

BOARD TALK

A Newsletter from Catholic Schools Board Limited

Greetings



What a long and arduous winter our schools have endured this year – the weather has been a real test of schools' resources and equipment, as well as everyone's patience. But at last spring has arrived along with sunnier, drier days. Several articles in this month's issue of *Boardtalk* will be of great interest to those who experienced leaky roofs, overflowing drains or heating issues during winter.

The weather hasn't slowed down our projects, however, and it has been wonderful to participate in a number of openings in the last few months. The administration block at St Peter Chanel School was opened in August by Archbishop John, and was especially memorable with the close involvement of the adjoining marae. We were also thrilled to experience the openings of new administration blocks at both St Anthony's, Seatoun and St Teresa's, Karori.

Each term I attend the Ministry of Education Forum. The Term 3 forum included visiting state schools and observing their building work and projects. A lot of this work is very worthwhile and interesting, but I have been extremely proud to see that our schools have facilities which are equal and, in my view, better in many cases. This is a tribute to the consultants and designers we use and the contribution our staff and school Principals make in the critical design/consultation phase of our projects.

Earlier this year I attended workshops and a conference where the theme was designing for today's learning styles – I am very much looking forward to sharing some of these experiences, along with examples of classroom and school design, when we run our sessions with Boards of Trustees and Principals. It is interesting to note that a key feature of today's designs – on the international scene – is the use of community facilities and community involvement. This has always been a keystone of Catholic education in New Zealand and is very much in line with the thinking of our Bishops and Proprietors in their approach to parish and school relationships.

This message of enhancing the school/community relationship was a strong focus of the very successful New Zealand Catholic Education Convention 'Radiating Hope, Challenging our Times' held in Wellington in August. It is heartening to see the commitment you all have to strengthening the bond between our schools and parishes, ensuring the special quality of the education we offer our children.

I hope the coming term is a sunny and productive time for all CSBL schools as we look forward to summer.

Mary Neazor
Chief Executive Officer



The new administration project at St Joseph's School, Wairoa

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Celebrations



The library and administration building of St Anthony's, Seatoun



Msgr John Carde, to whom the St Anthony's Seatoun library has been dedicated, holds up the library plaque which reads 'Keep the rumour of God alive'

New administration building for St Anthony's, Seatoun

Archbishop John Dew officially opened and blessed the new administration building at St Anthony's Seatoun on 23 July 2006.

On a beautiful Wellington day guests, pupils, parents, staff, parishioners and friend attended Mass celebrated by Archbishop John and Monsignor John Carde. Catholic Schools Board Limited was represented by CEO Mary Neazor, CSBL Director Michael McDonnell and Regional Property Coordinator Mark O'Connor.

Following Mass, the gathering assembled in front of the new buildings and were treated to items by the St Anthony's pupils and the Parish Pacifica Group.

Archbishop John Dew, the Proprietor of St Anthony's, paid tribute to CSBL and acknowledged the quality of works being achieved at schools in his name.

Local MP, the Hon Annette King, spoke of developing a close relationship with the community and the important role the school of St Anthony plays in her constituency. She acknowledged the attendance of Councillor Ray Mercer with his presence reflecting the desire for local council to interface with the community.

St Anthony's Board of Trustees Chair, Steve Robinson, paid tribute to Principal Raewyn Watson, her staff and the pupils of St Anthony's and noted their close relationship with Monsignor John and the Parish. Steve thanked all involved with the project including CSBL, Board of Trustee members, the architects – Don Jamieson Architecture, the quantity surveyors – Monastra Q S Consultants, and the contractors – J R Argue Ltd.

The construction of the new administration building has created a space for a library to be decorated by the Friends of St Anthony's. In a fitting acknowledgement of the close association between school and parish, Monsignor Carde unveiled the library plaque which included a translation arranged by Councillor Ray Mercer.

The Parish Pacifica group performed with enthusiasm, their show raising contributions from the attendees to be donated towards books for the library.

The ceremonial ribbon was cut by quantity surveyor David Monastra who applauded the project and the contractor, John Argue. He noted John's significant and long-term association with the school, including his time on the Board of Trustees and his children's education at St Anthony's.

Archbishop John blessed the building and declared it open, handing the operations to the Board of Trustees.

Project Management: Catholic Schools Board Limited

Architect: Don Jamieson – Don Jamieson Architecture

Quantity Surveyor: David Monastra – Monastra Q S Consultants

Contractor: John Argue – J R Argue Limited

Administration facilities remodeled at St Teresa's, Karori

On 30 August 2006 Archbishop John Dew blessed and officially opened the remodeled administration facilities at St Teresa's School, