

## The process for the 28 day response period

*The process for schools following the announcement.*

The Minister announces her interim decision after considering the Board's feedback.

In accordance with section 154 of the Education Act 1989, where the Minister's interim decision is that the school should close, a school's Board "must be asked if it has any arguments in favour of the school's staying open". This is usually required within a 28 day period.

In the Christchurch situation, the Minister has agreed that all affected schools will have additional time to provide feedback.

The process begins when a Board is informed of the Minister's interim decision. Boards have until 4pm, 28 March 2013 to respond.

The response should be addressed to **Kathryn Palmer, Acting Regional Manager, Ministry of Education, PO Box 2522, Christchurch 8140.**

This feedback will then be considered along with the initial submission before a final decision is made.

If the Board does not wish to provide further feedback or argument on why the school should remain open or not merge, it should state that in a letter or submission to the Ministry. If a submission is not received from any affected Board, the Board will be contacted by the Ministry.

A Board may decide to consult with its community during this response period.

A possible template for the submission is provided on the back of this fact sheet.

The Ministry will pay up to \$2,500 to fund a facilitator to support the Board (up to 20 hours @ \$100 per hour plus \$500 for other costs).

The Board may use the same facilitator that it used for the initial consultation period, or it may contract someone else. (The Ministry has a list of suitably experienced people.)

Your Ministry Education Curriculum and Performance Senior Adviser is also available to assist.

Further information available on the *Shaping Education* website [www.shapingeducation.govt.nz](http://www.shapingeducation.govt.nz)



## Possible submission template

\_\_\_\_\_  
\_\_\_\_\_

School Address

Date

Kathryn Palmer  
Acting Regional Manager,  
Southern Region  
Ministry of Education  
PO Box 2522  
Christchurch 8140

Dear Kathryn

Re: The Minister of Education's interim decision that \_\_\_\_\_ School should

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**Para 1:** The Board's overall response to the interim decision (for example, it supports it / does not support it / could support it if additional changes to the interim decision were made etc).

**Para 2:** Process for developing this submission.

**Para 3:** Arguments in favour of the school staying open / not merging. (Further detail can be attached if necessary).

**OR**

**Para 3:** Statement that the Board has no argument in favour of the school remaining open or further information to add to its initial submission that was provided as feedback to the Minister's proposal.

Yours sincerely

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
School Board of Trustees

