

# Analysing and using the consultation feedback

You will need to analyse feedback from the consultation process and ensure it is considered in accordance with:

- The school's charter and local curriculum
- The requirements of the community consultation process
- Wider education policy

## Decisions you need to make

### Who will do the analysis?

It should be a fair and reasonable interpretation by someone who has appropriate knowledge and skills.

### What to look for in the feedback

- What is the data saying about the level of support for the delivery statement and the overview of the programme?
- What is the data suggesting about the changes required?
- What level of support would suggest no changes need to be made?
- At what point will changes be made? (How many voices need to be saying the same thing, or how loud do the voices need to be before changes are made? Who decides this?)

Remember, consultation does not require agreement or negotiation; the Board of Trustees is accountable here.

### What will you do with inconsistent feedback?

Some feedback may not align with the school vision, principles, and values, or wider education policy. How will you respond if a parent claims you did not consider nor act on their feedback?

### What to do with suggested changes

Before reacting to feedback, check that the changes indicated will mean that the delivery statement and the health education programme remain consistent with the school's charter and local curriculum, student learning (achievement, progress and pathways) needs, and NZC policy.

### **How will you provide a summary of the consultation outcome?**

Ethical practice is to report the findings back to the school community. The school newsletter would be the obvious way to do this but there may be other avenues, like community meetings at cultural centres.

### **What information will you report?**

The agreed wording of the delivery statement and the programme overview will be made available to parents along with a statement summarising the main findings from the feedback, what was changed and why, and what was not changed and why.

### **Documenting the consultation process**

Decide how to document a summary of the consultation process. An example of a summary template for the Board of Trustees to complete is provided at the end of this section.