



Regional Infrastructure Sector Forums

Series 2, 2017



Welcome and introductions

- Housekeeping:
 - Health & Safety – evacuation procedures
 - Toilets
 - Breaks
 - Mobile phones

Infrastructure Advisory Services - Southern



Regional Infrastructure Manager	Simon Cruickshank
Infrastructure Managers	Property Advisors
Ryan Holt - Nelson	John Crone, Rhonda Dalliessi, James Hardy
Stewart Lawson - Dunedin (for the next 2 weeks)	Barry Sleeman, Margaret Pollitt, Gavin McKenzie, Anna McFaul
Christchurch - TBC	David Pritchard, Gill Maher, Peter Fenwick, Karren Madden, Neha Sharma, Leon Austin
Regional Support	Christy Hawker, Meagan Singh, Liz Holland,



Updates



Health and Safety Update



Hazardous Substances

- Health & Safety at Work (Hazardous Substances) Regulations take effect from 1 December 2017. The new regulations reflect previous HSNO requirements and apply to all workplaces including schools.
- The Ministry is working with WorkSafe on arrangements in the current Code of Practice (Exemption of School Laboratories) to operate under the new regulations.
- The intention is to have pragmatic and easier to understand controls relevant for workplaces 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

- Ministry has worked with Energy Safety (WorkSafe) about non-compliant faulty electrical cable that has been installed in a small number of schools.
- The faulty cabling was supplied from July 2016. There is no immediate risk.
- The Ministry is investigating where the cabling may have been installed and where necessary cabling will be inspected. If the cabling is faulty it will be replaced.
- Energy Safety (Worksafe) has conducted audits of schools and found common errors that require action by schools:
 - Switchboards with missing or broken covers
 - Double adaptors and multi boxes overloaded and used long term
 - Electric cords on floors creating tripping hazards and damaged cords in use
 - Flammable material being on, or stored close to heaters.

Asbestos management

1. The Regulations impose a duty to ensure that all asbestos or ACM giving rise to the risk at the workplace is identified. This means Board's need to determine whether asbestos is present within school buildings and assess the risk of exposure to airborne fibres. There are different ways this can be done:
 - Assume it is not likely to be present (based on when the building was built) and record this assumption in your risk register.
 - Conduct a visual inspection and manage any risks accordingly; or
 - Employ a certified surveyor to assess.
2. Surveying is not the only option. The exception is if you are doing demolition or refurbishment works.
3. Refer to the Ministry's website for further information:
<https://education.govt.nz/school/property/state-schools/fixing-issues/asbestos/>



There is a duty to inform certain persons about the work.

Challenge #1 – who needs to be informed?

- The PCBU's workers and any other people at the workplace, i.e: staff, students, parents, visitors to the school. Adjacent ECE's/ Kohanga Reo.
- The person who commissioned the asbestos removal work.
- Any person at or in the immediate vicinity of the workplace (i.e. neighbours along boundary fences).
- Anyone occupying premises in the immediate vicinity of the workplace (i.e. after school care programmes).



There is a duty to inform certain persons about the work.

Challenge #2: 'Immediate Vicinity' – what does this mean?

- No two sites are the same and each project needs to be reviewed on a case by case basis.
- There are a number of factors that could influence whether a person needs to be informed of asbestos removal works i.e.
 - Are the neighbours within line of sight or along boundary fence lines?
 - Is the work external or internal?





Asbestos information is available:



- <https://education.govt.nz/school/property/state-schools/fixing-issues/asbestos/>

Secure | <https://education.govt.nz/school/property/state-schools/fixing-issues/asbestos/>

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HOME **0-6 YEARS** Early Learning **5-19 YEARS** School **16+ YEARS** Further Education **PARENTS** **COMMUNITIES OF LEARNING** KĀHUI AKO **MINISTRY OF EDUCATION**

HOME: 5-19 years > Property > State schools property management > Fixing issues > Asbestos management [SHARE](#) [PRINT](#)

Asbestos management

The safety of all people in schools where they might be affected by asbestos works is assured through implementation of the Ministry's Asbestos Management Process.

