



## The Response Form

### What you'll need to provide



A written response to our assessment criteria using sections one-three of **The Response Form** and outlined in application document #4: [Our timeline and approach to assessing your application](#).



There are no page limits, but you must answer all questions.



Sign the application declaration at the end of this document.



If you have new governing members, complete statutory declarations for all new governing members.



If you have any comments with regard to the draft contract, use section four of **The Response Form**.



If anything has changed since submitting your stage one application, use section five of **The Response Form**.

This document **The Response Form** is part 5 of 5 application documents. Please make sure that you read all documentation provided including the additional appendixes.

### Submitting your application

1. Applications must be submitted electronically through the GETS e-Tender box function no later than **midday; 12:00pm, 11 October 2024**.
2. Please plan accordingly to allow sufficient time for the upload to complete before the application deadline. If you do encounter technical issues when you are submitting, please contact the applications team immediately at [applications@charterschools.govt.nz](mailto:applications@charterschools.govt.nz).
3. Applications not submitted by the deadline time and date may be excluded from assessment at the discretion of the Charter School Agency.
4. Please clearly name your files as follows:
  - a. [Applicant/sponsor name – Response form for Charter Schools - Kura Hourua]
  - b. [Applicant/sponsor name – Statutory declaration for Charter Schools - Kura Hourua]

### Application process terms and conditions

This process is undertaken in accordance with the Charter School Agency application terms and conditions. By applying, the applicant agrees to the terms and conditions appended to this application.

## Part One. Sponsor Capability

The requirements for this section are to demonstrate the leadership of the sponsor and how the proposed governance structure will support the operations and outcomes of the Charter School.

### Questions 1-2: Financial acuity

1. Demonstrate your financial acumen through a profit/loss (P&L) balance sheet for your first three years of operation.
2. Demonstrate how you will use the P&L to influence the governance structure to make decisions for your school and manage financial and business performance.

[Insert your answer to question 1]

[Insert your answer to question 2]

### Questions 3-5: Leadership and community

3. Outline a clear approach to governance that details how your leadership/value proposition will attract families/students to enrolment. It is important to include specific detail here, as the students will be the main source of your funding.
4. How will the governance and organisation structure positively impact student achievement and attendance. Consider the key responsibilities of your teaching workforce in relation to the students and how this will be operationalised day to day.
5. As a leader or potential leader in your community, demonstrate with a stakeholder breakdown how the community consultation, that you have undertaken, has informed your decisions about your Charter School, identifying where there is risk and where there is support for your school.

[Insert your answer to question 3]

[Insert your answer to question 4]

[Insert your answer to question 5]

## Part Two. Contribution to the wider school network

The requirements for this section are to demonstrate what impact the school will have with students and the wider school network and how it will prepare students for life in wider society.

### Questions 6-8

6. As well as uplifting academic achievement and attendance, how will the school positively impact it's students and contribute to the wider school network / education sector?
7. How will the school help prepare students for life in wider society, outside of the specific focus or setting of your Charter School?
8. Why would parents/families choose your Charter School over other schooling options that are already available to them?

[Insert your answer to question 6]

[Insert your answer to question 7]

[Insert your answer to question 8]

### Part Three. Operational fitness

The requirements for this section are to demonstrate your readiness to open in 2025 and how your school will deliver outcomes against the Performance Management Framework.

#### Questions 9-10: Readiness to open

9. Demonstrate your readiness to open for Term One 2025 (or the term that you have specified for opening) by showing across the following establishment areas, what you will have in place for students to be welcomed for learning in Term One 2025:
  - a. Staffing
  - b. Finance
  - c. Curriculum
  - d. Roll
  - e. Health and Safety
10. In stage one you listed the physical assets required (e.g., buildings, classrooms, sports facilities) and outlined the plan for acquiring, developing, or leasing these assets. Now, demonstrate how you will:
  - a. operationalise the property and infrastructure components of your application, ready to welcome students for Term One 2025.
  - b. maintain your property and infrastructure within the funding allocation you will receive.

[Insert your answer to questions 9a-e]

Staffing	Finance	Curriculum	Roll	Health and Safety

[Insert your answer to question 10a]

[Insert your answer to question 10b]

**Questions 11-12: Performance and longevity**

11. Noting the Performance Management Framework, outline your performance management strategy including:
  - a. how the strategy will enable and support monitoring against each performance measure in the framework and:
  - b. how will you manage the early identification of issues and risks and what preventative measures will you take to address these?
12. Tell us in a practical way the reality of a teacher and a student on the ground at the school in a day-to-day setting and how this will endure over the life of the contract.

[Insert your answer to question 11a]

[Insert your answer to question 11b]

[Insert your answer to question 12]

#### Part Four. Comments on the draft agreement

The Charter School Agency will not accept any proposed amendments to the **General Terms** and **Legal Schedules** of the Agreement. Applicants must prepare their application on this basis (see the Application Declaration below to confirm this).

Applicants wishing to propose any amendment to the Specific Terms of the Agreement for consideration must do so as part of this application.

[Insert proposed amendments to the Specific Terms]

### Part Five. Changes to your stage one submission

Let us know if anything has changed since you submitted your stage one application.

Document if your circumstances or any information regarding your submission has changed since submitting your stage one application. Please reference the section and, if applicable, the question number where your information has changed since stage one.

[Insert changes since your stage one submission]



**Part Six. Application Declaration**

Topic	Declaration	Applicants' Declaration
<b>Application Process, Terms and Conditions:</b>	I/we have read and fully understand this Application, including the Process, Terms and Conditions. I/we confirm that the Applicant/s agree to be bound by them.	[agree / disagree]
<b>Collection of further information:</b>	<p>The Applicant/s authorises the Charter School Agency and the Ministry of Education to:</p> <ul style="list-style-type: none"> <li>• collect any information about the Sponsor, except commercially sensitive pricing information, from any relevant third party, including a referee.</li> <li>• use such information in the assessment of this Application.</li> </ul> <p>The Applicant /s agrees that all such information will be confidential to the Charter School Agency and the Ministry of Education.</p>	[agree / disagree]
<b>Use of Information:</b>	The Applicant/s agree that information provided as a part of the fit and proper persons test can be shared with appropriate third parties engaged to undertake the necessary reviews.	[agree / disagree]
<b>Draft Agreement:</b>	The Applicant/s accepts the General Terms and Legal Schedules of the Agreement and confirms that they have prepared their application on the basis that no amendments to the General Terms and Legal Schedules will be considered.	[agree / disagree]
<b>Conflict of Interest declaration:</b>	<p>The Applicant warrants that it has no actual, potential or perceived Conflict of Interest in submitting this Application or entering into a Contract to deliver the Requirements. Where a Conflict of Interest arises during the Application process the Applicant /s will report it immediately to the Charter School Agency and the Application Point of Contact.</p> <p>When you sign the declaration, please consider any perceived, potential or actual conflicts of interest. For example, if you have had any communication or input from the Establishment Board with regard to your application.</p>	[agree / disagree]
<p><b>Details of conflict of interest:</b> [if you think you may have a conflict of interest briefly describe the conflict and how you propose to manage it or write 'not applicable'].</p>		

## DECLARATION

### I/we declare that in submitting the Application and this declaration:

- the information provided is true, accurate and complete and not misleading in any material respect
- the Application does not contain intellectual property that will breach a third party's rights
- I/we have secured all appropriate authorisations to submit this Application, to make the statements and to provide the information in the Application and I/we am/are not aware of any impediments to enter into a Contract to sponsor a Charter School | Kura Hourua.
- I/we understand that the falsification of information, supplying misleading information or the suppression of material information in this declaration and the Application may result in the Application being eliminated from further participation in the Application process and may be grounds for termination of any Contract awarded as a result of the Application process.

**By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Applicant/s to make this declaration on its/their behalf.**

<b>Signature:</b>	[insert]
<b>Full name:</b>	[insert]
<b>Title / position:</b>	[insert]
<b>Name of organisation:</b>	[insert]
<b>Date:</b>	[insert]