



## Education Report: Splitting of the Combined Board for Geraldine High School (352) and Carew Peel Forest School (3308) and establishment of two separate Boards

To:	Hon Chris Hipkins, Minister of Education		
Date:	21 January 2021	Priority:	High
Security Level:	In Confidence	METIS No:	1245446
Drafter:	Andrea Thomson, Senior Advisor	DDI:	04 4638254
Key Contact:	Jill Forgie, Manager Education	DDI:	03 378 7780 9(2)(a)
Messaging seen by Communications team:	No	Round Robin:	No

### Purpose of Report

The purpose of this paper is for you to:

- **Note** that the Combined Board for Geraldine High School (352) and Carew Peel Forest School (3308) has requested that the Combined Board be split and for two separate Boards to be established with a standard constitution;
- **Note** that the Combined Board has undertaken consultation with its community; and
- **Note** that the Ministry of Education has undertaken consultation with the Education Review Office, the New Zealand School Trustees Association, New Zealand Educational Institute (NZEI) and the New Zealand Post Primary Teachers' Association (PPTA) on your behalf; and
- **Agree** to split the Combined Board for Geraldine High School (352) and Carew Peel Forest School (3308) under clause 10 of Schedule 22 of the Education and Training Act 2020 and establish two separate Boards, with effect from Monday 5 July 2021;
- **If you agree, sign** the notice for the *New Zealand Gazette* and letter to the Combined Board Chair;
- **Note** that the Ministry will arrange for notices under clause 13(b) of Schedule 22 to the Education and Training Act 2020, to be sent to employees of the Combined Board;
- **Agree** this Education Report is proactively released.

## Summary

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- 1 Geraldine High School and Carew Peel Forest School are currently governed by a Combined Board which was approved in 2001 by the then Minister of Education.
- 2 The two schools have operated independently of each other for some years, except for the governance of the Board. The Combined Board has become increasingly concerned that with the Combined Board model, the smaller Carew Peel Forest School does not get the attention it deserves, as the more complex issues in the larger secondary school often dominate Board meetings.
- 3 The Combined Board's request has been made after consultation which identified strong community support for splitting the Combined Board. Most of the community believe that separate Boards will be able to provide a greater focus on supporting student achievement in each school.
- 4 It is proposed that splitting the Combined Board is appropriate, as:
  - the Combined Board no longer has the full support of the schools' communities
  - the Education Review Office believes that both schools would benefit from having separate Boards
  - community support for each school suggests that Board elections will produce a viable Board for each school with a single, local school focus
  - ongoing support can be provided to each new Board as required.
- 5 We believe that it would be appropriate in all the circumstances to split the Combined Board.

## Recommended Actions

We recommend you:

- a. **agree** to split the Combined Board for Geraldine High School and Carew Peel Forest School under clause 10 of Schedule 22, to the Education and Training Act 2020 and establish two individual Boards with effect from 5 July 2021; and **Agree** Disagree
- b. **agree**, under clause 13 of Schedule 22, to the Education and Training Act 2020 that the residual employer of the employees of the Combined Board will be the Board of Geraldine High School. **Agree** Disagree

And if you agree:

- c. **sign** the relevant attached notice for the *New Zealand Gazette* (attached as Annex 1); and
- d. **sign** the attached letter to Chairperson of the Combined Board for Geraldine High School and Carew Peel Forest School informing them of your decision (attached as Annex 2).

We also recommend you:

- e. **note** that if you approve the split, then before the relevant date which the split takes effect, the Secretary or delegate will give written notice to all employees of the Combined Board under clause 13(b) of Schedule 22 of the Education and Training Act 2020 specifying which Board they will be employed by when the split takes effect; and

**Noted**

- f. **agree** that this Education Report is proactively released.

**Proactively Release** Not Release

  
Jann Marshall  
Acting Deputy Secretary  
Sector Enablement and Support

20/1/2021

  
Hon Chris Hipkins  
Minister of Education

15/3/21



## Background

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- 1 Geraldine High School is a year 7-13 composite school located in Geraldine in South Canterbury. As of July 2020, the school had a roll of 600 students comprising 12.5% (n=75) Māori, 2.2% (n=13) Pacific, 6.8% (n=41) Asian, 74.7% (n=448) European, 2.8% (n=17) Other Ethnicities and 1.0% (n=6) international students
- 2 Carew Peel Forest School is a year 1-6, contributing primary school located 15 minutes north of Geraldine in the South Canterbury area. As of July 2020, the school had a roll of 83 students comprising 3.6% (n=3) Māori, 12.0% Asian (n=10), 80.7% (n=67) European and 3.6% (n=3) other ethnicities.
- 3 A Combined Board for Geraldine High School and Carew Peel Forest School was approved in 2001 by the then Minister of Education.
- 4 The two schools have operated independently of each other for some years, except for the governance of the Board. The Combined Board has become increasingly concerned that this model means the smaller Carew Peel Forest School does not get the attention it deserves as the more complex issues in the larger secondary school often dominate the Board meetings.
- 5 In a letter dated 18 September 2020 the Combined Board submitted its proposal to seek approval to split the Combined Board and return to a separate Board for each school. This letter is attached in Annex 3.
- 6 The Combined Board's request was made after consultation, which identified strong community support for splitting the Combined Board. Most of the community believe separate Boards will be able to provide a greater focus on supporting student achievement in each school.

## Legislative requirements

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- 7 Clause 10 of Schedule 22 of the Education and Training Act 2020 sets out the legislative requirements that need to be met before splitting a Combined Board. The power to split a Combined Board has not been delegated.
- 8 You may split a Combined Board if, following:
  - a. consultation with the Education Review office; and
  - b. consultation with the Board;you are satisfied that that in all the circumstances it is appropriate for the Combined Board to be split.
- 9 The following provisions are also relevant to splitting Combined Boards:
  - Clause 13 of Schedule 22 sets out the requirement to designate one of the new Boards as residual employer and empowers the Secretary for Education to give written notice to employees as to which Board they will be employed by. Should you approve the split, the Secretary will do this before the split takes effect.
  - Clause 14 of Schedule 22 relates to the transfer of the Combined Board's assets and the management of any disputes over their division.
- 10 Splitting a Combined Board occurs through publishing your decision to do so in the *New Zealand Gazette*, with effect from a date specified in the notice.

