

Change managers and residual agents – St Paul’s School (Dallington) and Our Lady of Fatima School

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

	Change managers	Residual agents
What is their role?	The change manager works mainly with the Principal, the residual agent, the Ministry and the Proprietor to implement the decision to close the schools but will report progress regularly to the Board of Trustees. The change manager provides support on operational matters associated with the closure of a school. They support the Board to access appropriate support through NZSTA. 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, and to wind up the school’s affairs ensuring the correct distribution of assets as stated in the memorandum of agreement.
Who pays?	The Ministry	The Board of Trustees
How are they appointed?	The Ministry has identified a list of people who have experience in undertaking similar types of work. Once the final decision is announced, the Ministry will meet with the Board to discuss the change manager work and the time frames for appointing people to this position.	Boards will be provided with a set of tasks that the residual agent will need to undertake. The Board, in conjunction with the Ministry and the Proprietor, identifies an appropriate person to be the residual agent and appoints them to do the work. The Ministry will provide the Board with a template contract which is signed by the Board, the Ministry and the Residual agent.
How long are they in the position	Change managers will work with the school until the date of closure and will stay in place to finalise any outstanding tasks for up to three months following the date of closure.	The Ministry will work with schools about when residual agents should be in place. They will be in place until after the closure 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 after the closure date.
Further information	Go to www.shapingeducation.govt.nz to view the change manager’s role description Note: The task list will be adapted to meet the needs of the school and its context.	Go to www.shapingeducation.govt.nz to view the residual agent’s role description Note: The task list will be adapted to meet the needs of the school and its context.

For further information contact your senior advisor.

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

