



## Parental Involvement as volunteers in New Zealand Aotearoa Secondary Schools

### Information Sheet for Upper Hutt College Staff

Tēnā koe

I'm Tania Jones and I will be doing research at Upper Hutt College (UHC) during 2023. You will see me around the school, at events and activities. Please come and say hello and ask about my research! I'm looking into the experiences of parents as volunteers at secondary school, and the UHC Board and Principal have agreed to let me work with UHC as the case study school for my research.

I invite you to be a part of this research. I hope you will be willing to share your experience of being involved with UHC parent volunteers in an interview. Please read this information before deciding whether to take part. If you have any questions, let's talk!

#### **Who am I?**

My name is Tania Jones. I am taking some time out from my usual coaching and consulting work to complete my PhD with the School of Management at Victoria University of Wellington. I am a Mum of a student at UHC, the volunteer mentor and support of the extracurricular Young Enterprise Scheme companies, and I support my son's UHC football and tennis teams. I am originally from Northland and now living in Upper Hutt with my husband and 3 children. I had the privilege to be part of the UHC Board 2019-2022 but chose not to stand for re-election this year so I could undertake this research.

I am acknowledging my current and previous roles at UHC to highlight that I know some of you already or we have communicated before. Conflicts of interest are possible because of these interactions, but I hope we can discuss and resolve any issues. I hope that being an active member of the school community already will be a strength, shows that I care about the school and its families, and that I will treat your information with respect. I am undertaking the research as a university student, none of the school leaders, other staff or Board will have access to the study data.

#### **What is the aim of this research?**

This project will investigate the ways that parents, caregivers and whānau get involved as volunteers or helpers. I am using UHC as a single case study school.

I will be inviting parents to talk too, but the staff are a key source of information about what the systems are and how parents become involved as volunteers believe the findings from this study will contribute to our understanding of parental involvement as volunteers in secondary schools, the contributing factors and relationship intersection between the school and the parent volunteer, and how this can be further developed and encouraged.

#### ***Why would I like to talk to you? And what will this involve?***

I'll be using field observations as part of my data collection, and particularly in the first phase hanging around to get an understanding of the culture of UHC from the staff perspective (observing where people are and what they're doing while helping) and taking lots of notes. As part of that, I am keen to talk to you and hear about your experiences and get your perspective. If you don't want to be included in observations or these more informal context conversations, please let me know. Everyone's voice is valuable, and I'm really keen to hear what you have to say.

I will be inviting a range of staff working at UHC in 2023 to participate in an interview. I'd like to ask you about your experiences of being involved with parent volunteers, ways that parents are involved, and how UHC prepares for parent involvement. Your participation is optional and would support this research by telling your story of involvement, from the school's perspective. Everyone's experience is valuable in this research.

If you agree to take part in an interview it will last about one hour, and we can meet at school, or an off-site location if you prefer. With your permission, the interview will be audio recorded and notes will also be made.

#### ***What will the data be used for?***

The research findings will be used for my PhD thesis and may be published in academic and industry publications and presented to conferences. I'll share a summary of the work with the school community too.

#### ***How will identities be protected in the research?***

Your identity and the school will be kept confidential. Pseudonyms will be used in publications from the research. Specific details of school programmes and projects will be kept confidential. Note that readers of the final report may recognise comments or ideas as coming from you if you have shared them publicly or have a particular role within the school e.g., HOD, senior leader, Principal.

#### ***How will the data be protected?***

Only myself and my supervisors will read the interview transcript and notes. All recordings and data will be stored securely and destroyed by 01 December 2029. Data will be stored securely in a locked filing cabinet if hard copy materials, or securely as password protected files on the University servers.

#### ***If you accept the invitation to participate in an interview, your rights as a research participant are:***

You do not have to accept this invitation if you don't want to. If you do decide to participate, you have the right to:

- choose not to answer any question;
- ask for the recorder to be turned off at any time during the interview;
- withdraw from the study before 10 December 2023;
- ask any questions about the study at any time;
- receive a copy of your interview recording and/or a copy of your interview transcript and comment on it
- be able to attend a feedback session about the research findings.
- receive a copy of a summary report

#### ***About me***

I trained as a Geography/History secondary school teacher with B.Soc.Sci and B.Ed from Waikato University and went on to gain my M.Ed. My employment background is in learning technologies in tertiary education, project management and economic development. I have run my own coaching and planning company for 10 years and I have a particular interest in youth entrepreneurship, not-for-profit governance and volunteering. I am a committed volunteer myself including being a past Chairperson of Volunteering New Zealand, and the founding Chairperson of Youth Arts Zealand.

***Thank you for considering this request. If you have any questions, either now or in the future, please feel free to contact me [tania.jones@vuw.ac.nz](mailto:tania.jones@vuw.ac.nz) or my Supervisor: Professor Karen Smith: [karen.smith@vuw.ac.nz](mailto:karen.smith@vuw.ac.nz) Tel: (04) 463 5721.***

Ngā mihi nui,

Mrs Tania Jones, MEd, DipTchg (Secondary)

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#### ***Human Ethics Committee information***

This project has been reviewed and approved by the Victoria University of Wellington, Human Ethics Committee (Approval #0000030755) If you have any issues regarding the ethics of this research, please contact the Victoria University Ethics Convenor: Associate Professor Rhonda Shaw. Email [hec@vuw.ac.nz](mailto:hec@vuw.ac.nz)