

The Ministry of Education

Response Form for a STEM

Partnership School

In response to the call for Registrations of Expressions of Interest

by: The Ministry of Education

for: Partnership Schools | Kura Hourua Round 5 Applications for Schools Opening in 2019

Closing Date of this EOI: Friday 3 March 2017

Note:

If you are applying to open a Priority Learner Partnership School then you must complete that Priority Learner application form.

If you wish to submit applications for each type of schools (Priority Learner and a STEM Partnership School), then you will need to complete two application forms, one for each type.

Key Information

Please complete the following table:

| | |
|--------------------------------------|--|
| Respondent Name: | |
| Name of Proposed Partnership School: | |

1. Respondent Information

1.1 Contact Information

| | |
|----------------|--|
| Contact person | |
| Position | |
| Phone no. | |
| Mobile no. | |
| Email | |

1.2 Profile of applicant organisation(s)

If applicant is a joint venture or a consortium, then copy and paste sections 1.2 to 1.4 and complete for each organisation.

| | | |
|---|------------------------------------------------------------------------|---------------------------------------------------------------|
| a | Name of organisation | |
| b | Type of organisation | <i>Limited liability company / trust / consortium / other</i> |
| c | Registration no. (if charitable trust, incorporate society or company) | |
| d | Name of parent organisation (if applicable) | |
| e | Year established | |
| f | Total no. of staff in NZ | |
| g | List your key current activities | 1. 2. 3. 4. 5. |
| h | List current or recent Government contracts | 1. 2. 3. 4. |
| i | List all known key personnel or | 1. 2. 3. |

| | | |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | subcontractors/suppliers relevant to this application who will be involved in the establishment and/or ongoing operation of the school | 4. 5. |
| j | Do you intend to establish a new legal entity to run the school? | <i>Provide details</i> |
| k | Referees: list two referees, who can attest to (1) your educational capability, credentials and experience, and (2) your organisational and operational capability and experience | <p><i>1. Educational capability</i></p> <p><i>Name:</i></p> <p><i>Position:</i></p> <p><i>Email:</i></p> <p><i>Mobile ph:</i></p> <p><i>2. Organisational capability</i></p> <p><i>Name:</i></p> <p><i>Position:</i></p> <p><i>Email:</i></p> <p><i>Mobile ph:</i></p> |
| l. | Link to your organisation's website (if applicable) | |

1.3 Probity

| | | |
|---|------------------------------------------------------------------------------------------------------------|--|
| a | Disclose all pending claims against the applicant organisation(s) or its proposed Directors/Trustees | |
| b | List any court judgments or other decisions made against the applicant organisation(s) in the last 6 years | |

1.4 Financial Information

| | | | | | | |
|---|---------------------------------------------------------------------|--------------|--|---------------------------------------------|--------------|--|
| a | State gross revenue for the last two years | 2016 2015 | | Net profit (surplus) for the last two years | 2016 2015 | |
| b | State the net assets at the closing date of the last financial year | | | | | |
| c | Enter the date of your last audited financial accounts | | | | | |

2. Response to the Requirements

Requirements for Response document

This EOI is intended to provide the evaluators with a succinct summary of the key features of your proposal. We are looking for facts and summary evidence that support your proposal, rather than broad statements of aspirations.

The template must remain unchanged.

To assist you to complete the form, we have provided indicative guidance on the length of each response.

Your response should be no more than 20 A4 single sided pages no smaller than arial font 10. You should not make changes to the template. This includes all sections of the document including the front cover and declaration sections.

2.1 Key facts about proposed Partnership School

(Note: this section is not assessed directly, but used to inform scoring of other sections)

| | | |
|---|------------------------------------------------|------------------------------------------------|
| a | Year levels the proposed school will serve | |
| b | Proposed location | <i>Address</i> <i>Suburb</i> <i>City</i> |
| c | Expected opening roll at each year level | |
| d | Proposed maximum roll at each year level | |
| e | Year you anticipate achieving the maximum roll | |

2.2 Capability of the Sponsor

(Section worth 20% of the Weighting)

2.2.1 Overview of the Sponsor

Provide a brief overview of the proposed applicant organisation who will be the Sponsor. Include an overview of current business activities and number of years in operation.

Indicative word count: 250 words

2.2.2 Capability to operate a Partnership School

Outline why you are confident that your organisation has the track record and skills to establish and operate a school.

Indicative word count: 250 words

2.2.3 Governance

Outline the governance arrangements that will be in place to oversee the management of the school and the delivery of contracted outcomes to the Government.

Indicative word count: 250 words

2.2.4 Financial management capability

Summarise your financial expertise and experience, or state how or by whom the required expertise be provided.

Indicative word count: 100 words

2.3 Special Character and Key Focus of the School (STEM)

(Section worth 20% of the Weighting)

2.3.1 Special Character: Distinctive Concept

Describe the distinctive concept behind the school, and what it will seek to deliver.

Indicative word count: 150 words

2.3.2 School Mission Statement

What is your school's mission statement?

Indicative word count: 50 words

2.3.3 Innovation

Clearly describe how your proposed school is innovative?

Indicative word count: 100 words

2.3.4 Student Cohort: Demographic information

What do you expect your student cohort will comprise? Provide demographic information.

Indicative word count: 200 words

2.3.5 Meeting STEM Outcomes

Describe how your proposed school use will innovative pedagogy, curricula or school structures to engage students in one or more of the following subjects: Science, Technology (including digital technologies), Engineering and Mathematics.