- 11 If you agree to split the Combined Board, the Secretary's notice to current employees under clause 13 of Schedule 22 will state that:
- Employees of the Combined Board who are, immediately before the date which the split takes effect, employed to work in Geraldine High School but not in Carew Peel Forest School, will on the date the split takes effect become employees of the Geraldine High School Board;
  - Employees of the Combined Board who are, immediately before the date which the split takes effect, employed to work in Carew Peel Forest School but not in Geraldine High School, will on the date the split take effect become employees of the Carew Peel Forest School Board;
  - The residual employer of the employees of the Combined Board will be the Geraldine High School Board. This is a legal safeguard to ensure continuity of employment for all employees, should the Secretary's letters not reach each employee before the notice takes effect.
- 12 The Combined Board has advised the Ministry that none of its current employees are assigned to both Geraldine High School and Carew Peel Forest School. The separation of employees to each of the two new Boards should therefore be straightforward.
- 13 Regarding clause 14 of Schedule 22 to the Act, the Combined Board has confirmed that:
- no property is held in joint ownership or trust
  - no assets are shared or held in joint ownership or trust
  - the schools' finances are managed separately with separate budgets
  - all staff are employed under their respective school contracts.
- 14 The proposed date for the new Boards to be established allows sufficient time for the Combined Board to arrange for closing financial statements and to allow for elections to be held for members of the new Boards. New Board members elected, co-opted or appointed will take office on Monday 5 July 2021.
- 15 For new members to take office on 5 July 2021, elections for the two separate Boards will need to take place in line with Education (Board Elections) Regulations 2000 and the timetable below:

Event	Date
Select Returning Officer by	Monday, 26th April 2021
Close Main Roll	Monday, 3rd May 2021
Call for Nominations by	Wednesday, 5th May 2021
Close Supplementary Roll	Monday, 24th May 2021
Nominations Close	Wednesday, 26th May 2021
Voting Papers Issued by	Monday, 31st May 2021
Election Day	Monday, 28 June 2021
Accept Postal Votes	Saturday, 3rd July 2021
Count Votes	Sunday, 4th July 2021
Board Takes Office	Monday, 5th July 2021



## Consultation

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### Community consultation

- 16 Beginning in April 2020, the Combined Board undertook extensive consultation with the schools' communities (see Annex 3). The proposal was publicised in the schools' newsletters, Facebook pages, local print and digital media. An online survey followed by a public meeting were also used to collect views and answer questions. Board members also met with the staff of both schools.
- 17 Reaction to the online survey was positive, though not unanimous. 68 responses were received from parents of students at both schools, members of the public who were not parents of students at the schools but had a vested interest, and staff of both schools. 76.5% (52 of 68) of respondents to the survey agreed or strongly agreed with the proposal to split the Combined Board. Eight respondents disagreed or strongly disagreed, with another eight making neutral responses.
- 18 Comments from respondents included:
  - Recognition of potential benefits of splitting the Combined Board, particularly for Carew Peel Forest School, so that there could be an individual focus on student achievement for students attending this school. Respondents felt Carew Peel Forest School does not get the attention it deserves as the more complex issues in the larger secondary school often dominate Combined Board meetings.
  - The potential for stronger engagement with each school's community, reducing Board member workload and focussing Board discussions on the needs of each respective school.
  - The potential for individual Boards to better reflect the individual character of each school.
  - Some respondents had concerns about the potential difficulty for the Carew Peel Forest school community to fill Board roles or access the right skills for successful school governance, given the much smaller student roll and the transient school demographic due to the prevalence of dairy farming families. However, others saw this to be balanced by a greater willingness to stand for a Board with a single, local school focus.
- 19 To address the concern around the Carew Peel Forest School Board's ability to form a Board, a public meeting was held in August 2020 at the Carew Peel Forest School Hall where an adviser from the New Zealand School Trustees Association (NZSTA) outlined the governance role and the support available for the new Boards. This meeting was well attended.
- 20 A small number of community members expressed concern that without the 'protection' of the larger school, Carew Peel Forest School would be more vulnerable to the threat of closure or merger. This mistrust persists in some areas of South Canterbury where memories of the Network Reviews of twenty years ago remain. Similarly, the Combined Board was seen by some as ensuring that Carew Peel Forest School remains within the Geraldine High School enrolment zone.
- 21 The Combined Board responded to these concerns by clarifying that neither a Combined Board nor single Boards could give assurances that future political, strategic or other changes might not affect either school's position. However, current data supports the strong position that both schools currently hold within the local schooling network.
- 22 In addition, both schools remain part of the Ka Awa Whiria Kāhui Ako which will continue to maintain and enhance the existing strong relationship between the schools, to support each other and share resources and expertise.

## **Education Review Office**

- 23 We consulted with the Education Review Office (ERO) in October 2020 to discuss the Combined Board's request. ERO has no issues with the schools having separate Boards.
- 24 The last ERO report for Geraldine High School (dated January 2017) found that the school was an integral part of its local community and made very good use of the wider natural environment to extend learning opportunities. Leaders and teachers were focussed on improving outcomes and providing meaningful pathways for students. Achievement information showed a trend of continued improvement in NCEA over the previous three years.
- 25 ERO also stated that the school has a very positive reciprocal relationship with the community. The Board and senior management are strongly focused on continuing to maintain and build positive relationships within and outside of the school. The school is in a three-year return cycle and is likely to be reviewed early next year under ERO's new framework.
- 26 An ERO report dated 27 March 2018 noted that Carew Peel Forest School has very strong, well established and sustained processes and practices for equity and excellence and accelerating children's learning and progress. However, ERO noted that the Combined Board needs to make aspects of its scrutiny of school performance and of its own performance more explicit. This will contribute to making the rationale for strategic and procedural changes clearer. The school is on a four-to-five year return cycle.

## **NZSTA**

- 27 Whilst not a legislative requirement, we consulted with NZSTA. NZSTA supports splitting the Combined Board and will provide ongoing support for the election and professional development of the membership of the two new Boards.
- 28 NZSTA staff attended one of the community consultation meetings held at Carew Peel Forest School. NZSTA believes there will be no problems finding enough people to form the two separate Boards.

## **Unions**

- 29 We have discussed the proposed Combined Board split with the relevant representatives of each employee group for both NZEI and PPTA, and no objections have been raised. The terms and conditions of employment and continuity of service of each employee are protected under the Education and Training Act 2020.

