



NZSTA

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Governance support resources

Changing the number of parent representatives

All boards of state and state-integrated schools have 5 parent representative positions unless:

- the board has decided to officially change its number of parent representative positions to no fewer than 3 or no more than 7
- the board has an alternative constitution which has been approved by the minister and gazetted

Changing the number of parent representatives is quite a straightforward process that involves “altering the board’s constitution”.

Be sure to contact NZSTA’s Advisory and Support Centre for advice. This will help the board make an informed decision.

Key points about the process

The board:

- can change the number of parent representative positions on its board to not fewer than 3 and no more than 7. It cannot do this if the board has already started the process for triennial or mid-term elections (for boards that use a staggered election cycle).
- must make this change by board resolution (decision) at a meeting open to the public. This decision must be recorded in the meeting minutes
- must notify its school community of the meeting where it’s going to decide whether or not to change its constitution. They have the right to attend

After the board has changed its constitution

A board must then

- update the board member register with details of the decision
- notify the Ministry of Education and NZSTA so they can update their records
 - Ministry of Education email: information.officer@education.govt.nz
 - NZSTA email: database@nzsta.org.nz

- you can use this suggested wording:

“The *[insert school name]* board *[insert school profile number]* resolved at a meeting on *[insert date]* to alter the number of parent representatives on its board to *[insert number]*”

- hold a by-election to fill any casual vacancy created by the board increasing the number of parent representative positions (selection is not an option in these circumstances)

Useful Links

[Trustee elections website](#)

Resources and information for boards

Education and Training Act 2020 [section 121](#); [schedule 23\(12\)-\(13\)](#)



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For further advice please contact the Advisory and Support Centre on 0800 782 435, option 1 or email govadvice@nzsta.org.nz