# Expression of interest for sponsor who wishes to operate a charter school by partnering with others

# Instructions for applicants

If you are a sponsor who is interested in partnering with a community that wish to open a charter school or convert a state school to become a charter school, we can take some basic information about you to hold on file. We can then contact you if we identify an appropriate opportunity.

The EOI pack comprises:

* the expression of interest form
* statutory Declaration for sponsors (form A)
* statutory Declaration for known governing members (form B).

You can complete this form at any time.

If you wish to a partner with a state school that is looking to convert to become a charter school in 2026, we recommend these documents are completed and emailed to [applications@charterschools.govt.nz](mailto:applications@charterschools.govt.nz) by **5pm on Friday 11 April 2025**.

The Charter School Agency will review the documents and let you know if we have any questions for you.

Forms A and B are statutory declarations, designed to establish whether sponsors and governing members are ‘fit and proper persons.’ They must be witnessed and signed by a person authorised to do so, such as a Justice of the Peace, solicitor or notary public. There’s more information here: [Who can witness a statutory declaration](https://www.govt.nz/browse/law-crime-and-justice/making-a-statutory-declaration/)

When you’re completing the forms, make sure:

* the authorised witness’s **name and title** is clearly identified, via a stamp or clearly handwritten alongside their signature.
* the declaration is all in one format (it needs to be written or typed) and in one type of document (ie a PDF). It can be handwritten, if that’s your preference, but needs to be signed and scanned into one document.

If you don’t have access to a scanner, we’ll accept a photograph of the documents, but you must photograph the full document.

Form A needs to be completed on behalf of the sponsor organisation ie by someone with the delegated authority such as a director, chief executive. **You will complete this form once.**

Form B is to be completed individually by any governing members of the sponsor organisation. A governing member is any director or member occupying a position equivalent to that of a director, a trustee and/or a partner. **Each governing member will complete this form.**

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| **Expression of interest form**  Complete this form if you are a sponsor interested in partnering with a state school to convert to a charter school. **We will hold this information on file.** | |
| **Sponsor representative** | **Detail** |
| Contact person: | [The person in the sponsor organisation representing the sponsor through the application period.] |
| Position: | [Job title or position] |
| Phone number: | [Landline or mobile] |
| Email address: | [Work email] |

| **Sponsor business information** | **Detail** |
| --- | --- |
| Trading name: | [insert the name that you will do business under as the sponsor of the charter school] |
| Full legal name (if different): | [if applicable] |
| Physical address: | [if more than one office – put the address of your head office] |
| Business website: | [URL address] |
| Type of entity (legal status): | [body corporate, corporation sole, limited partnership, institution, or related entity] |
| Company Number: | [insert companies register number] |
| New Zealand Business Number (NZBN): | [insert NZBN if you have one] |

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| **School interest details** | **Detail** |
| Location: | [Would you sponsor a school anywhere in New Zealand or do you have an interest in a specific region?] |
| Student group: | [Are you interested a specific learner group, for example neurodiversity, Māori and Pasifika students, disengaged students, primary 0-8, secondary 9-13, composite 0-13?] |
| Sponsor capability: | [Briefly describe the capability, experience, and approach you can offer to a community that wishes to have a charter school] |
| Other information: | [Can you add any other information to explain the type of partnership that would suit you?] |