

# Steps for a community consultation

Use this activity sheet to determine the time frame, people, resources, and requirements for your consultation process.

Suggested questions to start your consultation process	Use this column to map out how this will look in your school
<p><b>1. Board of Trustees starts the consultation, to be completed every two years</b></p> <p>What is the consultation timeframe?            What is the consultation completion date for the process?  <i>Planning for the next cycle could start at the completion of the previous cycle, especially if a diverse range of activities are planned to reach different parts of the parent community.</i></p>	
<p><b>2. Leadership</b></p> <p>Who will lead the planning?</p>	
<p><b>3. Development of a draft health education statement so the community knows what is being proposed</b></p> <p>Who will be involved in writing the draft statement? Consider:</p> <ul style="list-style-type: none"> <li>▪ A Board of Trustees member for governance.</li> <li>▪ The principal or other senior leader for curriculum.</li> <li>▪ The head of HPE and health education teachers for health education knowledge.</li> </ul>	

**4. Decide the method(s) for consulting**

Who will decide the following?

- How will parents and caregivers be informed about consultation?
- Which groups will need a tailored consultation? e.g. Māori and Pasifika communities
- How will parents give feedback?
- What was successful before (and worth repeating)? What can we do better? What are our solutions?
- How will students be consulted?  
*(Student voices should be an ongoing part of the teaching and learning process.)*
- Who else is part of the school community and how will they be included?
- Will the consultation be a single event or multiple activities/events?  
*Why this approach?*

**5. Creating support materials**

What materials and resources are needed?

- How can the Tūturu video and other materials be used? As is, or tailored for school/community use? Should we simplify text, or have it translated?
- What materials do we already have? (e.g. an overview of the current health education programme, samples of student work)
- How do we currently, and effectively, collect feedback from parents? (e.g. online survey)

**6. Organising a successful consultation**

What should be organised for a successful consultation?

Consider: Meeting times, parent newsletters (print or digital), invitations, school events that the consultation could be attached to, identifying key community members for support (especially if using community groups and venues), booking venues, organising catering, sending out the delivery statement and overview in advance of meeting, printing resources, and setting up an online feedback form (as applicable).

## 7. Informing the community

- Who will inform parents/community members and who decides which resources will generate informed feedback?
- Where English is not the first language, what other ways can families be informed?
- How will parents and caregivers know that they can provide feedback? e.g. Presentations, displays at school events, newsletters, information, etc.
- Do materials need to be simplified?

## 8. Collecting, collating and summarising feedback

How will feedback be collected?

- An online or print survey? Ideas recorded at in-person meetings? Students interviewing parents? *Consider the strengths and limitations for these forms of data collection.*
- What is a reasonable timeframe for collecting feedback?
- Who is responsible for collecting and collating it?

## 9. Understanding the feedback

- Who can interpret the feedback?
- Who will verify that the interpretation is fair and reasonable?
- What changes are recommended to the delivery statement and the learning programme? Are they consistent with education policy/school curriculum, and can they be implemented? *If not, how will this be conveyed to parents?*
- Who will write changes to the delivery statement?
- Who will lead changes to the health programme (assuming they're consistent with The New Zealand Curriculum (NZC), the school's curriculum, and students' learning needs)?
- What discussions are needed to plan, resource, and implement these changes? Who is accountable for completion of these tasks?

## 10. Board of Trustees to document consultation process and final agreed statement

The Board of Trustees:

- Adopts the agreed delivery statement;
- Documents the completed consultation process; and
- Schedules a start time for the next consultation round.