



NEXT-LEVEL BOARD ELECTION SERVICES

**COVERED BY YOUR MINISTRY OF
EDUCATION FUNDING**



www.schooled.nz/elections

Why Schooled?

We have been doing this for a loooong time, since 1992 in fact. We have managed over 2000 school board elections and on top of that we have also been the only provider accredited by the Ministry of Education to be able to provide online elections since they were introduced in 2022.

We have the team and experience to take the stress and hassle away from your school board elections. Once you appoint us as your Returning Officer and provide us with your electoral roll we take over the whole process for you.

Regardless of wether your school chooses to run a traditional, paper-based election or an online election we have the systems and technology in place to make sure things are done right.

Election Types

Since the 2022 triennial board elections schools have the option of holding a traditional paper-based postal election, or an online election. The regulations require that only accredited providers must be used for online parent and staff representative elections. Schooled is the only provider accredited by the MoE since online elections were introduced in 2022.

If parents don't have an email address, or do not wish to participate in online elections, they will be supplied with traditional paper voting papers, so no one is excluded.

The Election Timeline

The timeline that school board elections have to follow is detailed in the Education (Board Elections) Regulations 2022 and the timings are all calculated from the election date. Schooled has chosen September 10th as the election date for elections we will be running, as this ensures that all key dates are in term time and we will be able to declare results before the end of Term 3.

The election timetable for 2025 will be as follows unless your school chooses a different election date. (A different timetable applies to staff and student elections).

Event	Date	Term Dates
Close Main Roll	Wednesday 25 th June	T2 Week 9
Call for Nominations by	Friday 18 th July	T3 Week 1
Close Supplementary Roll	Monday 4 th August	T3 Week 4
Nominations Close (at 12pm)	Wednesday 6 th August	T3 Week 4
Voting Papers Issued by	Wednesday 13 th August	T4 Week 5
Election Day	Wednesday 10 th September	T3 Week 9
Close Poll	4pm on Election Day	T3 Week 9
Accept Postal Votes until	Monday 15 th September	T3 Week 10
Count Votes & Declare Results	Tuesday 16 th September	T3 Week 10
Board Takes Office	Wednesday 17 th September	T3 Week 10

What does Schooled actually do?

The short answer is we take care of almost everything for you, but the following are the key steps and who needs to do what:

Electoral Roll

The school provides the electoral roll to Schooled. This is taken from your Student Management System and we need the name, postal address, email address and mobile number. We then cleanse and format the data so that it will work with our technology. If you have chosen an online election this is when we will find any people without email addresses and set them up to receive postal information.

Nominations

We will email or post out a call to nominations to all people on the electoral roll. We will also send your school the necessary information to share with your community via your school newsletters etc about the nomination process and where to find more information about being a school board member etc. We will keep your school updated with details of nominations received, so you can remind your school community if you wish. Once nominations close, we will advise your school what the next steps will be.

If there are more nominations than vacant positions then we will move to the voting stage.

If we don't need to hold a vote, we will move to the declaration stage.

Voting

If your school needs to go to a vote, we will take care of everything for you.

For online voting, we will send voting information to the people on the electoral roll which allows them to vote securely as required as part of the online voting accreditation from the MoE. Those voters who do not have email addresses on the electoral roll will be provided traditional voting forms like below.

For traditional voting each voter will be sent a voting pack with a voting form, candidate profiles and a return envelope. Completed voting forms are returned to the school office, and we provide a courier bag to return all of these to us once voting closes.

All online and postal votes are counted, and then a Declaration of Results is issued.

Declaration of Results

Once the election process is complete, either after nominations if there weren't enough to trigger a vote, or after voting, we will provide a Declaration of Results which is sent to your school to be shared with your wider community. We will also send a copy of the declaration to all candidates and provide successful candidates with the links to the Appendix 2 form they need to complete to register with NZSBA/ Te Whakarōputanga.



TERMS AND CONDITIONS

1. The School agrees to pay Schooled Limited for the election services detailed on the Appointment Of Returning Officer form.
2. The total fee will be calculated based on the school roll on the day of closing the main electoral roll. For schools who sign and return the Appointment Of Returning Officer form before close of business on the 28th February 2025, Schooled Limited will calculate the fee based on the 2024 election funding of \$693.01 +GST base fee and per student fees of \$7.94 +GST for all schools excluding intermediates and \$11.87 +GST for intermediate Schools. If the Ministry of Education reduces funding for school board elections in 2025, Schooled Limited fees will be calculated on the lower of the 2024 or 2025 funding amounts.
3. For schools who sign and return the Appointment Of Returning Officer form from the 1st March 2025, Schooled Limited will calculate the fee based on the 2025 election funding, which is still to be released by the Ministry of Education.
4. Schooled Limited will charge fees on top of Ministry of Education funding amounts for staff representative elections and student representative elections. These fees are detailed earlier in this document.
5. Schooled Limited will invoice the school for 70% of the total fee on the date nominations open. For schools using the election timetable outlined by Schooled Limited, this will be the 18th July 2025. The remaining 30% of the total fee will be invoiced only if the school receives enough nominations to require an election. If an election is not required, then Schooled Limited will not invoice the remaining 30% of the total fee.
6. Schools who appoint Schooled Limited as their returning officer will have an election timetable based on an election day of 10th September 2025. This timetable is detailed in the attached information. If a school wishes to have an election timetable based on a different election day, this must be approved in writing by Schooled Limited. The approved election dates are those that have been gazetted by the Minister of Education. The Returning Officer may only offer election services where the election day falls within the gazetted date range and has no ability to alter the election timetable apart from the election date.
7. Due to the number of school board elections that Schooled Limited is the Returning Officer for, Schooled Limited has set an earlier deadline for schools to provide their main electoral roll. For schools using the election timetable outlined by Schooled Limited, this will be the 25th June 2025. Any schools who do not provide their main electoral roll by this time, but provide it before the deadline required by Regulation, will be charged a late fee. The late fee will be \$250.00 +GST for schools with a student roll of up to 250 students, \$500.00 +GST for schools with a student roll of 251 to 750 and \$1000.00 +GST for schools with a student roll of over 751 students.
8. The Returning Officer will conduct the election in accordance with all required legislation and regulations including, but not limited to the Education And Training Act 2020 and the Education (Board Elections) regulations 2022.
9. The Returning Officer of record will be:
Eric Yu, Schooled Limited
89 Nazareth Avenue, Middleton, Christchurch 8024

CONTACT US



election@schooled.nz



0800 472 466 Option 5



Schooled HQ, 89 Nazareth Avenue
Middleton, Christchurch 8052