Indicative word count: 200 words

2.3.6 Evidence of use of flexibilities of the Partnership School model

Describe how your proposed school will use the flexibilities of the Partnership School model.

Indicative word count: 200 words

2.4 Educational Programme

(Section worth 20% of the Weighting)

2.4.1 Curriculum

Provide an outline of your proposed curriculum

Indicative word count: 100 words

2.4.2 Qualifications

What qualifications do you propose to offer?

Indicative word count: 100 words

2.4.3 Subject Choices (if Secondary)

Outline the range of subjects and options you propose offering to students?

Indicative word count: 150 words

2.4.4 Curriculum Development

If you propose developing your own curriculum, outline who will lead the development of this work; and their skills and qualifications to undertake this work.

If you propose using NZ Curriculum, Te Marautanga o Aotearoa, Cambridge, International Baccalaureate, or other approved curriculum, then mark this section as "Not Applicable".

Indicative word count: 150 words

2.4.5 Future Education and Career Pathways for Students

Outline the expected future educational and/or career pathways that will be open to students once they have completed education at your school.

Indicative word count: 150 words

2.5 School Leadership and Teacher Quality

(Section worth 15% of the Weighting)

2.5.1 School Leader

Provide details of the key skills and attributes you will seek in recruiting your school leader / principal

Indicative word count: 150 words

2.5.2 Recruitment of High Quality Teachers

Outline how you will attract and hire effective, high quality teachers. If your proposal is to locate your school in an area where there are shortages of good quality teachers, explain how you will overcome this difficulty.

Indicative word count: 150 words

2.6 Achieving enrolments

(Section worth 10% of the Weighting)

2.6.1 School model that will appeal to the cohort

Describe how the special character of your proposed school will appeal to the students and their families and whānau?

Indicative word count: 200 words

2.6.2 Enrolment Plan

How do you plan to achieve the level of proposed enrolments on day one?

Indicative word count: 200 words

2.7 Sourcing of School Premises and other Major Resources

(Section worth 5% of the Weighting)

2.7.1 School Premises

Outline your plan for providing the property required.

Indicative word count: 150 words

2.7.2 Other Major Resources

Outline any other major resources you will need to operate your school (eg technology, equipment, vehicles) and your plan to source and fund these.

Indicative word count: 150 words

2.8 Partnerships

(Section worth 10% of the Weighting)

2.8.1 Community Engagement

Outline your plans for engaging with the community, and parents and whānau of your cohort of students, to build community support for your school.

Indicative word count: 200 words

2.8.2 Additional Resources and Funding

What additional resources or funding will you bring to support the establishment and operations of the school (this is in addition to the funding provided by the Crown)?

Indicative word count: 200 words

2.8.3 Table of educational, business and community supporters

List resources and tangible support you will bring to the establishment and/or operation of the school (eg facilities, educational expertise, financial, partnerships, community engagement, etc).

| Name of Organisation | Support they will provide | Status of support (eg plan to have conversation, have had successful conversations, support confirmed and letter of support available) |
|----------------------|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| | | |
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Note: if successful in being shortlisted and invited to present a full application, we would expect that you provide letter of support or commitment from organisations you list in your full application form.

3. Our declaration

| Respondent's declaration | | |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Topic | Declaration | Respondent's declaration |
| EOI Process, Terms and Conditions: | I/we have read and fully understand the EOI, including the EOI Process, Terms and Conditions (shortened to EOI-Terms detailed in Section 6, as amended by Section 1, paragraph 1.6. if applicable). I/we confirm that the Respondent/s agree to be bound by them. | [agree / disagree] |
| Collection of further information: | <p>The Respondent/s authorises the Buyer to:</p> <ul style="list-style-type: none"> a. collect any information about the Respondent, except commercially sensitive pricing information, from any relevant third party, including a referee, or previous or existing client b. use such information in the evaluation of this Registration. <p>The Respondent/s agrees that all such information will be confidential to the Buyer.</p> | [agree / disagree] |
| Requirements: | I/we have read and fully understand the nature and extent of the Buyer's Requirements as described in Section 2. I/we confirm that the Respondent/s has the necessary capacity and capability to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period. | [agree / disagree] |
| Ethics: | <p>In submitting this Registration the Respondent/s warrants that it:</p> <ul style="list-style-type: none"> a. has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor b. has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the EOI c. has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer. | [agree / disagree] |
| Publication of Application details | The Applicant accepts that, due to public interest associated to this application process, it is intended that the submitted application will be made publicly available on the Ministry of Education website, | [agree / disagree] |

subject to any deletions that would be justified if the information had been requested under the Official Information Act 1982.

Conflict of Interest declaration:

The Respondent warrants that it has no actual, potential or perceived Conflict of Interest in submitting this Registration, or entering into a Contract to deliver the Requirements. Where a Conflict of Interest arises during the procurement process the Respondent will report it immediately to the Buyer's Point of Contact.

[agree / disagree]

Details of Conflict of Interest: [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'].

DECLARATION

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

- a. the information provided is true, accurate and complete and not misleading in any material respect**
- b. the Registration does not contain Intellectual Property that will breach a third party's rights**
- c. I/we have secured all appropriate authorisations to submit this Registration, to make the statements and to provide the information in the Registration and I/we am/are not aware of any impediments to enter into a Contract to deliver the Requirements.**

I/we understand that the falsification of information, supplying misleading information or the suppression of material information in this declaration and the Registration may result in the Registration being eliminated from further participation in the EOI process and may be grounds for termination of any Contract awarded as a result of the EOI.

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

Signature:

Full name:

Title / position:

Name of organisation:

Date:
