

Consultation Guidelines

1. Determine objective: What do we want to know?
2. Determine rationale: Why do we want to know it?
3. Determine questions: What do we need to ask? (Keep questions simple and relevant)
4. Determine the process: Who will we ask? (e.g. Students, parents, staff, community groups, Maori community, experts) Will we find some written data already prepared? (e.g. Library, internet, assessments, other records)
5. Determine who will do the task: Staff, BoT members, parent volunteers?
6. Determine the method of data gathering: e.g. Questionnaires – school wide or sample, interviews, note / photocopying from library, internet, observations, telephone survey.
7. Determine the methods of data analysis and presentation: e.g. graphs, written report
consider who should receive results and how
8. Determine action to be made on recommendations: check action is taken.

General considerations

Privacy / confidentiality

Costs

Time involved – appropriate to the issue

Timeline for completion

Bias of the participants

Sensitivity to cultures

Simplicity

Usefulness of the information gathered

A trial of methods questions may save time

Basically we are seeking to determine

How things are in this area

Options for future direction