

# Governance and Establishment Boards of Trustees

## – *St Paul's School (Dallington) and Our Lady of Fatima School*

*This fact sheet provides general information about Establishment Boards of Trustees (EBoTs) and specific information about the EBoT that will be appointed to govern the newly established school if the Minister agrees to this once she has considered the application by the Proprietor.*

---

- » The elected Boards of Trustees of the schools closing will stay in place until the date of school closure. They will continue to govern the schools to ensure that students are receiving a quality education.
- » The Minister of Education appoints an EBoT to every new school that is being established. An EBoT will be appointed for the proposed new school and it is likely to be in place by April 2015.
- » The process for appointing an EBoT starts with the Ministry advertising for expressions of interest from people with the required skills and experience who wish to put their names forward for the EBoT.
- » The Proprietor will have the opportunity to have at least one representative on the EBoT.
- » An EBoT has five members and can co-opt up to four other members to support its operation. The Ministry appoints a governance facilitator to support the EBoT. Once a principal is appointed, they will also become part of the EBoT.
- » The EBoT's role is to oversee and assist in the process of setting up a new school. It stays in place for as long as it is required to ensure the new school has the best possible start it can. This is usually about three to six months after the opening of the school, at which time elections are held for the Board of Trustees.
- » The EBoT receives grants to operate and to set the school up and equip it.
- » The EBoT is responsible for much of the work that will produce a functioning teaching and learning organisation, including:
  - working with the community to develop a vision for the school
  - involving the community as the school develops and keeping them up to date with progress

- developing a staffing plan, advertising for staff and appointing the staff
  - establishing systems and procedures
  - preparing enrolment information for new students.
- » Once appointed, the principal and staff will focus on establishing the school curriculum, teaching and learning programmes, assessment and reporting processes and guidelines.

**For further information contact your senior advisor.**

Further information is available  
on the *Shaping Education* website  
[www.shapingeducation.govt.nz](http://www.shapingeducation.govt.nz)