## **Ministry comment**

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- 30 It is the view of the Ministry that the legislative requirements have been met with regards to consultation with the Combined Board and ERO.
- 31 We support the proposal to split the Combined Board as:
  - the Combined Board no longer has the full support of the schools and their communities
  - the ERO believes that both schools would benefit from having separate Boards
  - community support for each school suggests that Board elections will produce a viable Board for each school with a single, local school focus
  - ongoing support can be provided to each new Board as required.



## Risks and mitigations

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- 32 There is a risk that the small proportion of the schools' communities that did not support the Combined Board being split will find public avenues to express their views. This risk can be mitigated by communications to the respective schools from the Combined Board, and each separate Board going forward.
- 33 There is the risk Carew Peel Forest School, being the smaller school, may not be able to attract enough suitable candidates for the new Board. However, the Combined Board reports that it has had good representation from the Carew Peel Forest School community and the school also has a strong Parent Teacher Association. This risk can be mitigated by provisions in the Act whereby Boards can resolve to reduce the number of parent representatives to no less than three, providing public notifications regarding this decision are met.
- 34 There is the risk that the new Board members will not have adequate skills or previous governance experience to effectively govern the schools. This risk can be mitigated through the provision of support and guidance from the NZSTA and regional Ministry staff.
- 35 The Combined Board also identified the potential loss of continuity as they transition to separate Boards. However, current members can stand for election to the new Boards to provide continuity.

## Financial Implications

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- 36 There will be a cost to the Crown of approximately \$7,000 to reimburse the schools for expenses relating to running the two separate Board elections.
- 37 The Combined Board must prepare final financial accounts up to the date that the split takes effect, which will also incur costs to the Combined Board.

## Proactive Release

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- 38 We recommend that this Education Report is proactively released at this time and any information which may need to be withheld will be redacted in line with the provisions of the Official Information Act 1982.



## Annexes

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- Annex 1: Notice for the *New Zealand Gazette*
- Annex 2: Letter to the Chair of the Combined Board for Geraldine High School and Carew Peel Forest School
- Annex 3: Combined Board's Proposal and Consultation Feedback.

Proactively Released

Annex 1: Notice for the New Zealand Gazette

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Proactively Released



## Hon Chris Hipkins

MP for Remutaka

Minister for COVID-19 Response

Minister of Education

Minister for the Public Service

Leader of the House



### Notice for the New Zealand Gazette

#### Establishment of a Board for Geraldine High School (352) and Carew Peel Forest School (3308)

1. Pursuant to clause 10 of Schedule 22 to the Education and Training Act 2020 (the Act), I hereby split the Combined Board for Geraldine High School (352) and Carew Peel Forest School (3308) and establish the Geraldine High School (352) Board and the Carew Peel Forest School (3308) Board with effect from 5 July 2021.
2. Each Board will operate with a standard constitution under section 119 of the Act.
3. I further specify that the residual employer of the employees of the Combined Board will be the Geraldine High School (352) Board.

#### Transitional arrangements

4. The first elections for the Geraldine High School (352) Board and the Carew Peel Forest School (3308) Board will take place on 28 June 2021.

This notice shall take effect on the date of publication in the *New Zealand Gazette*

Dated this 15th day of March 2021

A blue ink signature of Hon Chris Hipkins.

Hon Chris Hipkins  
MINISTER OF EDUCATION

Annex 2: Letter to the Chair of the Combined Board for Geraldine High School and Carew Peel Forest School

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Proactively Released



# Hon Chris Hipkins

MP for Remutaka

Minister for COVID-19 Response

Minister of Education

Minister for the Public Service

Leader of the House



Sally Prattley  
Chairperson  
Combined Board for Carew Peel Forest School  
and Geraldine High School  
McKenzie Street  
Geraldine 7930

Dear Sally

Thank you for your application asking me to split the Combined Board for Carew Peel Forest School and Geraldine High School.

I am pleased to tell you that I have agreed to split the Board under clause 10 of Schedule 22 to the Education and Training Act 2020.

The Combined Board will be split, effective from 5 July 2021 and two new Boards named the Geraldine High School (352) Board and the Carew Peel Forest School (3308) Board will be established on this date. Each Board will operate with a standard constitution under section 119 of the Act.

The notice giving effect to the split will be published in the New Zealand Gazette - <https://gazette.govt.nz/>.

As the Combined Board is currently the employer of all employees at each of the named schools, the Secretary for Education (or her delegate) will now advise every Combined Board employee in writing as to which Board the employee will be employed by from 5 July 2021.

I have further specified that the residual employer of the Combined Board employees will be the Geraldine High School (352) Board. This is to provide surety of continuity of employment for your employees, in the event that the Secretary's letter does not reach any employee before the date that the split takes effect.

You should note that until the specified date in the New Zealand Gazette Notice (5 July 2021) the Combined Board will continue in existence and the two newly established Boards will have no powers, functions, duties, or rights. All current members of the Combined Board for Geraldine High School (352) and Carew Peel Forest School (3308) will remain in office until the date the elected, appointed or co-opted members of the new Boards take office.

In preparation for the new Boards, the first elections for the Geraldine High School (352) Board and the Carew Peel Forest School (3308) Board will take place on 28 June 2021. The Combined Board will need to appoint returning officers by Monday 26 April 2021 to conduct respective parent and staff member elections for a Board for each of the schools, as well as a student election for Geraldine High School. For information about the timeline and process for Board elections and to access the current election forms and support material, I advise you to contact the New Zealand School Trustees Association (NZSTA) through their website <https://www.nzsta.org.nz/> or on 0800 782 435.

In addition, the Combined Board should liaise with its own accountant and auditor regarding the preparation and audit of a final set of financial statements to 4 July 2021, the day before the date that the Combined Board split takes effect. The two individual Boards will then assume responsibility for the preparation of their own individual school accounts.

I extend my best wishes for the future of the two schools.

Yours sincerely



Chris Hipkins  
**Minister of Education**



Annex 3: Combined Board's Proposal and Consultation Feedback.

Proactively Released



# Geraldine High School and Carew Peel Forest School Combined Board of Trustees



*"Governance under one board so that each school's own identity and culture are maintained"*

18th September 2020

*To the Minister of Education, the Right Honourable Chris Hipkins*

**Re: Recommendation to split the Combined Geraldine High School Carew Peel Forest School Board of Trustees (as per the Education and Training Act 2020, Schedule 22, section 10)**

**Background:**

In 1999/2000 a Ministry of Education initiative began with the intention of combining the Boards of Trustees of local schools. In 2001 a combined Board of Trustees was formed governing Geraldine High School (503 students) and Carew Peel Forest (60 students). As a flow on of this initiative a joint caretaker role was established, and some administrative duties were shared.

