

PROCESS FOR GAINING AN INCREASE IN THE MAXIMUM ROLL

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Decision

Proprietor decides to apply for an increase in maximum roll.



2

Meet Regional Office

Proprietor meets with MOE regional office to discuss application, obtain forms, and gain advice on completing the application with all of the information required. THIS IS THE MOST IMPORTANT STEP IN THE PROCESS.



3

Prepare application

Proprietor prepares and signs application, ensuring all information is provided as per the directions from MOE regional office, including declaration form.



4

Email application

Proprietor sends completed application to APIS – c/o NZCEO who process the application on behalf of APIS.



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Application lodged

APIS lodge application on tracking sheet, send application to MOE National Office.



6

Application accepted

MOE National Office checks application to ensure completed correctly, then sends to MOE regional office for review and processing. If application not completed correctly, it is returned to APIS for follow up.



7

Review of application

Regional office reviews application and makes a recommendation to National Office MOE to progress. This review includes consultation with local schools and agencies such as NZEI & PPTA.



8

Report prepared

National Office MOE review recommendation of MOE regional office and prepares report for Secretary for Education.



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Final decision

Regional office MOE advise of final decision to Proprietor and informs CEO of APIS.



10

Agreement prepared

On receipt of MOE notification APIS prepares supplementary agreement on behalf of proprietor.



11

Agreement signed

APIS sends supplementary agreement to proprietor for review and signing.



12

Return to APIS

Proprietor signs and adds seal and returns agreement to APIS who send it to National Office MOE for counter signing by Secretary of Education.



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MoE countersigns

National Office MOE counter signs agreement and returns to APIS. National Office MOE gazette the change to max roll.



14

Application process completed

APIS sends completed agreement to Proprietor for their records.



15

Close file

APIS holds a copy on file and MOE publish on their website under State Integrated Schools/Integration Agreements.



Timelines

The process for a maximum roll increase can take at least 6-9 months. Proprietors are advised to ask their Regional Office for an indication of how long the process will take and factor in plenty of time when considering when the roll increase will take effect, especially if additional property is required to accommodate the increase in roll.

SITE PLAN UPDATE PROCESS



Proprietor updates site plan

Proprietor completes site plan update form and checklist, includes plans and any relevant reports



Email application to APIS

Application to update site plan is emailed to APIS @ nzceooffice@nzceo.org.nz



Application logged

APIS log application on tracking system and email copy of proposal to MOE for assessment



Review of application

Application reviewed and assessed against school property guidelines and policy. APIS advise of decision by MOE



Application decision

For approved applications, APIS sends a supplementary agreement, site plans and SPG summary to the proprietor to review and sign. APIS advise of any applications declined



Agreement signed

Proprietor signs and return the agreement to APIS. Agreement sent to MOE for counter signing. Once signed, copy sent to proprietor for their records. MOE update K2 and gazette notice prepared.

NOTES:

- Application form can be found on APIS website [here](#).
- The site plan update process is activated once the application has been received and logged by APIS.
- **APIS are the only body able to draft the supplementary agreements.** Please do not draft them yourself and send to MOE.

OTHER CHANGES AND INFORMATION

Process for State Integrated School Change of Name

1. To change of name of a state integrated school, there should be agreement from the board and the proprietor that the name of the school will change.
2. Consultation with the school community is recommended and should also be undertaken before contacting the Ministry of Education.
3. Proprietor writes to Ministry of Education regional office to request the change; the letter will include the reason for the change. Also send a copy to APIS via nzceooffice@nzceo.org.nz
4. The Proprietor includes the board minute approving the request to change the school's name.
5. The Ministry regional office considers the appropriateness of the proposed name.
6. Regional office checks the name is not already in use.
7. Regional Manager will formally write to the Proprietor to let them know the decision.
8. If it has been approved the letter should indicate when the change will be effective from. If it has been declined, the letter should include the reason(s) why.
9. Notification is sent to MOE National Office of the decision and if approved, the effective date for the change of name.
10. Proprietor informs NZCEO/APIS of the change of name decision.



Statutory Declaration Form (Proprietor's Compliance)

This form must be submitted to the Ministry any time you apply to make a change to a school's integration agreement.

Any documentation that the Minister needs to approve.

Each paper to the Minister can take 6-9 months from conception. It must go through the regional office, then national office before it goes to the Minister.

Change of Proprietor

The Minister needs to approve this and a deed of novation is required. Contact the regional office for more information on this process.

Integration agreements

An integration agreement is a contract between the proprietor and the Minister of Education, which allows a school to become a state-integrated school. There is only ever one integration agreement, and any changes to the agreement must be made via a supplementary agreement which varies the original integration agreement. Proprietors and school boards must read their integration agreement alongside any supplementary agreements which include any changes.