

### Closure / Establishment of a new Hāwera Year 7 – 15 school

This table provides information on school closure / establishment of a new school

Description	Closure	Establishment of a new state school
<b>Definition</b>	<ul style="list-style-type: none"> <li>• The schools close and the School Boards legally cease to exist on 27 January 2023.</li> <li>• The new Year 7-15 school has been established and becomes operational from January 2023. The timing of the closures and the opening of the new school align so that students finish at one school at the end of the year and the new school is operational at the start of the next year. Also see process for establishing a new school.</li> </ul>	<ul style="list-style-type: none"> <li>• The Minister has approved the establishment of a new school.</li> <li>• An Establishment School Board (ESB) is appointed (there are 5 members on the ESB).</li> <li>• The ESB works to ensure that the school is ready for opening at the start of the 2023 year.</li> <li>• The timing will align so that students finish at one school at the end of the year and start at the new school at the beginning of the following year.</li> </ul>
<b>Legislation</b>	<ul style="list-style-type: none"> <li>• Section 199 of the Education &amp; Training Act 2020.</li> </ul>	<ul style="list-style-type: none"> <li>• Section 190 of the Education &amp; Training Act 2020.</li> </ul>
<b>Timing</b>	<ul style="list-style-type: none"> <li>• Closes end of school year 2022 and for teacher pay purposes ends 27 January 2023.</li> </ul>	<ul style="list-style-type: none"> <li>• Opens term one 2023.</li> <li>• The principal of a new Year 7-15 secondary school is able to be appointed up to 5 terms before the school opens. We recognise that this is not possible now, as it doesn't fit into the timeframe. We will work with the ESB to have the principal appointed as soon as possible.</li> <li>• Senior management can be appointed up to 4 terms before the school opens. We recognise that this is not possible now, as it doesn't fit into the timeframe. We will support the ESB to appoint the senior management staff as soon as possible.</li> <li>• The Ministry will also review and consider possible additional earlier appointments.</li> <li>• ESB can appoint any staff from date of their appointment however the timing from which their remuneration is paid by the Ministry is as per above bullet points.</li> <li>• ESB secretary can be appointed immediately to assist them with administration.</li> </ul>
<b>Governance of schools</b>	<ul style="list-style-type: none"> <li>• The School Boards of the closing schools govern the schools through to the date of closure.</li> </ul>	<ul style="list-style-type: none"> <li>• An Establishment School Board is appointed by the Minister. These 5 people are supported by a Governance Facilitator.</li> <li>• The ESB develops the vision for the new school along with its policies and processes. It maintains close communication with the community to ensure that what is reflected in the school's foundational documents reflects the community.</li> <li>• The school has notional rolls for the first three years. These are reviewed frequently throughout the 3 year period to ensure that staffing is ahead of the current school rolls.</li> <li>• The ESB gets a staffing allocation (based on the notional roll), develops its staffing plan and starts advertising and appointing staff. Usually the principal and senior management are appointed first and then other teaching and non-teaching staff.</li> <li>• The ESB can make any early appointments to assist them in preparing the school for opening in 2023. Funding is either through use of the establishment grant or from the Ministry approved teachers' salary charge.</li> <li>• The Ministry provides a Governance Facilitator to support the ESB in their role.</li> </ul> <p>The Education Review Office (ERO) undertakes a readiness review to ensure that the school is well positioned to open. ERO visits the school 3 or 4 times (before and after it opens) as part of this process.</p>
<b>Taking office</b>		<ul style="list-style-type: none"> <li>• The Minister appoints the ESB and they take up governance of the new school immediately.</li> </ul>
<b>Co-opting</b>		<ul style="list-style-type: none"> <li>• The ESB can co-opt up to 4 additional members to help with the processes needed to ensure the school is ready for opening.</li> <li>• The ESB can create sub committees that are focused on aspects of establishing the new school. If they do then at least one appointed or co-opted ESB member must be on the sub committee and they provide feedback on the sub committee work to the ESB.</li> </ul>
<b>Term ends</b>	<ul style="list-style-type: none"> <li>• The School Board ceases to exist on the date of closure and has no rights or responsibilities beyond that date.</li> </ul>	<ul style="list-style-type: none"> <li>• The ESB usually stays in place for about 3-6 months after the school opens. They then apply for an election and the school moves to having an elected board. The election normally takes place after the ERO readiness review visits are completed.</li> <li>• Some members of an ESB may choose to stand for the elected board.</li> </ul>

