

# Key Summary Sheet

Regional Infrastructure Forum - Series Two, 2017





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On this summary sheet we have brought together items that we will cover in the forum and some extra information that you may be interested in. We welcome your feedback on the summary sheet, the forums, and any of the items discussed.

## 10YPP: Making it Easier for Schools

Based on your feedback, the Ministry is looking at the 10YPP process and the cost and effort for schools. The Ministry's aim is to reduce this burden and ensure schools have good 10YPPs in a timely fashion.

It is proposed:

- To continue the approach where schools pick their preferred 10YPP consultant (or can ask the Ministry to do it for them).
- The contract for delivery and performance will be between the 10YPP consultant and the Ministry
- The Ministry will explore the costs associated with the planning process
- Incentivise consultants who produce high quality work.

The Ministry is developing a transition plan to move to this new approach for 2019/20 and explore the possibility of additional funding for 2018/19 as part of the transition. Please note that there is no change to 5YA funding.

## Small Schools Trial

The Ministry is undertaking a 'small isolated schools' trial exploring capital funding and the implications of current policy settings; the quality of the internal learning environment:

- access to professional and trade services,
- testing ideas generated through the Review of Funding Systems (RFS).

The RFS is exploring separating property funding from the Operational Grant.

Six schools in the Far North have come on board for the trial and six schools on the East Cape have received invitations to participate in the trial. Eligible schools on the West Coast are being identified.

An expert panel to review data and make recommendations (to schools and the Ministry) is being set up.

## Helios Update

Rollout of the portal into the new asset management system is underway. The Southern region schools now have access. Over the coming weeks all other schools will get access.

You access this new system via the EPA request system. Please note that your existing Education Sector Logon (ESL) will not log you into the portal until your EPA access is granted.

Access is restricted to people who manage or work directly with property maintenance and property projects. Access is read-only but there is opportunity for you to add comments for updates to data in the data confidence box or generate reports, eg the School Information Report. This report provides a consolidation of the most relevant information, i.e. programme and project budgets, buildings, 10 year roll trends, and notes etc).

### Access steps

Step	Action
1	Log into the Education Sector Logon Provisioning Application (EPA) request system using your ESAA/ESL logon (or ask your school EPA authoriser to complete if this is not you).
2	Confirm the existing user's details are correct or fill in new user's details
3	Expand the Helios line and choose (tick) the K2 School User option (as shown in the screen shot below).
4	Submit the request by clicking on the blue 'Sign and Submit' button on the Sign and Submit tab (as shown in the screen shot below).
5	Your request will be processed within 2-6 working days, and you will receive a joining confirmation email and an invitation to the optional (but recommended) 15-minute training module on the Ministry's Learning Management System.
6	Following this confirmation email, you will be able to log into the Helios portal and view your school information.

# Technology in Schools update

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The Ministry is investigating the viability of providing a centralised network management service so schools can be confident their ICT networks are well maintained and performing reliably and consistently.

Research indicates schools' have three key concerns about their ICT networks.

These are:

- The cost to maintain them
- Having them operating at peak performance
- Accessing the right type and level of expertise to support their network

We are describing this as 'Network as a Service' (NaaS). It is still early days, and we have not yet clearly defined the offering but believe it should include:

- Network monitoring and issue resolution. Providing a proactive service that will monitor schools networks, identify and fix issues automatically where possible or activate physical repairs where necessary.
- Asset replacement and management. Monitor network switches and wireless equipment and repair/replace as required when required. Procurement agreements will need to be put in place to underpin this approach.
- Central coordination desk. This service will be a one stop service desk responsible for receiving, coordinating and managing all network related issues.

We will continue to work on this with the aim of a business case and budget bid in the 2019/20 financial year.

## Health & Safety Update

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### Hazardous Substances

The Health & Safety at Work (Hazardous Substances) Regulations take effect from 1 December 2017. These new Regulations will apply to all workplaces including schools. The Ministry is working with WorkSafe to develop a Code of Practice (Exemption of School Laboratories) under the new regulations.