On this page:

- ✓ [Overview](#)
- ✓ [Asbestos and your health](#)
- ✓ [The school's health and safety responsibilities](#)
- ✓ [Identifying asbestos](#)
- ✓ [Risk assessment](#)
- ✓ [Asbestos management plan](#)
- ✓ [Construction projects](#)
- ✓ [Removing asbestos](#)
- ✓ [Frequently asked questions and further information](#)

RUNNING A SCHOOL

MANAGING STUDENTS

WORKING IN A SCHOOL

SUPPORTING STUDENTS

PROPERTY

State schools property management

Roles in school property management

Property Occupancy Document

Day to day management of school property

School facilities

Fixing issues

[Asbestos management](#)

Backflow prevention



Helios Update



What is covered:

- Getting access to the Property portal
- Problems some schools have experienced
- What you can see in the Portal
- The “School Information Report”



Steps to gain access

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
6	Following this confirmation email, you will be able to log into the Helios portal and view your school information

Select and tick in EPA



1 User Details 2 Add/Remove Roles 3 Save as Draft 4 Sign and Submit

Add/Remove Roles

Prev Next

Attendance Service Application	^
e-asTTie	^
Education Council Online	^
ENROL	^
HELIOS	v
K2 School User	<input checked="" type="checkbox"/>
NZQA Secondary Schools Extranet	^
Progress and Consistency Tool	^
School Data Portal	^
Te Waharoa Ararau	^
TEC	^

Education Sector Logon



Project Management

We have a number of project management forms that you must fill out with the board of trustees if you are doing a capital building project.

Helios Portal

Access to detailed school property data for schools, project managers and consultants.

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We have a number of project management forms that you must fill out with the board of trustees if you are doing a capital building project.

Helios Portal

Access to detailed school property data for schools, project managers and consultants.

Education Sector Logon

User ID

Password

Logon

[Education Sector Logon and Access Form](#)
[Education Sector Authorisation Form](#)
[Forgotten your password?](#)
[Logon with a digital certificate](#)
[Software/Hardware Settings](#)

If you are having difficulty logging in, please call the Ministry of Education Service Desk on 0800 422 599



Some challenges to date

- Schools are unfamiliar with EPA system – it is the system used for ENROL/e-asTTle/APA requests.
- Who has DA ‘delegated authority’ – it is usually the principal or an administrator at the school (contact the Education Service Desk if you are unsure).
- Who should have access - access is aimed at those who are involved with capital projects, property management and maintenance (you can decide who has access).
- Using your Education Sector Logon (ESL) – it won’t get you to the portal until your EPA access request is in place.



Helios Portal – School View

West Park School (2867)

Main Details

Institution Name West Park School
Number
Alternative Name
Group Schools
Property Type State
Institution Number 2867
Governing Body Not Applicable (999)
Service Wellington
Delegation Scheme
Current Status Open
Comment



Broderick Road
Johnsonville
Wellington
6037

Postal

Measurements

Net Area 1759.60 m²
Floor Area 2397.00 m²
GIA 2397.00 m²
GEA 0.00 m²
Site Area 18686.00 m²
4.62 Acres
1.87 ha

Contact Information

Telephone 04-4787074
Fax 04-4787593
Email Address jon@westpark.school.nz



Helios Portal – Documents

Documents

▼ All

CAD Plans

Documents

Images

Other

West Park School Beca Block Plan Schedule 1999.pdf

15/06/2016 3:43:53 p.m.

West Park School CoT.tif

13/05/2016 2:18:31 p.m.








West Park School 130110.dwg

13/05/2016 10:51:51 a.m.

Helios Portal – Core Information



Buildings

	Building Number ↑	Building Name		
	A	ADMINISTRATION	Details	Floors
	B	SENIOR	Details	Floors
	C	JUNIOR	Details	Floors
	D	BLOCK D	Details	Floors
	E	ROOM 13	Details	Floors
	F	F Block	Details	Floors
	MB	Modular Building	Details	Floors

[First](#) [Prev](#) **1** [Next](#) [Last](#)

Showing records 1 - 7 of 7 on page 1 of 1



Helios Portal – Project View

Block A:BIP Repairs (200277)

Main Details

Name Block A:BIP Repairs
Number 200277
Type 1. Ministry of Education
Initiation Date 29/04/2016
Financial Year 2015/16
Description Additional work was identified once construction had commenced.