Fast forward 19 years and much has changed. Obviously, the Ministry of Education initiative to combine boards made little progress with combined boards being exceptions rather than the rule. Our two schools have also grown in student numbers, Geraldine High School by approximately 20% and Carew Peel Forest by approximately 35%. The schools now operate entirely independently of one another, except for governance from the Combined Board of Trustees.

**Consultation:**

Prior to reaching it's recommendation, the Board undertook extensive consultation with the schools' communities to a) gauge the feelings of the communities to such a proposal and b) to draw out specific concerns, and also perceived benefits, that the community saw with the proposal.

The community consultation began in early April with the proposal publicised in the respective school newsletters and Facebook pages.

The proposal was also publicised through local print/digital media (appendix a), being the "Geraldine News", "Nor'wester", "Timaru Herald" and the "Mid and South Canterbury Couriers"

Community reaction was initially gauged by an on-line survey (appendix b) with a positive, while not unanimous, response.

In order to provide further opportunity for the schools' communities to raise there views and discuss the proposal, a public meeting was held on the 30<sup>th</sup> June (appendix c) and board members also met with each of the schools' staff on the 20<sup>th</sup> July.

**Community Response:**

Response from the community was overwhelmingly from the Carew Peel Forest School community. Frequently raised concerns pertained to the following areas....





## Geraldine High School and Carew Peel Forest School Combined Board of Trustees



*"Governance under one board so that each school's own identity and culture are maintained"*

- a) the combined board is perceived to provide some form of protection for Carew Peel Forest School from the threat of closure or merger
- b) the combined board is perceived to ensure on-going inclusion of the Carew Peel Forest School enrolment zone within the Geraldine High School Enrolment Zone
- c) as a smaller school, Carew Peel Forest may struggle to fill parent trustee positions and/or have the expertise required
- d) questions were raised as to the support a newly formed board would have access to

While tempered by the concerns, there were also positive responses received in regard to the ability of individual boards to provide greater focus on its' respective school and better reflect the character of each school.

It was firstly clarified that no assurances can be given, combined board or otherwise, that future political, strategic, structural, or other changes may impact the Ministry of Education's view of the viability of Carew Peel Forest School or zoning decisions. However, currently and for the foreseeable future, Carew Peel Forest School is within the Geraldine High School Enrolment Zone and with a healthy roll and excellent recent ERO report, is highly unlikely to be at risk of closure or merger.

In addition, both schools remain part of the Ka Awa Whiria Kahui Ako, maintaining and enhancing the existing strong relationship between the schools, to support each other, share resources and expertise.

In order to address the concerns relating to the Carew Peel Forest School community's ability to form a board and the support available for such a new board, an evening with Sandy MacPherson, from NZSTA, was hosted by the current board at the Carew Hall on the 5<sup>th</sup> August.

This was well attended and provided members of the community to learn and ask questions of Sandy as to the role the board and individual trustees.

### **Conclusion:**

Taking into consideration the feedback and discussions generated by the consultation, it is the view of the Combined Geraldine High School Carew Peel Forest School Board of Trustees that

- the Carew Peel Forest School community is very passionate and protective of their school
- the Carew Peel Forest School community has many very capable and engaged individuals and families and as such would be quite capable of forming an effective Board of Trustees for this school alone
- Both schools would greatly benefit from having their own dedicated Board of Trustees particularly enabling those boards to ensure total focus on the specific character and needs of each individual school.

To this end, on the 18<sup>th</sup> August the Combined Geraldine High School Carew Peel Forest School Board of Trustees resolved to recommend to the Minister of Education that the current combined board be dissolved and elections held for separate Boards of Trustees.

It is acknowledged that the current board will continue to govern both schools to the best of its' ability and as required by law until such time as the new boards are formed and that all employee rights will be protected during transition with Geraldine High School acting as the "residual employer".



**Geraldine High School and Carew Peel Forest School  
Combined Board of Trustees**



*"Governance under one board so that each school's own identity and culture are maintained"*

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Yours Sincerely

**Sally Prattley**

Chairperson, Combined Geraldine High School Carew Peel Forest School Board of Trustees

Proactively Released



Geraldine High School



## Public Meeting for Board Split Consultation

Mrs Sally Prattley — May 27th, 2020

7pm Tuesday 30 June at Carew Hall



# GERALDINE HIGH SCHOOL CAREW PEEL FOREST SCHOOL COMBINED BOARD OF TRUSTEES PUBLIC MEETING



For some time now our Board of Trustees have been reviewing how the combined board operates, its effectiveness and efficiency, and discussing the possibility of splitting the governance structure so each school could function independently with its own dedicated Board of Trustees.

Current board members and Sue Rogers, our senior advisor from the MOE, will be attending a public meeting to answer any questions and concerns.

*We invite the Geraldine and Carew Community  
to attend and join the discussion*

**7PM TUESDAY 30 JUNE @ CAREW HALL**

For some time now our Board of Trustees have been reviewing how the combined board operates, its effectiveness and efficiency, and discussing the possibility of splitting the governance structure so each school could function independently with its own dedicated Board of Trustees.

The Board of Trustees believes that by disbanding the combined board and each school establishing its own dedicated Board of Trustees, more effective governance of the individual schools could be achieved. Separate Boards would allow sole focus on governance of the respective school with greater opportunity to understand the unique character of the school more deeply, and leverage those strengths. This would flow through to all aspects of the school including student achievement.

We also believe separate boards would have more credibility through stronger engagement with their school community. Trustees would be more connected to each individual school which builds the mana, trust and confidence.

