

Change managers, residual agents and governance facilitators

This fact sheet has information about the additional roles which will be in place to support Boards of Trustees to implement the final decisions.

	Change managers	Residual agents	Governance facilitators
What is their role?	The change manager works with the Board of Trustees, the residual agent and the Ministry to implement the Minister's final decision. The change manager provides support on operational matters associated with the closure or merger of a school. They support the Board to fulfil the employer responsibilities in accordance with the relevant collective agreements for all staff in the school. They also provide support to parents and families as they make decisions and transition their children to a different school.	A residual agent helps the Board of Trustees with its financial management prior to closure or merger, and to wind up the school's affairs ensuring the correct distribution of assets as stated in the memorandum of agreement.	The governance facilitator will support the Appointed Board in a merger to complete those tasks required for the newly merged school to open. This includes assisting the Board to appoint the principal and to create the vision for the newly merged school.
Which schools do they work with?	Closure schools Merger schools – both continuing and merging school	Closure schools Merger schools – both continuing and merging school	Merger schools – continuing school only
Who pays?	The Ministry	The Board of Trustees	The Ministry
How are they appointed?	The Ministry has identified a list of people who have experience in undertaking similar types of work. Once the newly elected Boards are in place (following 2013 elections), the Ministry will meet with the Board to discuss the change manager work and potential appointees. Once consensus is reached, the Ministry will organise a contract with that person.	Boards will be provided with a set of tasks that the residual agent will need to undertake. The Board, in conjunction with the Ministry, identifies an appropriate person to be the residual agent and appoints them to do the work. The residual agent can be appointed shortly after the final decision is announced. The Ministry will provide the Board with a template contract which is signed by the Board, the Ministry and the Residual agent.	The Ministry has identified a list of people who have experience in undertaking similar types of work. Once the Appointed Board is in place, the Ministry will meet with the Board to discuss the governance facilitator job and potential people. Once consensus is reached, the Ministry will organise a contract with that person.



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How long are they in the position	<p>For schools closing or merging in 2014, change managers will be appointed within a month of the Minister’s final decision being announced. They will work with the Boards of closing schools, and the merging schools through to the date of closure/merger.</p> <p>Change managers will work with the continuing schools, and then the newly merged school, for up to three months after the date of merger.</p>	<p>The residual agent will be appointed soon after the Minister’s final decision is announced. They will be in place until after the closure or merger date to ensure the financial affairs of the school are wound up and the assets distributed as agreed. This role is likely to end within three months of the merger/closure date.</p>	<p>Governance facilitators will be in place until the elections for a Board of Trustees for the newly merged school takes place. This has to be within three months of the date of merger.</p>
Further information	<p>Go to www.shapingeducation.govt.nz to view the change manager’s role description</p> <p>Note: The task list will be adapted to meet the needs of the school and its context.</p>	<p>Go to www.shapingeducation.govt.nz to view the residual agent’s role description</p> <p>Note: The task list will be adapted to meet the needs of the school and its context.</p>	<p>Go to www.shapingeducation.govt.nz to view the governance facilitator’s agent’s role description</p> <p>Note: The task list will be adapted to meet the needs of the school and its context.</p>

Further information is available on the *Shaping Education* website www.shapingeducation.govt.nz