Progress

Completion 35.00
Status 5. Authorised
Assigned To Lawrence Joseph

Budget Detail

Budget Detail	Type	Description	Classification	Total
UNC-LB_CAPITAL 2015/16 Capital	Capital	Defective Buildings	Defective Buildings	\$30,496.00
Total				\$30,496.00

Commitments

Total	Pending Approval	Approved (Unpaid)	Actual	Available
\$30,496.00	\$0.00	\$0.00	\$19,358.25	\$11,137.75

Helios Portal – Updating Projects



Project Plan

WeekMonth

Item	Start Time	End Time	Mon 25/4 - Sun 1/5							Mon 2/5 - Sun 8/5							Mon 9/5 - Sun 15/5		
			Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed
<div>Planning Phase</div> <div>26/04/2016 30/05/2017</div> <div>.....Project management plan agre....</div> <div>.....Professional services procured</div>																			
<div>Design Phase</div> <div>26/04/2016 30/05/2017</div>																			
<div>Build Phase</div> <div>26/04/2016 30/05/2017</div>																			
<div>Close Out Phase</div>																			

Edit: Planning Phase

Baseline26/04/201630/05/2017

Target26/04/201630/05/2017

Actual26/04/2016dd/mm/yyyy

Budget0.00

Status

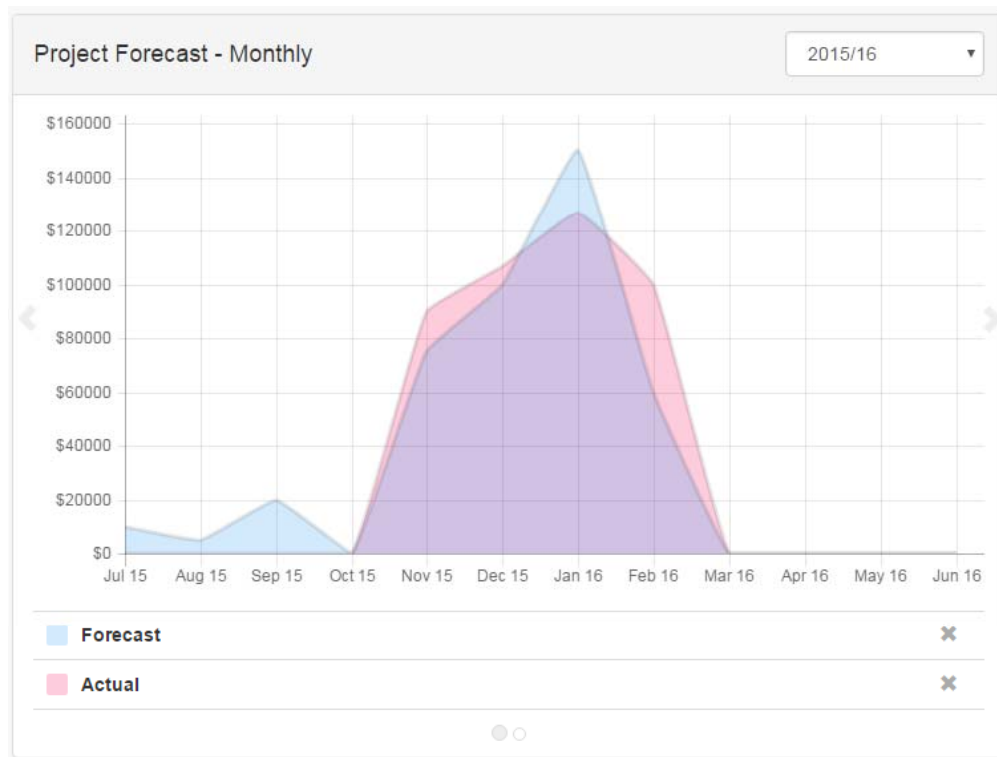
Notes

Update

June 2017

Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Helios Portal – Updating Projects



Edit: Forecast ×

Mar 2016 \$

Update



The School Information Report

- Provides a consolidation of the relevant information for your school, such as:
 - Current and past projects
 - Expenditure
 - Building information
 - Property Notes
- As we receive feedback, we will look to develop specific reports or functionality (this ensures we tailor it to your needs)
- Email or call the Education Service Desk with your suggestions
 - Mon-Fri 7.30am – 5.30pm
 - Phone: 0800 422 599
 - Email: Service.Desk@education.govt.nz

Rollout



- Southern schools have joined
- From 24th August - Central South schools begin joining
- From 11 September - Central North schools begin to join, and
- From 2 October - Northern schools will begin to join
- A staged access was to mitigate the potentially thousands of applications, however, this group (here today) can use the EPA to get access early.



Update on the Review of Funding Systems

Separating property related services



A brief recap

The intent of the funding review is to:

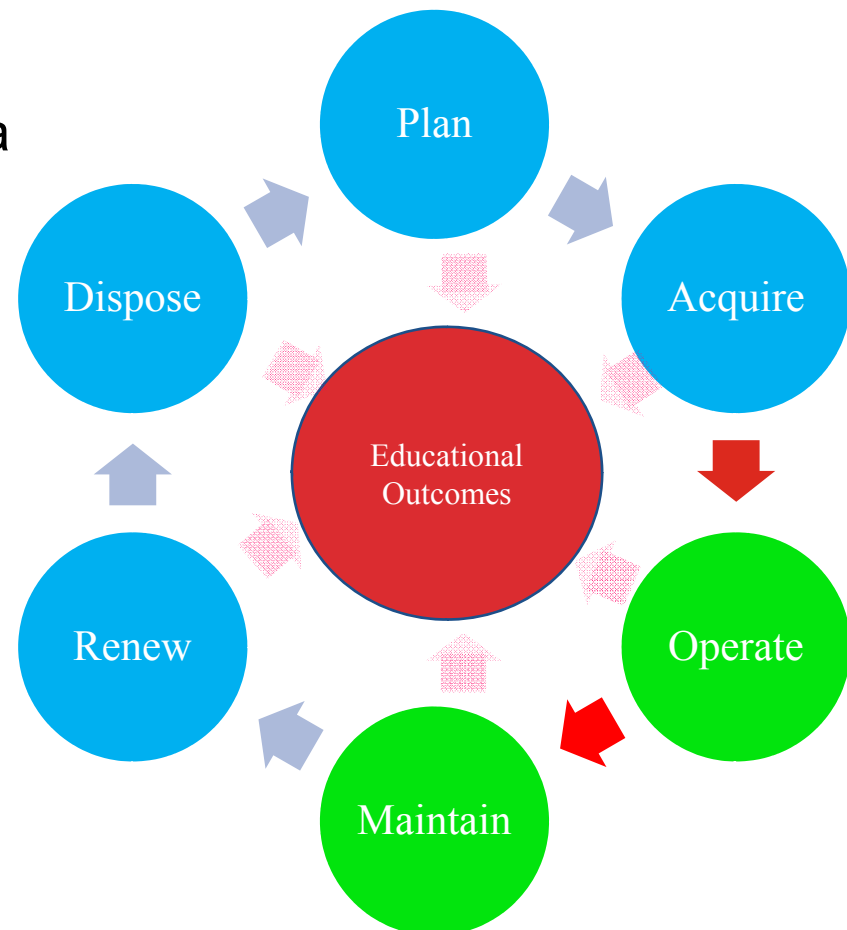
- Replace the decile system with a curriculum based per-child amount funding mechanism (announced).
- Separate the operational funding for property related services from the per child based amount funding mechanism (Cabinet Paper in November).



What has been proposed

Continue the EIS transition to being a strategic asset manager by:

- Reconnecting of an asset management lifecycle
- Introduce minimum maintenance requirements (PMG)
- Move to an actuals / evidence based funding model (HLW).

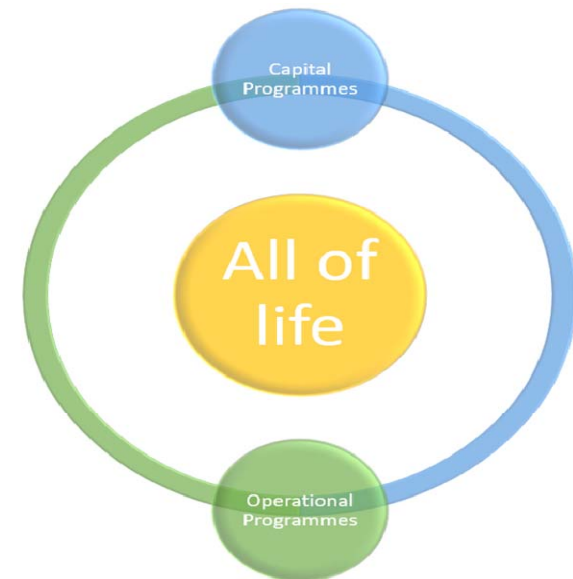


Why it was proposed



Over time allow EIS to:

- Introduce an whole of the life view across the portfolio
- Align capital and operational funding programme
- Provide accurate levels of funding and support and reduce the time burden of property management.





Some background

- Property related services are:
 - PMG circa \$90 M pa, HLW circa \$74M paper annum, Vandalism circa \$8M pa (approximately 16% of operational funding).
- 2020 is the implementation target and a transition plan will be developed.
- Initially no calculation and funding change.
- Minimum requirements will be applicable to all.
- Re-use as many existing EIS systems as possible.



Small Schools Trial Update



Small Schools trial - recap

The 'small and isolated schools' trial allows us:

- To explore capital funding and the implications of current policy settings
- To investigate the quality of the internal learning environment
- To test ideas generated through the Review of Funding Systems (RFS)
- Separating property funding from the Operational Grant.
- To explore property challenges at these schools such as access to professional and trade services

Small Schools Trial - Where are we?



Pre-trial trial:

- Two schools in the Waikato are working with us to test the technology, its reporting and its robustness (our technology provider is based in Hamilton) and our engagement processes.

Trial:

- Six schools in the Far North have come on board for the trial:
 - Data loggers will be installed in early September
- Six schools on the East Cape have received invitations to participate in the trial:
 - Meeting is planned for the middle September (TBC)
- Eligible schools on the West Coast are being identified.
- Expert panel to review data and make recommendations (to schools and the Ministry) is currently being set up.



Furniture and Equipment (F&E)

Current policy for state schools



F&E is provided to schools in two ways:

- For new teaching spaces (no pre-existing furniture) and/or
- On a % of 5YA and by school type.

- Paid directly to schools (no invoice 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.
- Note: State Integrated Schools receive their F&E annually.

- It is a separate capital appropriation.
- It may only be spent on F&E.
- Assets sits on a school's asset register.

Current funding regime



Table1: Current F&E funding rates for new spaces

Type of building space	Funding rate (\$ per net m ²)
Teaching space	\$125
Specialist teaching space (secondary school Years 9–15)	\$450
Specialist teaching space (all other school types)	\$380



Current funding regime

Table2: 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 (year 7-10)	5.0%
Secondary (year 7-15)	5.0%
Secondary (year 9-15)	5.0%



Current process

Ministry is preparing a budget bid for the 18/19 budget round.

Observations to date:

- Expenditure circa \$20M
- Last reviewed in 2010
- Three main providers (one provider is about 80% of sales)
- Purchases are made and paid for by individual schools
- No sector leverage for scale
- Schools want to retain choice options but find the process demanding
- How can EIS Procurement play a role to reduce costs?



10 Year Property Planning Process

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.
- We aim to reduce this burden and ensure you have good 10YPPs in a timely fashion. We are proposing to:
 - Continue the approach where schools pick their preferred 10YPP Consultant (or can ask us to do it for them)
 - The contract for delivery and performance will be between the 10YPP Consultant and the Ministry
 - The Ministry is exploring the costs associated with the planning process
 - Incentivise consultants who produce high quality work.
- We are developing a transition plan to move to this new approach for 2019/20.
- We are exploring the possibility of additional funding for 2018/19 as part of the transition.
- There is no change to 5YA funding.



Board Funded Property



Board property funding

- What property can a board fund?
- Where does board funding come from?
- Board considerations
- Ministry approval criteria

What property can a board fund?



You can use board funding to:

- contribute to the cost of a 5YA project to increase the scale of the project (new sqm)
- add to the internal fit out (no new sqm)
- buy a building (that is fit for educational purpose) and move it onto a school site
- build a new building on the school site
- build a facility on the school site jointly with the community, or local council such as a sports complex, or swimming pool
- buy additional land, like a sports field
- build facilities, like playgrounds and bike tracks that will benefit the school and community.

<http://www.education.govt.nz/school/property/state-schools/school-facilities/board-and-community-funded/>



Where does board funding come from?

