**[School Letterhead]**

**[Date]**

**To the Board of Trustees**

I am writing to seek your support and endorsement for my participation as a mentor in one or both of the following leadership development programmes:

* **Aspiring Principal / Tumuaki Programme** (1-year engagement).
* **Beginning Principal / Tumuaki Programme** (2-year engagement).
* **Or both programmes.**

Information about becoming a mentor is on the Ministry’s Education Workforce website:

[Mentor an aspiring or beginning principal | Education Workforce](https://workforce.education.govt.nz/principals-and-schools/local-employment-and-recruitment-support/mentor-aspiring-or-beginning-principal)

The programmes are part of a system-wide effort to strengthen educational leadership across Aotearoa New Zealand. As an experienced principal, I would contribute to the development of emerging leaders by offering guidance, challenge, and encouragement through a structured mentoring relationship.

Mentoring in these programmes involves regular engagement with an aspiring or beginning principal — online, by phone, or in person.

Mentoring responsibilities will be designed to be flexible and responsive to the needs of both mentor and the aspiring or beginning principal with no expectation of travel for every session. Pease note, where travel is required, costs will not be reimbursed, and recognition for the mentor role is currently part of principal collective agreement bargaining.

I believe this contribution aligns with our school’s commitment to educational excellence, leadership development, and service to the wider education community.

Accordingly, I am requesting your support and formal approval to engage in this mentoring opportunity. I am happy to discuss how this involvement will be balanced with my ongoing responsibilities as principal.

Ngā mihi nui,

**[Your Name]**

**Principal | Tumuaki**

**[School Name]**