Any queries can be emailed to;

Sally Prattley, BOT Chair, at

[s.prattley@geraldinehs.school.nz](mailto:s.prattley@geraldinehs.school.nz)

Glen Smith, Deputy Chair, at

[g.smith@geraldinehs.school.nz](mailto:g.smith@geraldinehs.school.nz)

Tracey Nelson, Trustee, at

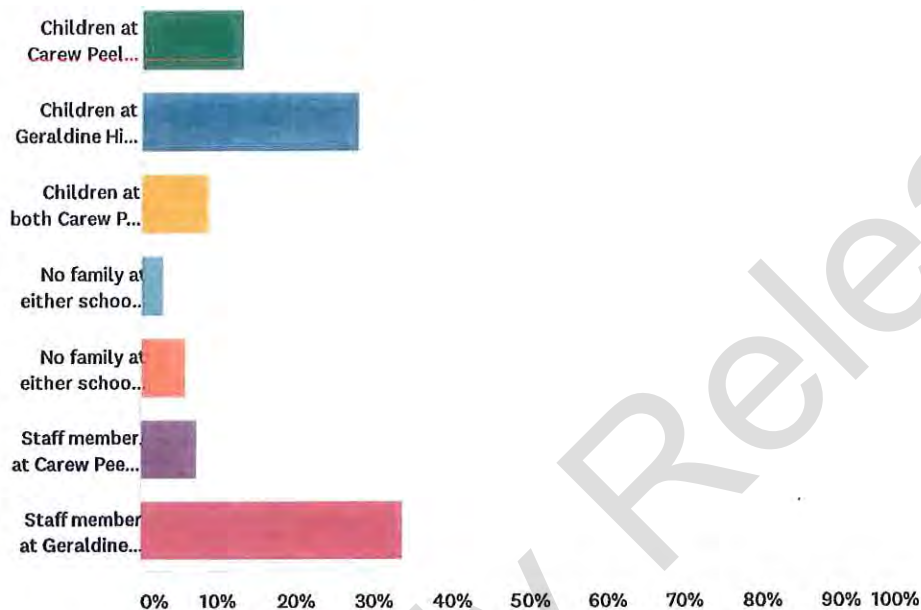
[traceynelson99@gmail.com](mailto:traceynelson99@gmail.com)

Board of Trustees Separation

SurveyMonkey

## Q1 Which school are you affiliated to? Please tick which is applicable to you

Answered: 68 Skipped: 0



## ANSWER CHOICES

Children at Carew Peel Forest School

Children at Geraldine High School

Children at both Carew Peel Forest School and Geraldine High School

No family at either school but vested interest in Carew Peel Forest School

No family at either school but vested interest in Geraldine High School

Staff member at Carew Peel Forest School

Staff member at Geraldine High School

## RESPONSES

13.24% 9

27.94% 19

8.82% 6

2.94% 2

5.88% 4

7.35% 5

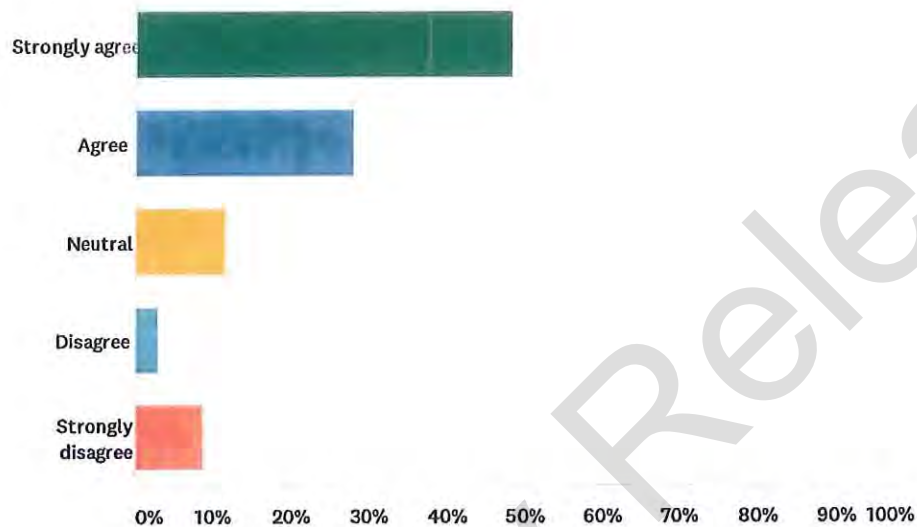
33.82% 23

**68**

TOTAL

**Q2 The two schools of Geraldine High School and Carew Peel Forest School will be better served by each school having their own Board of Trustees.**

Answered: 68 Skipped: 0



**ANSWER CHOICES**

Strongly agree

Agree

Neutral

Disagree

Strongly disagree

**TOTAL**

**RESPONSES**

48.53%

27.94%

11.76%

2.94%

8.82%

33

19

8

2

6

**68**



## Board of Trustees Separation

## SurveyMonkey

#	COMMENT	DATE
1	I strongly disagree that separate boards would serve Carew Peel Forest at all, I would be very concerned that it would be very hard to fill the rolls, I imagine home and school would end up feeling obligated and I believe that would be detrimental to the fundraising and school activities. At the moment I feel the school had good support from the bot and can ask for help with anything. Sharon Ketter in my opinion is extremely unapproachable and very opinionated about how things should be run, I don't always believe that's what's best for the school or the children. I feel steamrolled by her most of the time and a big worry if the boards were to separate would she wouldn't have to answer to anyone.	6/11/2020 10:19 AM
2	It will be good to have an individual focus on CPF School rather than it being included in the governance of Geraldine High School as it has different needs.	6/5/2020 1:09 PM
3	Having served on the combined Board, and as a long time parent of CPF students, I can see the benefits of the boards separating, however I also have some reservations. CPF school has benefited from the breadth of experience and long standing board members on the combined board. Having a smaller pool, and more transient school demographic due to the prevalence of dairying families, I worry that there may not be the depth of either experience or commitment from which to form a truly effective board. I would like to see a very transparent, community wide election process which taps into the wider community by co-opting from outside the parent body if required to ensure good governance of educational outcomes and financial practice.	6/5/2020 9:32 AM
4	While i agree with this comment, i strongly feel that Carew will struggle to fill the BOT representatives (we struggle with our Home & School Committee)	6/5/2020 8:45 AM
5	The current BOT needs to meet with the wider community, this is a serious decision with long term implications.	6/4/2020 2:17 PM
6	I think it could be more efficient for the schools.	6/4/2020 10:54 AM
7	I do not feel I know enough about the background situation to make an informed decision either way on this issue.	6/4/2020 9:54 AM
8	I agree it will be more efficient and more relevant to having our own Board of Trustees. However, as with any Board it will depend on the leadership and individual board members to make the best decisions for our school.	6/1/2020 7:25 PM
9	Foremost, if a split were to happen, it would best be done when the Government's education review panel's recommendations are enacted; this would save a great deal of unnecessary work and make for a much more streamlined transition. Irrespective of this, it should be seriously considered that Carew is far less likely to always have access to the right skills for school governance within its small school community and needs to ponder the implications of this. Additionally, it's moot as to whether Carew would still have a school if not for its relationship with Geraldine High in the times of Education Minister Mallard's closures. Such central government cost-saving measures have a cyclic nature and can be expected again at some point; the school needs to consider how to strengthen its future in that respect. With respect to the second and third points made here, my advice would be to remain in joint governance with Geraldine High School as the positives outweigh the negatives.	5/29/2020 4:06 PM
10	Feel that the school May not have a strong board and could be left floundering with situations that may arise	5/28/2020 8:09 PM

**Q3 Would you like further information or have other questions around this proposed Board of Trustees separation? Please note this in the box below.**

Answered: 11 Skipped: 57

#	RESPONSES	DATE
1	Instead of separation them could there be more parents/people on the board for Carew Peel Forest , even better if they had children at both schools. My other concern is the future of the Carew kids.being able to attend Geraldine High if it becomes separate boards and if the zones were to change	6/11/2020 10:19 AM
2	My only concern is that if CPF was to have their own BoT that it would have a flow on affect of diluting the strength of our Home and School committee. I would assume a newly appointed board would be given considerable guidance on establishment.	6/5/2020 1:09 PM
3	The results of this survey should be made public and further comment invited if there is not a clear pathway forward.	6/5/2020 9:32 AM
4	No thank you.	6/4/2020 7:47 PM
5	Yes.See my comments above.	6/4/2020 2:17 PM
6	No	6/4/2020 1:52 PM
7	No I am happy.	6/4/2020 11:30 AM
8	no	6/4/2020 10:09 AM
9	no	6/4/2020 9:34 AM
10	No	6/2/2020 9:18 PM
11	Yes what support from the ministry does the board get if it became there own	5/28/2020 8:09 PM



## BoT Public Meeting – Board Split Discussions

Carew Hall

30 June 2020 7.00pm

- Sally Prattley has thanked and welcomed everyone for coming.
- Introduction of the current Board of Trustees present; Sally Prattley, Glen Smith, Tracey Nelson, Joe Voigt, Sharon Wallace, Michelle Cramond (Staff Rep), Sharon Ketter (CPFS Principal), Simon Coleman (GHS Principal)
- Helen England, BoT Secretary, present to take minutes.
- Sue Rodgers, our MoE representative, unfortunately is unable to attend due to sickness but is available by phone for questions or concerns that we can't answer.
- A flyer was made available to all attendees outlining the background and why a split of the Board is up for review. Also gives an outline of what is involved in being a member of a school Board.

SP - A decision hasn't been made and this meeting is very much part of the consultation process. We are undertaking this process as we are looking at how we can improve as a Board. Looking at the structure and whether it is effective. We did the survey earlier and didn't get as many responses as we would have liked. The ones we did get were mostly positive.

GS - There were concerns raised which we can discuss tonight.

**What is the process going forward about how the decision is made?**

SP - This started with a discussion with MoE. We talked about how that looked and works for other schools and how the process of splitting a combined Board would work. Initially there is a lot of consultation which we did through our two schools Facebook pages and Newsletters. We as a Board won't vote but will take away feedback and discuss as a Board. If a decision is made to move forward with splitting our Board, we will have to create a document and present this to the Ministry for them to review and accept.

**How did you weight the questions for risks and benefits in the decision process?**

GS - From the responses we got we asked for questions and concerns to be raised. If there wasn't a question asked or a concern raised it was taken as positive. Going off the agree to disagree grading, this was weighted towards positive. There were other numbers looked at and drilled down.

**So, it wasn't necessarily reflective of sentiment but when you take the statistics from the responses it shows as positive?**

GS - Overall, the weighting went to positive however concerns were raised.

**How far afield was the survey sent?**

TN - Facebook, Newsletter, community.

GS - It was through the schools' contacts with community and therefore it was only one part of the process.

**Would it be a good idea to as to why there was a combined Board in the first place?**



SP – Research has been done and from what we can gather it was a Government initiative. At the time Woodbury and CPF looking to combine with high school and Orari looking to combine with GPS. We have letters from the Ministry to support that.

*The initiative from the Ministry gave 20k to investigate for 12 months. At the end of the Orari went with GPS, Hilton, Woodbury and Te Moana went by themselves which just left GHS and CPF who wanted the combining of school Boards to go ahead.*

*Prior to this and before the Tomorrows Schools Review, former CPF Principals brainchild was to see efficiencies of duplication between two schools. After that we approached the Ministry and then went out to other schools and they were then given the opportunity.*

SP - at time we need to acknowledge the schools were much smaller. When they did combine, they shared their resources. Today the rolls are much bigger, and schools are run separate and run very independently. The viability of CPF is very sound and in a great position and feel confident with where the school is and a growing roll. The school is not where it was when they were combined.

**You say it is sound however when tomorrows schools came in viable school is 150 students.**

Times have changed. It is great that the schools combined when they did but we now need to look if we are doing the right thing by our students. We haven't made our mind up but need to look at if this is the right moving forward. As a Board we are so responsible for student achievement.

**If the Board does separate, what are the chances of CPF losing the right to GHS as a feeder school due to rezoning?**

GS - That is a risk that we face anyway, CPF goes both sides of the Rangitata. When they were looking at zones it was potentially going to split Carew right down the middle. The fact that all CPF is in the GHS zone gives it strength but again there is no guarantees.

**YEAR 7 & 8 issues, for example if students didn't get to go to GHS for year 7&8 they would potentially have to go to Mayfield for 7 & 8 due to the shared cross over zones?**

GS - The main contention is the Hinds area. As it stands now, we can't foresee what the Ministry does going forward. We have been through the process and the zones are set.

**The concern could be that families will send children younger to another school over sending to CPFS to counter the possibility of children going to three schools.**

GS – The other side to that is that the Ministry are going to be zoning all schools.

**Could this effect the CPF roll if there is no security with a combined Board?**

SK - We don't currently have that guarantee. There is the misconception out there that if you go to CPF you can automatically go to GHS and that is not the case.

**As a family we could end up having to go to 3 different schools**

TN - This is a risk outside of the conservation we are having today.

GS – I think this would be more of a risk if we were looking at this before the zone had been put in place. They also have all the other school zones to deal with.

**How much weight did the combined Board have with the zoning process?**



GS – We had contention around Woodbury and perhaps that was because we were a combined Board but it's in place now and I couldn't say what would happen if it were reviewed again - they could end up going to the Rangitata original draft plan that.