Board funding (or ‘discretionary funding’) comes from sources such as:

- Fundraising
- Grants from trusts and community groups
- Bequests.

A major contributor can also be surplus operational funding from the previous years.



Board considerations

- When using Board funds for new property you must consider:
 - future capital replacement eg roof or heating system replacement,
 - all the ongoing day to day operational costs: eg heating, painting
 - the on-going depreciation charge
 - insurance
 - what is likely to happen to your roll over time
- You must consider that you are committing future Boards to contributing funding for 50 – 80 years and they will need to provide funding over this period.
- If you have shared ownership your ongoing costs will be based on an ownership percentages (or any agreement you have reached).
- You should complete this discussion and formalise it before making the investment.



Board considerations

- If you add to a Ministry owned building, and it suffers catastrophic loss, for example fire, the Ministry will only replace its share.
- Your level of insurance payout will reflect your policy and ability to replace your share.
- Ministry replacement will be to entitlement which is rolled based.
- If you use Board funds to improve the quality of the internal fit out in a Ministry owned building (no increased sqm) you are gifting this money to the Ministry.
- It doesn't go on your asset register or get depreciated by you.
- You do not have to insure it.



Ministry approval criteria

Approval **must** be obtained and criteria considered are:

Educational Benefits

- Must bring educational benefits by helping to deliver the curriculum (this can be quite broad).

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:
 - any proposed board-funded property (including teaching space) does not cater for out-of-zone students
 - 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.

Ministry approval criteria



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
- When using surplus operational funding that the operational needs of the school are being met including:
 - The school well maintained?
 - When is the next exterior repaint due and are there funds available?
 - Is the fixed asset register up to date?
 - Is there an asset replacement plan?
 - What other liabilities does the school have?
- If borrowing, all the borrowing requirements in the 'Financial Information for Schools Handbook' are met (10% threshold).



Ministry approval criteria

Property standards

- You 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 you are buying a building you 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 consent is granted, the additional property will need an asset change form and to be added to the schools site plan.
- If you are adding to an already existing Ministry building you must comply with our weather-tightness requirements.

Integrated schools – board projects



- **Proprietor is responsible for capital works.**
- **Boards are responsible for maintenance like state schools.**
- In exceptional circumstances boards can pay for and own capital work using their surplus operational funding.
- Boards must get permission from both the proprietor and the Ministry. For permission to be granted:
 - the Board must prove it has enough funding to cover all of the school's maintenance and operational costs
 - the building must be recorded as a board-owned asset (not the proprietor's) by way of a lease
 - the board must meet any Ministry borrowing requirements
 - the work must not free the proprietor of any obligation they may have for the same work under the school's Integration Agreement.



