

Appendix A: Document 1

New Zealand School Property Agency Board appointments

We are seeking expressions of interest for the New Zealand School Property Agency Board currently being established. Up to 9 board members will be appointed for up to 3-year terms.

23 February 2026 ⌚ 1 min to read



About the board

The New Zealand School Property Agency Board (NZSPA):

- is a new statutory Crown agent being established after the 2024 Ministerial enquiry to improve school property processes and associated education outcomes
- is responsible for the effective, efficient administration of education property on behalf of the Crown
- will plan, design, construct, acquire, maintain, repair and dispose of education property consistent with Government priorities and relevant legislation
- will support schools and other regulated entities on capital projects and Ministry-funded maintenance
- will provide advice to the Minister of Education and Secretary for Education on property planning and delivery and maintain constructive sector relationships.

[New school property agency to be established - Beehive.govt.nz](https://www.beehive.govt.nz/release/new-school-property-agency-be-established)

<https://www.beehive.govt.nz/release/new-school-property-agency-be-established>

Once the board is established, it is proposed that the Minister of Education appoint up to 9 board members. Terms will be to 3 years, with the possibility of re-appointment. We are seeking expressions of interest for these positions.

Roles will begin from the date of establishment for NZSPA. This is expected in the second half of 2026.

About the role

We are seeking members with the following experiences and skills:

- Crown agent governance and leadership
- system leadership and public sector change
- construction, property and asset management governance
- commercial and financial acumen
- education stakeholder engagement and outcomes
- Te Tiriti o Waitangi, te ao Māori, and iwi partnerships
- large investment and business case oversight.

Board members have an expected 30 days per annum commitment for attending meetings and other board business.

How to apply

Email your cover letter and current CV or requests for more information to:

appointments.mailbox@education.govt.nz

Send your application to us by Wednesday 25 March 2026.

Download the position description

Document 2

Position Profile – NZSPA board member

Appointed by:	Minister of Education (responsible Minister)
Term:	up to 3 years
Remuneration:	Cabinet Fees Framework CO (25) 2 — NZSPA is classified as Group 3a (General Governance Boards), level 2 body.

About NZSPA

The New Zealand School Property Agency (NZSPA) is being established following the 2024 Ministerial Inquiry, which identified a need to improve school property processes and associated education outcomes. The Agency will be a statutory Crown agent responsible for the effective, efficient administration of education property on behalf of the Crown, and will specifically plan, design, construct, acquire, maintains repair and dispose of education property consistent with Government priorities and relevant legislation.

NZSPA will support schools and other regulated entities on capital projects and Ministry-funded maintenance, monitors property performance and compliance, provides advice to the Minister and Secretary on property planning and delivery, and maintains constructive sector relationships.

NZSPA will uphold Te Tiriti o Waitangi responsibilities, build enduring partnerships with Māori, and operate in line with Cabinet Circular CO (23) 9 on investment management and asset performance.

Workload, remuneration and term of appointment

Board members prepare for and attend scheduled Board and committee meetings, participate in strategic planning and stakeholder engagement, and undertake site visits as required. Indicative time commitment is around 30 days per annum (board/committee work, preparation, engagement and site visits). An annual remuneration fee is set under the Cabinet Fees Framework CO (25) 2. NZSPA is classified as Group 3a (General Governance Boards). Reasonable expenses will be reimbursed in line with NZSPA policy.

Position purpose

As part of a collective governance body, members provide strategic direction, stewardship and oversight so NZSPA delivers value for the Crown and the education sector. Members may also serve on Board subcommittees with delegated responsibilities.

Skills profile

Knowledge & experience	<ul style="list-style-type: none"> • Crown agent governance & leadership (public accountability, Ministerial direction, duties under the Crown Entities Act) • System leadership & public sector change (reform, machinery-of-government) • Construction, property & asset management governance (major capital programmes, consenting, portfolio optimisation, delivery models) • Commercial & financial acumen (business cases, capital decisions, long-run financial sustainability, value-for-money) • Education stakeholder engagement & outcomes (how property influences teaching/learning, equity and inclusion, relationships with schools/boards/principals) • Te Tiriti o Waitangi, Te Ao Māori & iwi partnerships (Māori governance/partnership frameworks, Māori-medium settings) • Large investment & business case oversight (delivery pathways, cost drivers, risk profiles, benefit realisation) • Risk, audit & assurance (including application of CO (23) 9 to asset management and performance)
Skills & attributes	<ul style="list-style-type: none"> • Strategic and independent thinking, sound judgement • High integrity, acts in good faith, maintains confidentiality and “no surprises” • Collaborative, constructive and culturally responsive, strong relationship management • Highly developed communication skills, able to read complex papers and probe for assurance • Commitment to continuous improvement, safety and wellbeing, and professional development

Responsibilities of all board members

Board obligations are governed by the Crown Entities Act 2004 (see Schedule 3 and 5). As with all Crown entity boards, members are expected to maintain a high standard of behaviour in their professional and personal dealings, including being sensitive to any involvements that might give rise to a conflict of interest. Members must declare any personal or professional interests or associations that might create a conflict with their duties. They have a responsibility for ongoing management and awareness of any conflicts of interest, either actual or potential.

Board members are directly accountable for:

When exercising powers or performing duties, members must act: <ul style="list-style-type: none"> • In good faith and in the best interests of NZSPA and the public • With reasonable care, diligence and skill; with honesty and integrity 	The Board is collectively responsible for ensuring that NZSPA: <ul style="list-style-type: none"> • Operates consistently with its purpose, functions and accountability documents • Sets strategy and policy; monitors performance, risk, assurance and compliance (including asset management expectations under CO (23) 9)
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<ul style="list-style-type: none"> • By disclosing and managing actual, potential or perceived conflicts of interest • Without misusing information or position; in accordance with the Code of Conduct for Crown Entity Board Members 	<ul style="list-style-type: none"> • Maintains financial sustainability; scrutinises business cases and approves budgets and key policies • Fosters a culture of safety, inclusion and continuous improvement; evaluates Board effectiveness
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Board members are expected to possess some or most of the following:

Key stakeholder management	Maintain effective relationships with: <ul style="list-style-type: none"> • the responsible Minister and monitoring department • the Secretary for Education • sector bodies • school boards, principals and leaders • iwi/Māori partners • other Crown agencies and funders.
Strategy & policy	<ul style="list-style-type: none"> • Approve strategy, the operating model and annual plans • set policy frameworks that enable effective governance of property, investment and risk.
Chief Executive & governance	<ul style="list-style-type: none"> • Maintain an effective relationship with the Chief Executive • participate in appointment and performance evaluation processes as required • support positive Board dynamics and succession planning.
Management obligations (governance oversight)	<ul style="list-style-type: none"> • Approve budgets; monitor risk, assurance and compliance (including health, safety and wellbeing) • participate in Audit & Risk and other committees.
Reporting	<ul style="list-style-type: none"> • Meet reporting obligations to Ministers, the monitoring department and stakeholders • ensure accurate, timely and transparent reporting and disclosures.

Eligibility for board membership

The Ministry will seek confirmation of a candidate's eligibility during the appointments process and prospective appointees must consent in writing to become a member, meet requirements under the Crown Entities Act 2004 and any appointment letter, and disclose any interests and conflicts for management. Security vetting may be required.

The Position Profile should be read alongside the Crown Entities Act 2004 and Cabinet Circulars CO (23) 9 and CO (25) 2.

Resignation or removal from office

A member may resign by written notice to the responsible Minister and the Chair (with a copy to the Board/monitoring department). After consultation with the person concerned, the responsible Minister may remove a member by written notice.