

## Change support

### When might change support be useful?

- » During the formation stage of a Community of Learning | Kāhui Ako, before the Community of Learning leader is appointed.
- » During the early stages when the members are working together on their achievement challenges.
- » To develop good organisational processes to support the early life of a Community of Learning: getting the various members together, working towards agreement on expectations and ground rules, organising action items, consolidating decisions made and appointing a leader. (There may not be any one person coordinating these efforts).

### Why might we need one?

Areas might include:

- » To progress the establishment of the Community of Learning, building on people's enthusiasm and getting key milestones achieved within a timeframe that participants see as acceptable.
- » To ensure trust and good working relationships are built amongst the leaders and a collaborative culture is developed.
- » To assist with the engagement of early learning services me ngā kōhanga reo providers.
- » To assist in the formation of a stewardship group.
- » To assist with communication across the members of a Community of Learning.
- » To be of a point of contact for all members before a leader is appointed.

### How can we access one?

- » Talk to your local education advisor. You may like to nominate someone you think could be suitable for the role.

### What skill set should we be looking for?

- » Someone skilled in developing strong processes and systems that best support the Community of Learning.
- » Someone skilled in organising meetings, taking minutes, distributing action points etc.
- » Someone who can facilitate meetings – making sure people are contributing, keeping people on topic and moving issues forward.
- » Is confident working with boards of trustees and principals.
- » Has governance and management experience and understands the difference between these structures.

### What outcomes should we expect?

- » Meetings for the leaders are organised to progress the establishment of the Community of Learning.
- » Meetings are facilitated, minutes organised and distributed, and action items sent out to participants in a timely manner.
- » The stewardship or steering group is in place and understands its role: oversight and support for the Community of Learning; communicating with the community; aligning planning, appraisal and resourcing to support the Community of Learning.
- » Vision, guidelines and expectations for the Community of Learning are in place. What success will look like and what will be different is clearly understood by the principals and boards.
- » A Community of Learning leader is identified, appointed and in place.