Under the new Regulation schools will have duties such as:

- Keeping inventories of hazardous substances on site
- Use of safety data sheets
- Informing and training staff
- Emergency preparation.

The Ministry will provide practical guidance material for schools over the coming months on WorkSafe standards.

### Energy Safety in Schools

The Ministry is working with Energy Safety (a group within WorkSafe) around some non-compliant faulty electrical cable installed in a few schools since July 2016. There is no immediate risk.

The Ministry is investigating where the cabling may have been installed and any need for inspections. Faulty cabling will be replaced. If you have concerns please speak to your Property Advisor.

Separately Energy Safety has conducted audits at some schools and found some common potential electrical hazards that should be remedied:

- Missing or broken covers on switchboards
- Multiple adaptors and multi boxes being plugged into each other
- Trip hazards from electric cords on floors
- Damaged cords being used
- Flammable material being on, or stored close to heaters.

## School Transport

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From July 2017 significant changes have occurred in School Transport. Functions previously undertaken by outsourced Service Agents have been brought back in-house. Ministry Regional Transport Advisors are now the first point of contact for schools and families for advice and information on all Transport questions/issues.

In addition, School Transport Contract Managers are being put in place. They will be responsible for managing supplier relationships and performance and will ensure there is clear two-way communication with service users. These two new roles complement each other and both are based in the regional Ministry offices.

There is also a new Wellington based contact centre 0800 BUS2SCHOOL (0800 287272) or [School.Transport@education.govt.nz](mailto:School.Transport@education.govt.nz)

Health and Safety is an important area of focus and we working with Senior Health and Safety Advisor to ensure safe journeys for our young people using school transport.

More information including Regional Advisor Contact details, can be found on the Ministry website. [education.govt.nz/school-transport/](http://education.govt.nz/school-transport/)

# Board Funding for Property Projects

With written approval from the Ministry, a school board of trustees may use board funds to:

- Increase the size of a Ministry owned building
- Add to or enhance the internal fit out of a Ministry owned building
- Buy a building (that is fit for educational purpose) and move it onto their school site
- Build a new building on their school site
- Build a jointly owned facility on their school site such as a sports complex or swimming pool with the community, local council, or other third party
- Buy additional land, like a sports field
- Build facilities, e.g. playground / bike track that will benefit the school and community.

## Where does Board funding come from?

These funds might be generated from fundraising, grants from trusts and/or community groups, bequests and previous year operating surpluses.

## Board Considerations

The Board must consider:

- Any future capital replacement costs, eg roof or heating system replacement
- All the ongoing day to day operational costs; eg heating, painting
- The on-going depreciation charge
- Insuring the asset
- What is likely to happen to the school roll in the future?

Boards must think about the costs over a 50 – 80 year time-frame and that they are committing future boards to continue the funding.

If there is shared ownership, your ongoing costs will be based on ownership percentages or any other agreement you reach. You should complete this discussion and formalise it before making the decision to confirm the investment.

If you have added to a Ministry owned building and it suffers catastrophic loss, eg fire, the Ministry will only replace its component. The replacement will be to entitlement which is roll based. Your insurance and level of payout will influence your ability to replace your share.

If Board funds are used to improve the quality of the internal fit out in a Ministry owned building (no increased square metres) you are gifting this money to the Ministry. It doesn't go on your asset register or get depreciated by you and you do not have to insure it.

## Ministry Approval Criteria

Ministry approval is required before you can make the investment.

Four criteria will be used:

**Educational Benefits** - must bring educational benefits by helping to deliver the curriculum.

**Network considerations** - ensure fairness to other schools and retain space for any future in-zone growth. The intent of criteria around the wider network is that any proposed board-funded property (including teaching space) does not cater for out-of-zone students and any proposed board-funded property does not constrain the Ministry's ability to effectively use the school's site and overall schooling network in future.