School Transport

School Transport: Southern Contacts



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National Operations Manager



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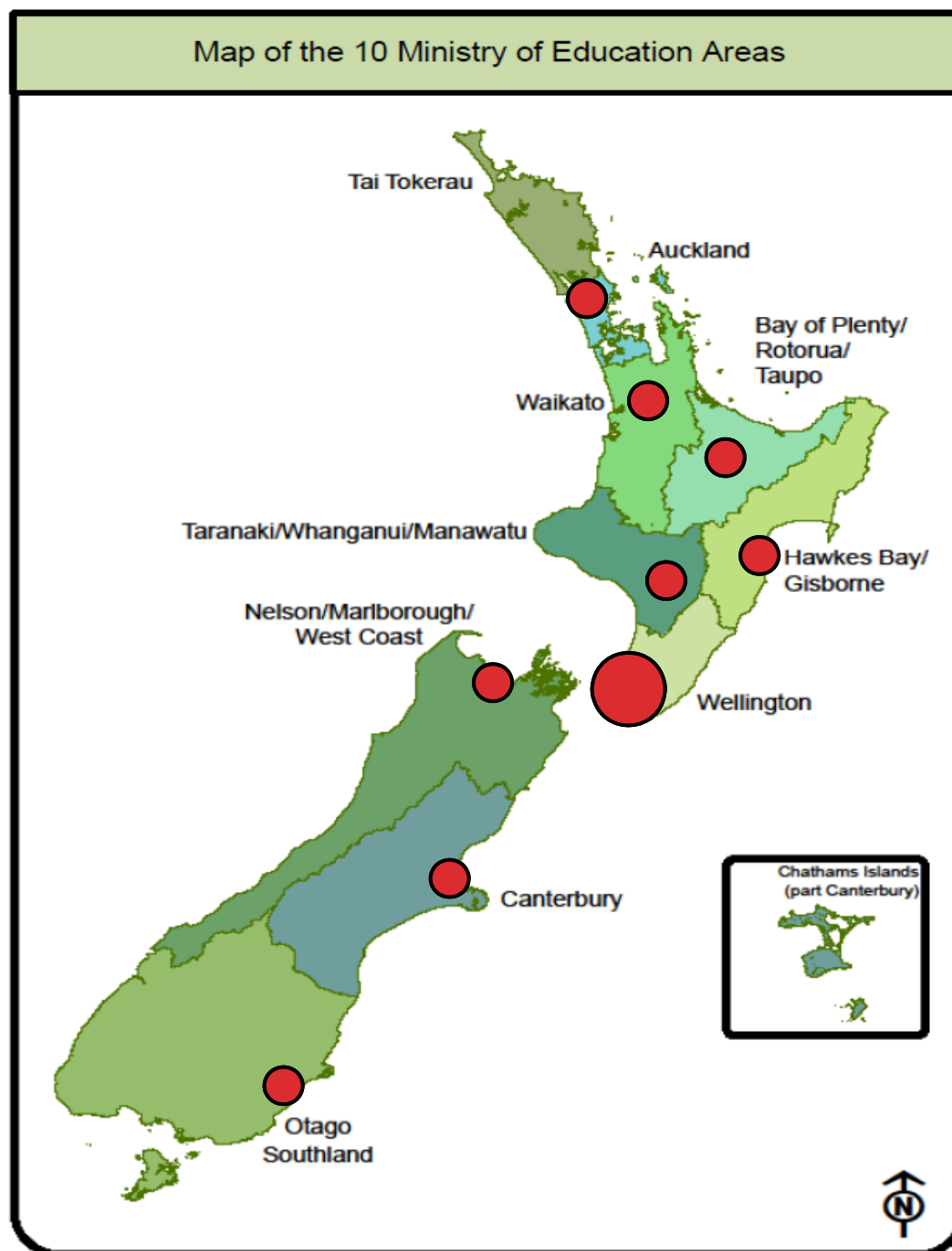




New model

- Significant transformational change from an outsourced model to in-house, 1 July 2017.
- Increased team capacity from 5 to 29, including 8 in the regions.
- Focus is on delivering to the School Transport Vision.

A safe, effective and efficient school transport system that is valued by school communities





What we do

- Help overcome the barrier of distance to learning by providing School Transport Assistance (a bus, a conveyance or an allowance) to students.
- Eligibility criteria:
 - Must be attending the closest state or state integrated school at which they can enrol; and
 - Must live more than 3.2km (Years 1-8) and 4.8km (Years 9-15) from that school; and
 - There is no suitable public transport available.



By the Numbers

	Routes (x2 a day)	Eligible students	2015/16 budget (\$000)	Daily vehicle movements
Daily Bus	1459	61000	94,224	3000
Direct Resourcing*	563	25000	36,847	1100
Kura Kaupapa*		5561	7,230	200
Special Education		6000	39,879	3000
Technology	741	28000	4,834	300
Conveyance Allowance		6000	3,157	
	2,762	131,561	\$186,171	8600

*Of the 8600 daily vehicle movements, the Ministry contracts with transport service providers for 7500 of them, and DR schools (including Kura Kaupapa) provide the transport for the remaining 1100 movements.

We contract over 400 transport providers: bus companies, taxi organisations, ferry operators.

We don't operate every school bus!

Specialised School Transport Assistance (SESTA)



- If a student has safety or mobility needs, they may be eligible for SESTA.
- SESTA is provided by either taxi service or a conveyance allowance to caregivers.
- 5% of our student numbers for transport and 21% of the spend.



Operator Contract Requirements

- Legislatively Compliant.
- Health & Safety Compliant.
- Vulnerable Children Act Compliant.
- Must exceed minimum standards on Certificate of Fitness, Pass Rates in brakes, steering, tyres and suspension.
- Drivers Trained in NZQA Unit Standards.
- All Drivers must hold a current 1st Aid Certificate.