**Why would we be better to split the Board when it's hard to fill positions having to start a whole new Board.**

**We as a Home and School feel it seems to be the same people, we are concerned about having the lack of depth as well as numbers to stand.**

***Two separate issues - What you will find is that in the community there will be people happier to be a Board member as they have the skill base.***

TN - Don't underestimate what you can bring to the Board. Once people know what you can get from being a part of the Board you get a lot out of it. There is a lot of personal satisfaction you get out of being a part of children's successes within the community. The people that will stand will grow once you get to know what the role involves.

SP - You don't need to be a teacher.

**Q - People standing for Board – have the Board done any research about the transient nature of CPFS and what happens if elected Board members leave the district?**

SK - There is a misconception also around the transient nature of the school. Majority of students arrive and finish their time at our school. Looking around at the people here tonight you are likely to be here for a while. It may change but currently not high on an issue.

GS - GPS have a higher rate of transient families than CPF. It is a hard one to pick. You see a few families come and go but certainly not every year that families are changing.

TN - Minimum requirement of 3 parent reps would be required to form the CPF Board.

GS - Don't have to be teachers just members of the community. It may be someone who has gone through the school not necessarily with students attending but still have an interest.

**School community has become multicultural; do you have to be a NZ resident to be on the Board?**

We will find out the answer.

**Concern around where the survey went to the community. And how did you try to extend it out to the wider community?**

We tried to get out further via the GNews but never got back to us. Went out through Facebook and newsletters.

**What's wrong with what we have now?**

GS - It's not so much about what is wrong but what we can do better. As a Board one of our responsibilities needs to reflect the character of the schools. One school can dominate the agenda and we are very conscious of that. While the CPF Principal is a full member she has a lot of GHS agenda items to listen through in a 3-hour meeting, mainly because there is not many issues and the school is going very well. The question always weighs heavily about whether CPF are getting the focus and attention that it should do; or would it be better served by its own Board? Split focus but not easy for two schools.

**Under Governance you can still have one Board running many different things? For example, farms, businesses, franchises.**

TN - Governing two schools takes a considerable amount of time compared to just governing one school.

GS - What we have here are two distinct schools. They report their own learning outcomes, finance systems. Everything is separate. Nothing is streamlined or combined - except for the Board.

**Is student's achievement not the combined part?**

GS - Completely different metrics and goals and systems. We're not saying that it can't be done this way through a combined Board, but it is challenging. We are looking at what's best for CPF as GHS dominates the agenda through its size.

**Do schools our size have their own Board?**

SP - Yes, they do. Not sure how many combined Boards there are in New Zealand, but it is the minority. Mt Hutt and Lauriston are the most recent we know about separating.

**Has there been any more talk around reviewing the Boards and going to hubs, or Kahui ako taking on more of a leadership role?**

SC - No, nothing on this. There doesn't look likely to be any movement within this sector for a very long time.

**As a Board have you done a SWAT analysis for the risks? Looking at opportunities for changing versus the risk?**

TN - We identified the risks that have been brought up.

**What does a Board do?**

SP - We are Governance.

GS/JV - Board members sit on sub-committees and then report back to the Board with their opinion if decisions need to be made. Key thing is to keep checking in to make sure what is supposed to be happening is and that there is enough support in place. The roles are to ask the questions and then let Management get on and do their jobs running the school. Decisions are strategic not how teachers are teaching in a classroom.

TN - we care about the outcomes from the classrooms.

GS - We make the decisions about the resources for the classroom to ensure the schools reach their desired outcomes and goals. This then circles back to what is important for each school. Ensuring what the character and priorities of the school is and recognising what is important for CPF and what is important for GHS.

SP - Our main function is to set the vision, put the policies in place, hand it over to the Principals and then ensure it happens. As Chair the main role is my relationships with Principals as we are the employer. Also sit in on recruitment and discipline among other things.

**Are the portfolios shared, does the 10-year plan for example cover both schools?**



SC - No, these are both separate. GHS will have their 10YPP that Joe will discuss at the property meetings held at GHS and then he would go out to CPF and discuss their 5YA with Sharon. One Board member overseeing two separate property plans.

**How many portfolios for CPFS?**

- Finance
- Health & Safety
- Property
- HR

**Sharon Ketter – where do you sit on the decision? What threats or risks do you see from being on the Board?**

SK - That's a big ask. I love that the Board lets me get on and do things, there is risk of clarity between governance and management. I feel CPF does have a small amount of time at the Board table and that's how it is – we have 80 students to GHS 614. I would welcome having people from our community with more of an interest in the school. Currently we have 1 guaranteed place on the Board. There are risks, I hear what you are saying about the risk of forming a Board but I do feel that they are two different things – the people that do Home and School are different to the people that would put their hand up for the Board.

*I would have thought if they were keen on being on the Board then they would be here tonight.*

*Perhaps they are!*

**Do you think Sharon we could benefit, grow stronger, do better?**

SK - I don't know. I do think our school would benefit from having our own Board being dedicated solely to CPF success and student achievement. I do currently have a very supportive Board; it would just be different. At my previous school we could spend 3 hours just talking about one school. I think it is very different having a Board focussed on one school.

**Do you think there is a role decrease risk because of the risk to zone and eligibility of attending GHS?**

SK - Currently we have students who live outside of our zone and they choose to come to CPF. Zones are based on where you live not what school you go to. I don't think the risk is there, I think that students choosing to come to our school from outside the area is positive.

MC - We will be taking enrolments for the out of zone ballots. There is still opportunity for students to come to GHS.

SC - Winchester has a higher risk of not being able to come to GHS. Always have balloting spaces at year 7 and should have at year 9. We as principals can have discussions with individual families.

GS - Also important to understand the difficulty dealing with different branches of the MoE, just because one thing changes doesn't necessarily have any impact on anything else.

SC - MoE will zone every school in New Zealand. Having a zone in place now is a good thing.

SK - CPF is the only one zoned, apart from Woodbury. I tried to get it removed but the Ministry wouldn't remove it due to a risk of overcrowding.

GS - Hinds and Mayfield are most likely feeling threatened which reflects how well CPF is doing.

*Mayfield and Hinds rolls for year 7 & 8 are low. Don't think it will be a decision people would make to send children there.*

**SP - Another threat that was identified through the survey was around support for a new Board.**

SP - NZSTA has great support through their 0800 number. MoE reassured that they will be there as well as the current Trustees to be available for mentoring.

TN – We have a vested interest in the school and that doesn't go.

