



## Education Report: Range of Dates for the 2022 Triennial School Board Elections

<b>To:</b>	Hon Chris Hipkins, Minister of Education		
<b>Date:</b>	5 May 2021	<b>Priority:</b>	High
<b>Security Level:</b>	In Confidence	<b>METIS No:</b>	1258486
<b>Drafter:</b>	Andrea Thomson, Senior Advisor	<b>DDI:</b>	04 4638254
<b>Key Contact:</b>	Doug Ferry, Manager School Governance	<b>DDI:</b>	04 4638262
<b>Messaging seen by Communications team:</b>	No	<b>Round Robin:</b>	No

### Purpose of Report

The purpose of this paper is for you to:

- **Note** that you can approve a range of dates for the 2022 triennial elections for school Boards under clause 3(4)(a)(i) of Schedule 23 to the Education and Training Act 2020 (the Act);
- **Approve** Monday 2 May 2022 to Friday 20 May 2022 as the range of dates for the 2022 triennial school board elections and 4 May 2022 as the common election date within the range of dates;
- **Sign** the attached notice for the *New Zealand Gazette*;
- **Agree** to proactively release this Education Report as part of the next publication.

## Recommended Actions

---

The Ministry of Education recommends you:

- a. **Approve** Monday 2 May 2022 to Friday 20 May 2022 as the range of dates for the 2022 triennial school board elections

☒ Agree / ☐ Disagree

- b. **Approve** Wednesday 4 May 2022 as the common election date within the range of dates

☒ Agree / ☐ Disagree

- c. **Sign** the notice attached as Annex 1 for the *New Zealand Gazette*

- d. **Agree** that this Education Report is proactively released as per your expectation that information be released as soon as possible. Any information which may need to be withheld will be done so in line with the Official Information Act 1982.

☒ Release / ☐ Not release



Katrina Casey  
Deputy Secretary  
Sector Enablement and Support

5/5/2021



Hon Chris Hipkins  
Minister of Education

28/5/2021

## Background

---

- 1 The New Zealand School Trustees Association (NZSTA) manages the election process as part of an agreement with the Ministry of Education. This includes the promotion, information, and training and support services for returning officers.
- 2 Under clause 3(4)(a)(i) of Schedule 23 to the Education and Training Act 2020 (the Act), you can specify a range of dates for which boards must hold their elections during an election year.
- 3 The Education (Board Elections) Regulations 2000 (Regulations) sets out the process requirements relating to school board elections. In 2020, changes to the regulations resulted in the elections timetable for all schools (except distance schools, and boards with alternative constitutions that specify different election processes or timetable), increasing from 38 day to 63 days to accommodate the declining frequency of the postal system.
- 4 The longer election timeline means it is now difficult to run an election that avoids the school holidays.
- 5 We propose the range of dates within which boards must hold their election is from Monday 2 May 2022 to Friday 20 May 2022. This means that boards would be required to commence their election process from Monday 28 February 2022 at the earliest, and no later than Friday 18 March 2022.
- 6 We also recommend the common election date, which is not compulsory, be 4 May 2022. This means boards would be required to commence their elections by Wednesday 2 March 2022.
- 7 See Annex 2 for the full election timelines for the proposed range of dates, and the recommended common election date.
- 8 The Ministry has considered the following when recommending the dates above:
  - a. ensuring that as many key dates (where possible) do not fall within school holidays, public holidays, or weekends;
  - b. dates that allow school administration staff time to ensure the school roll is up to date before electoral rolls are produced for returning officers;
  - c. ensuring that returning officers can access training and guidance after schools open for instruction and before the election process commences;
  - d. ensuring that triennial elections take place earlier in the year, as this impacts on the dates that mid-term elections take place in 2023;
  - e. allowing time after the common election date so that if early dates are missed they can still be accommodated within the range of dates;
  - f. allowing sufficient time for the new board to meet following the election, during term time; and
  - g. allowing newly-elected members sufficient time to plan to attend the NZSTA annual conference which is usually held in June or July.
- 9 The Ministry has consulted NZSTA, which supports the proposed dates.

## Financial Implications

---

- 10 The Ministry has not identified any financial implications associated with approving these election dates. The Ministry will continue to fund triennial school board elections through the Operations Grant.

## Risks

---

- 11 The Ministry has not identified any risks associated with approving these election dates.

## Proactive Release

---

- 12 It is intended that this Education Report is proactively released as per your expectation that information be released as soon as possible. Any information which may need to be withheld will be done so in line with the provisions of the Official Information Act 1982.

## Annexes

---

- Annex 1: Notice for the *New Zealand Gazette*  
Annex 2: Election timelines

Proactively Released



## NOTICE FOR NEW ZEALAND GAZETTE

### Range of dates for the 2022 triennial School Board elections.

Under clause 3(4)(a)(i) of Schedule 23 to the Education and Training Act 2020, I hereby specify the period from 2 May 2022 until 20 May 2022 as the range of dates for the triennial School Board elections to be held in 2022.

Dated at Wellington this 29<sup>th</sup> day of May 2021.

Hon Chris Hipkins  
Minister of Education



Proactively Released

## Election timelines

Event	Earliest date	Common date	Latest date
Select Returning Officer by	Monday, 28th February 2022	Wednesday, 2nd March 2022	Friday, 18th March 2022
Close Main Roll	Monday, 7th March 2022	Wednesday, 9th March 2022	Friday, 25th March 2022
Call for Nominations by	Wednesday, 9th March 2022	Friday, 11th March 2022	Sunday, 27th March 2022
Close Supplementary Roll	Monday, 28th March 2022	Wednesday, 30th March 2022	Friday, 15th April 2022
Nominations Close	Wednesday, 30th March 2022	Friday, 1st April 2022	Sunday, 17th April 2022
Voting Papers Issued by	Monday, 4th April 2022	Wednesday, 6th April 2022	Friday, 22nd April 2022
<b>Election Day</b>	Monday, 2nd May 2022	Wednesday, 4th May 2022	Friday, 20th May 2022
Accept Postal Votes	Saturday, 7th May 2022	Monday, 9th May 2022	Wednesday, 25th May 2022
Count Votes	Sunday, 8th May 2022	Tuesday, 10th May 2022	Thursday, 26th May 2022
Board Takes Office	Monday, 9th May 2022	Wednesday, 11th May 2022	Friday, 27th May 2022

Term 1 School Holidays: Saturday 16 April to Sunday 1 May