**Governance and Board responsibilities, *continued***

Description	Closure	Establishment of a new state school
<b>Implementation</b>	<ul style="list-style-type: none"> <li>• A residual agent is appointed to wind up the affairs of the Boards of the closing schools.</li> <li>• A change manager will be engaged to work with the Boards help plan and implement the practical aspects of the closure process.</li> <li>• Staff are able to access Employee Assistance Programme (EAP) to support them during this change period.</li> </ul>	<ul style="list-style-type: none"> <li>• A governance facilitator will be appointed to support the ESB. The governance facilitator is experienced in school governance and operations.</li> <li>• The Ministry's Tārai Kura programme will support the school to help them develop their Education Brief and vision by linking with iwi.</li> <li>• Establishment funding is provided to the ESB so they have resource to undertake the work to establish the new school.</li> </ul>
<b>General Board Elections</b>	<ul style="list-style-type: none"> <li>• As the Minister's decision to close both schools has been gazetted, Board elections do not need to take place.</li> </ul>	<ul style="list-style-type: none"> <li>• There is no set period when the ESB must go out of office. Usually it is about 3-6 months after the new school has opened.</li> <li>• The ESB applies to hold elections (which may include having an alternative constitution) and then runs the process to move to having an elected board (with a usual constitution or an alternative constitution). This election does not have to take place at the time of the triennial board elections.</li> <li>• This normally takes place after the ERO readiness review visits are completed and the report developed.</li> </ul>
<b>The role of the School Board as the Employer</b>	<p><b>Teaching staff</b></p> <ul style="list-style-type: none"> <li>• All teaching staff are declared surplus and provisions of the relevant collective agreements apply.</li> <li>• Teaching staff of the closing schools can apply for positions at the new school.</li> </ul> <p><b>Support staff (including caretakers, cleaners ground staff)</b></p> <ul style="list-style-type: none"> <li>• All positions are declared surplus and provisions of the relevant collective agreements apply.</li> <li>• Non-teaching staff can apply for any positions advertised by the new school.</li> <li>• The School Board is required to meet any costs of redundancy entitlements and the Board's funds are not enough to cover these costs, any deficit will be deducted from the total Education Development Initiative (EDI) funding available (see below).</li> </ul>	<p><b>Teaching staff</b></p> <ul style="list-style-type: none"> <li>• The ESB is given a staffing allocation based on the notional roll of the new school.</li> <li>• The employment transition team along with the ESB develops its staffing plan based on the allocation and how it plans to operate the school. Units and Management units are also allocated alongside positions.</li> <li>• The school board advertises for and appoints staff to the roles it has developed.</li> <li>• The principal can be appointed up to 5 terms before the school opens</li> <li>• Senior management can be appointed up to 4 terms before the school opens.</li> <li>• All positions are advertised nationally.</li> </ul> <p><b>Support staff (including caretakers, cleaners grounds staff)</b></p> <ul style="list-style-type: none"> <li>• The ESB (may delegate) advertises and appoints support staff.</li> </ul> <p>• The employment transition team will support the ESB in the development and implementation of the new staffing structure.</p>
<b>Students</b>		
<b>Student enrolment</b>	<ul style="list-style-type: none"> <li>• Students enrol in the newly established school for 2023.</li> </ul>	<ul style="list-style-type: none"> <li>• Students enrol in the new school for 2023.</li> </ul>
<b>School Transport</b>	<ul style="list-style-type: none"> <li>• Normal school transport assistance policy will apply.</li> </ul>	<ul style="list-style-type: none"> <li>• Normal school transport assistance policy will apply.</li> </ul>
<b>EDI funding</b>		<ul style="list-style-type: none"> <li>• Additional resourcing called Education Development Initiative (EDI), paid from the savings created by the reorganisation, is available for projects to strengthen students' achievement.</li> <li>• The Hāwera schooling change generates \$1,037,500 in EDI funding.</li> <li>• The new school will submit a plan to their local Ministry office for how the EDI funding will be used to enhance student achievement. The school has 6 years in which to use this funding.</li> </ul>

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<b>Financial</b>	<ul style="list-style-type: none"> <li>At the date of closure, the assets and liabilities of the School Board of the closing school revert to the Ministry of Education (including banking staffing).</li> <li>As long as the Board is not in deficit, the Ministry generally agrees to the assets being distributed between other state schools in the local area. In this case we will seek agreement from the Associate Dep Secretary for the assets from the closing schools to become the assets of the new school. This will be detailed in the EDI memorandum of agreement. Note: assets cannot be given to individuals or organisations other than state or state-integrated schools. The distribution of assets to other schools (should there be any) will be organised by the change manager with the boards.</li> <li>The EDI funding from the closure is used to support students as they transition to the new school and for projects that raise student achievement.</li> </ul>	<ul style="list-style-type: none"> <li>As the decision is to close both schools and a new school is established, it is likely that the assets from the closing school will be provided to the ESB of the new school.</li> <li>The ESB will (from its budget) purchase additional assets as needed to operate the school.</li> <li>The ESB will have its accounts audited as is the case for all School Boards.</li> <li>If the ESB does not want particular assets, they can be distributed to local state schools. This will be organised by the change manager.</li> </ul>
<b>Managing assets and resources</b>	<ul style="list-style-type: none"> <li>All assets revert to the Crown.</li> <li>In the case of the Hāwera schooling change the assets would likely be provided to the new school.</li> <li>A MOU is developed for the distribution of assets to other schools.</li> <li>A residual agent manages the finances until final audited accounts are completed.</li> </ul>	
<b>Property entitlements and Accessing property funding</b>	<ul style="list-style-type: none"> <li>Once the South Road site is no longer required for educational purposes, it is put into the land disposal process. We recognise that this may be in the medium term.</li> </ul>	<ul style="list-style-type: none"> <li>Both current school sites will be available for educational purposes by the ESB from January 2023 until the new school has transitioned to the Camberwell site.</li> <li>Funding for changes to property at the new school will be sought through the budget process over several years.</li> <li>The School Board will need to produce a 10 year property plan (10YPP) in due course.</li> </ul>

Current as at 09 November 2021