**Q - When will the decision be made and if the decision is to split then what is the timeframe?**

GS -We have talked about it as a process rather than set timeframes. If the community were willing, we could look to put a school Board in for the start of the new school year but there is also no reason why it couldn't be done for the middle of the school year. We do however need the input and to get the support of the community to back the school for this to work. Assuming that is the case then we would need to look at what timeframe works best for the schools. Process going forward is that we have satisfied ourselves that we have heard from the whole community, assure ourselves we have done the best we can within reason and have weighed up concerns. We will give serious thought to all feedback, once the Board feels confident one way or another then we would put our submission to MoE about how we would like to move forward. We don't know the timeframe for the Ministry coming back to us.

SC – We are passionate about the success of CPF, we need CPFS to be highly functional so that our school functions and that we get the numbers. Co-opt is an option, when I arrived at GHS, we co-opted 2 people on to help with the guidance and to have more input where needed.

SP – Co-opting is a process but not part of the election process. Need to provide reasoning for co-opting i.e. a weakness or lack of experience in certain areas. Don't need to be co-opted for the whole 3-year term, just a timeframe that best suits the Board's needs.

**I thought schools were on the same election cycle. When is the next election for the Board?**

SP - The next election would be in 2 years' time. Timeframe of April to September.

GS – If the Board were to split then the election would become part of the process.

SP – We would all have to resign and run two full elections for both schools.

**Would it make sense to do it at the next natural election? At which time there would have been substantial consultation time and not a rushed process?**

TN – It hasn't been a rushed process. It has been a discussion going on behind the scenes, it is just the consultation process that is starting now.

**GS - Consultation – what else could we do? How can we hear as many voices as possible from the whole community?**

*Why is there only one staff member – should this not be two reps to cover each staff.*

SP – As a Board we ask a lot of questions around the rules for being two schools. CPF staff members can stand for the Board position.

*GHS has a greater weight. So surely this is a weakness of the Board.*

SP – We could co-opt you if it was you wanted but no one has ever said this to us before.



**What do CPFS teachers think about being on the Board?**

MC - My role involves attending the monthly meetings, and some discipline meetings. I report back to the staff of both schools and provide them with the Principals report and my summary. I am always looking at how I can better represent the staff.

SK – It is also important to note that they are the Staff Trustee not a staff rep, so their role is to bring a teacher or staff perspective to the Board. So, it's not about reporting back with staff gripes.

**Do the learning objectives come from the staff rep or is that more the Principals role?**

MC – The learning objectives come from the departments within the school.

TN – We look at outcomes, so staff trustee has the same role as the other trustees.

GS – Same as the Principal sitting on the Board. Everyone has an equal voice on the Board.

**Is there anyone who would know about Mayfield breakdown?**

*Quite a public spat between staff, community and Board. CPFS have been through network reviews which led to the combined Board being formed.*

*It was in fact muted before the review came through because the investigation into the combined Board was happening. Need to remember that we didn't originally go with a combined Board because of the review threat - it was how can we do things better. Which is exactly what is happening now.*

SP – The decision was based on what you knew at the time. So, you will appreciate its not a decision we would make lightly.

**What if we are not able to have a good relationship with the Principal? What is the risk?**

SC - That's a risk at every school.

TN - The MoE would get involved if required and put into statutory management. There is expertise available so long as the Board knows where to look.

GS - Don't want a passive Board who won't ask the hard questions.

**Are there any financial implications going from one Board to two?**

SP – No, because we already two individual schools.

**Did the MoE approach the Board about splitting?**

SP - No, we approached them. We requested them to come and talk to us.

*Seems to be a different sentiment, as I sat on the Board it was a less of a sense that this change was needed.*

TN – Wouldn't agree with that as the initial conversations originally happened when Kay was principal at CPF. There have been discussions and it was about finding the right balance to go through the consultation process.

SP – There is no urgency.

**As a Board what weaknesses have you seen for CPFS?**



SP - We thought of everything that was brought up and discussed tonight.

**If the split was to go ahead would you put feelers out about who would like to be on the Board?**

GS - Would like to know who is interested and how to go about that.

SP – I would encourage anyone who is interested to email through if interested.

*Would like it noted that whatever way this decision goes it has intergenerational implications and would like it to be taken with the utmost seriousness and thoughtful consideration.*

**Zoning around the buses – would we lose our bus rights with other schools bringing their buses into our zone?**

MC - Students in different year levels must get on at different locations. TEZ are separate from the enrolment zone.

**All our sport is directed towards South Canterbury, that is something that we would potentially need to look at too – would we send our children that way?**

SC - CoL has got CPFS in it so sits well within South Canterbury.

SP – The issues being discussed around sport are not Governance they are operational.

GS - There are a lot of things tying CPFS to Geraldine. The trend has always been to go South.

SK – Whether there is one Board or two the connections won't change.

**Do you want our opinion by way of a vote this evening?**

SK - We need to go back and look through the pros and cons that have been discussed and really drill down to make a decision. We are here to talk to about any concerns or questions.

**Sharon Wallace, as a parent rep do you feel like we get enough coverage at the meetings?**

SW – I never feel like we are rushed through the CPF items.

SK – Because there are so many decisions to make as a Board, I probably don't take everything and go into the nitty gritty of CPF while at the meetings as much as we could. I get to talk to them about everything I feel I need to talk about but rely on sub committees.

**Sharon Wallace, do you think we have a need to have our own Board with people of our own community or the Board with depth?**

SW - We do have a great depth within the current Board with Geraldine however we could bring our own expertise to the table. We do have great expertise within the Board that we can call on.

*There are people within the community that would have the expertise and experience to bring to a new Board.*

*Could be the fear of the unknown. Something that has worked well for such a long time and the fear of jeopardising what is working.*

**Could you have a sub Board that then reports back to the Board?**

SP - That already happens now.

Other comments from floor:

- *I wouldn't be worried about the expertise in the community. We went to Geraldine because schools were being shut down. There would be people in the community to call on for support. The experience is there, and I don't feel that is a vice at all.*
- *I think as a school we need to be aware that we are connecting with our entire community through Grandparents. Going forward needs to be community based not school based.*
- *A Board does not need to be Mums.*
- *We have grandparent and neighbours, so we need to tell them about what is going on.*

Other points for the Board to consider:

- **How do we connect going forward?**
- **Do we need another meeting? Include information about being a Board member.**
- **What would draw the feedback?**
- **Starting to consider whether we can create a Board.**

8.33 meeting closed