



Holding a school community meeting: guidelines for worksite reps

On 27 June the first meetings with school communities will take place to start the conversation about staffing issues in our primary schools and the pathway to fully staffed schools. More meetings will follow in schools around Aotearoa in the last days of term 2 and in early term 3. Here's some information to help you set up a meeting at your school.

Why are we holding these meetings?

Understaffing is a major issue in our primary schools/kura. Too many children are not getting the attention they need to reach their full potential and too many are falling through the cracks. Understaffing means teachers are not free to teach and principals are not free to lead their schools. Addressing this issue will require significant funding. To secure support from politicians to provide that funding, we need to demonstrate the support of parents, board members and the wider community.

How can I set up a meeting at my school?

Start by talking with your principal. They are best placed to invite parents and board members and to host a school community meeting. Work with your principal to set a date and time that works for your school. Principals have been informed that these meetings are taking place, as part of the Wāwāhi Tahā and Te Ao Kei Tua campaigns.

How can our school prepare?

Click on this link [\(include link\)](#) to open a folder of resources. The folder contains:

- A template invitation.
- A link to a short (approximately 4 minute) video which has been produced to show at the meeting. This video is targeted at a community audience. It provides the background and context for the staffing issues in primary schools and shares a vision of what fully funded schools/kura would look like.
- A script to introduce the meeting
- A link to a record contact information to keep parents, board members and community members up to date with the campaign

Is there a set agenda for the meetings?

There are no rules for the school community meetings. The most important thing is to start the conversation about staffing and impact on children and whānau and to ensure the voices of parents and whānau are in that conversation. Your school community meeting could look like this:

- 3.30pm** Welcome
- 3.35pm** A round of introductions
- 3.45pm** Introduction from principal and one or two teacher members (see attached script)
- 3.55pm** Conversation starter: Is staffing in primary schools sufficient for every child to achieve their full potential? This could be a group discussion (carefully facilitated to ensure everyone has a voice, especially parents and board members).
- 4.15pm** Teacher story: A personal story from a teacher on how understaffing impacts on their ability to teach and enable children to reach their potential.
- 4.20pm** Screen the vision video.
- 4.25pm** Principal or board chair leads a discussion around these questions:
- Did the problems or issues in the video seem real to you?
 - What stood out for you in the vision of a fully staffed school?
 - What will it take to achieve this vision?
- 4.50pm** Principal hands over to worksite rep to invite parents and whānau to sign on to keep informed and continue the conversation about uniting around the vision of fully staffed schools and the campaign to make all schools Time 4 Tamariki schools.
- 4.55pm** Close
- 5pm** Refreshments

How can we keep the conversation going with our communities?

The school community meetings are just the start of a campaign to unite with our communities around the vision of fully staffed schools. The next steps are:

- Regular updates from NZEI Te Riu Roa to school communities on progress in the campaigns for fully staffed schools to keep your school community informed
- Growing the number of parents and whānau members who have the opportunity to see the video and talk about the pathway and how we can get there
- Uniting around campaign actions in the future to win the change we need for all children to reach their potential

What resources are needed?

- Sheets of paper to record ideas
- A tv/projector to show the video)
- A phone to record contacts and a person allocated to do this
- Refreshments! (Talk to your area council about providing funding for this)

What else?

Winning fully staffed schools will take significant funding and that means we need to build strong community support. You can help build the momentum around the community campaign by sharing images, quotes, and stories of your community meetings on social media. Just make sure everyone photographed agrees to have their photos/comment shared.