

## The submissions analysis and recommendations process

*This factsheet outlines the process used to analyse the submissions on the proposals announced on 13 September 2012 and the recommendations process.*

- 1 In response to the Minister's proposals, school submissions were received by the Christchurch Ministry of Education office on 7 December 2012.
- 2 School submissions were scanned and copied. Original copies were securely filed to ensure they remained in their original unaltered state.
- 3 The submissions on each school went through a process of in-depth analysis and network modelling by Ministry analysts, using network, social, and school data, to ensure a robust and balanced view of each school's current and potential future state.
- 4 All analysis was peer reviewed to check for any discrepancies. Alternative options and reasons for either remaining with the Minister's initial proposal or recommending a new option were discussed.
- 5 Individual school reports for the Minister of Education were drafted. Included in these were the school Board's response, any alternative proposals, the preferred Ministry option(s) and the reasons for these.
- 6 A Ministry governance group oversaw a robust and balanced analysis and report writing process.
- 7 A covering report was written that provided a summary of the analysis and recommendations.
- 8 All reports (individual and cover) were quality reviewed by the Ministry before they were submitted to the Minister for her consideration.

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

