters for students with differing needs.
- Overseeing the management of staff, property, finances, curriculum and administration.

### Nominations

A company called CES has been engaged to run the election process. By Friday this week you should receive a nomination form in the post along with some information from CES on how candidates can submit a nomination form.

A [school portal](#) has been set up for us where candidates can complete their nominations from Friday 10 May. A postal or email option is also available for candidates who do not want to submit their nomination directly through the portal. Please read the instructions provided by CES carefully to ensure you get your nomination in by the close date of midday 24 May.

We encourage you to put yourself forward as a candidate. Being a trustee is an important and rewarding role and we need a Board that is made up of people who have a wide range of skills, experience and knowledge in a variety of areas including; finance, governance, personnel, health and safety, communications, and property. Even without one of those backgrounds, with an enquiring mind, common sense and a wish to see the school succeed, you will undoubtedly be able to make a valuable contribution.

### Want to know more?

Check out the [School Trustee Elections website](#) or the [New Zealand School Trustees Association \(NZSTA\) website](#). The NZSTA has also developed the [Kōrari programme](#). The Kōrari programme is a set of introductory online courses for parents and people in the community who've never been trustees and who would like to learn more about the role.

### Key dates

EVENT	DATE
Call for Nominations by	Friday 10th May 2019
Nominations Close	Noon Friday 24 May 2019
Voting Papers Sent by	Wednesday 29 May 2019
Election Day (voting closes)	Noon Friday 7 June 2019
Count Votes	Thursday 13 June 2019
Board Takes Office	Friday 14 June 2019