**Financial status** - the Ministry's Financial Advisor will review the school's financial position to ensure the Board clearly understands the school's financial position and considers this is a good use of surplus board funds; the Board can afford the on-going costs and how they will be funded and when using surplus operational funding that the operational needs of the school are being met including how well the school is maintained. The Financial Advisor will ask when the next exterior repaint due and are there funds available; is the fixed asset register up to date; is there an asset replacement plan and what other liabilities does the school have?

If the Board is borrowing, all the borrowing requirements in the 'Financial Information for Schools Handbook' are met (10% threshold).

**Property standards** – Boards must comply with the Ministry design and health and safety standards; 5YA cannot be used on Board owned property; maintenance must not be funded out of the Operations Grant; if a board buys a building they must submit a report on it from an appropriately qualified consultant (for example, an engineer or registered building surveyor) using the "Fit for Purpose Assessment Form"; any building being bought on site will need to be checked for asbestos; if the Ministry grants consent, the additional property will need an Asset Change form and needs to be added to the schools site plan; and if the Board is adding to an already existing Ministry building it must comply with the Ministry's weather-tightness requirements.

More information can be found on the Ministry website: [education.govt.nz/board-funding-for-property-projects/](https://education.govt.nz/board-funding-for-property-projects/)

## Furniture and Equipment

The current policy for F&E is:

- To fund furniture for new teaching spaces where there is no pre-existing furniture; and/or
- To modernise existing furniture basis
- It is a separate capital appropriation, may only be spent on F&E and the assets should be on the school's asset register
- The funding is aid directly to schools (no invoice is required):
  - 2/3rd paid on 1 July of their 5YA cycle
  - 1/3rd paid on 1 July at the start of the fourth year of the 5YA cycle

### Current F&E funding rates for new spaces

Type of building space	Funding rate (\$ per net m2)
Teaching Space	\$125
Specialist teaching space (secondary school years 9-15)	\$450
Specialist teaching space (all other school types)	\$380

### Current F&E funding for upgrades and modernisation

School type	Funding as percentage of 5YA
Contributing Primary (year 1-6)	4.0%
Full Primary (year 1-8)	4.3%
Intermediate (year 7-8)	5.0%
Composite (year 1-15)	4.5%
Special school	4.5%
Restricted composite (7-10)	5.0%
Secondary (years 7-15)	5.0%
Secondary (year 9-15)	5.0%

The Ministry is developing a budget bid for the 18/19 budget to increase the level of funding.

More information can be found on the Ministry website: [education.govt.nz/furniture-and-equipment-funding/](http://education.govt.nz/furniture-and-equipment-funding/)

## Review of funding systems

Since the last sector forum progress has been made on:

- Replacement of the decile system with a curriculum based per-child amount funding mechanism (this has now been announced).
- Separating out operational funding for property related services (this is due to go to Cabinet in November 2017).

There will be further updates at the 2018 forums.

## Asbestos Management

The Ministry's process for Asbestos Management has been in place since 2014 and the key components include:

- Identify if asbestos is present
- Asbestos Management Plan in place
- Assess the risks
- Consult, inform and coordinate at all stages

If asbestos is found and removal is required – prepare an Asbestos Removal Plan and forward to EIS Health & Safety for review.

More information can be found on the Ministry website: [education.govt.nz/asbestos/](http://education.govt.nz/asbestos/)

## Proposed Sector Forum Dates for 2018

Please note that the dates below are provisional and may be subject to change:

### Series 1:

- 14 March 2018
- 21 March 2018
- 28 March 2018
- 4 April 2018

Note: Easter Break – 30 March to 2 April

### Series 2:

- 5 September 2018
- 12 September 2018
- 19 September 2018
- 26 September 2018

If you are aware of any conflicts with other events, please email [EISengagement@education.govt.nz](mailto:EISengagement@education.govt.nz).

# Who's Who in Southern

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## **REGIONAL INFRASTRUCTURE MANAGER**

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