Key Challenges

- Health and Safety – requirements in practice
- Gaps between school transport policy and operational delivery
- Community demand to transport ineligible students

Key Opportunities

- Innovative technology solutions
- Public transport integration
- Technology as an enabler of safe travel

Ultimately it's about the kids





Mainland Regional View



Regional items

- IAS priorities
- School Visit and 10YPP's
- Evacuation Plans
- Council Remissions
- School Keys
- Resource Plans
- Coming events
- Year end deadlines
- Final Words

IAS priorities



- 10 Year Property Plan (10YPP) and 5 Year Agreements (5YA)
 - ✓ Support schools to ensure all 10YPP's are submitted and approved by June 30th, 2017
 - ✓ One property plan for schools – encompassing all maintenance and capital works – including repairs to buildings with weathertightness issues, network considerations
 - ✓ Support to get 5YA projects underway and completed as forecasted in plan
- School visits – at least 97% of all schools visited within the year
 - ✓ Emphasis on providing support, knowing the school property condition, ensuring property data-base information is correct, and 5YA projects are underway



IAS priorities

- Stakeholder relationships
 - ✓ Know our schools/schools know us
 - ✓ High priority on productive working relationships
 - ✓ Always available to meet with sector groups – eg NZSTA/SEO sector groups
 - ✓ Support and training for consultants, schools, First Time Principals on property policy and 10YPP preparation
 - ✓ Engagement with our colleagues to ensure schools have a seamless service
- Resourcing and team focus
 - ✓ Support to ensure our team is equipped and trained to support schools
 - ✓ Lower school portfolio ratios for property advisers

School Visits and Ten Year Property Plans



- We have contacted each school, to provide up to date details, when our property advisor has changed, or when we are aware of Principals changing.
- During the 12 months to 30 June 2017 we visited almost every state school in the portfolio.
- We have better reporting tools that enable us to manage the turn around of ten years plans more efficiently.
- We are rolling out the 10YPP portal to the planners.
- We will be holding 10YPP workshops and Board introduction to property workshops over the coming months.



Evacuation Plans

- Every school required to have Evacuation Plan.
- Must be logged with Fire Service.
- Fire evacuation trial required by legislation every 6 months.
- MoE require trial every term.
- Quick review of Canterbury schools shows about 20% have logged plans.
- Easy process to log plans through Fire Service website.



Water Remissions

- Historically schools would apply for remissions for unexpectedly high water bills.
- Council would agree, although rules said only once every 4-5 years.
- 1 Christchurch school has had \$45k remission.
- Council now refusing anymore remissions in Christchurch – others will follow.
- Schools required to check water meter.
- MoE trialling some work with BECA in Christchurch.



Resource Plans

- New requirement for farms.
- Required by end of October.
- Not mandatory.....yet.
- Complicated and time consuming.
- Impacts on schools with bore fed water.
- BECA pulling together a strategy paper.
- Will be an NZ wide issue.

Security at your school – management of keys



- Lift engineer was given a key to give him access to the service areas of the building. He lost the key. It was the master key. The cost to re-key the entire school was \$38,000.
- Teacher had a set of keys that she gave to a student to access a locked room. It was unclear where the student had returned the keys. The keys contained a master key. The cost to re-key the entire school was \$18,000.
- The school office kept the master keys in the petty cash box on the reception counter. The cash box was stolen. The cost to re-key the school was \$6,000.
- Master keys should not be used as everyday keys.
- Ministry insurance will only pay once to re-key the school and replace a master key system.

Year end deadlines

Date	For
22 November	Project documents for approval by 22 December
8 December	Invoices for payment by 22 December



Final Word

- 10YPP projects planned for the summer break should be well under way.
- Advice from some project managers is they already have a full workload over this period.
- 22 November is the last day for us to guarantee projects will be processed prior to 22 December.
- 8 December is the last day for us to guarantee invoices will be processed prior to 22 December.

FINAL WORD



- Simon on holiday from.....right now!
- Sandra Orr from Auckland covering for first two weeks
- Lucy Ross from Wellington covering for last 3 weeks
- Simon going to:- London, Durham, Lake District, Barcelona, Florence – jealous much?



Proposed 2018 Dates

Series 1:

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

Note: Easter Break – 30 March to 2 April

Series 2:

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



Lifting aspiration and educational
achievement **for every New Zealander**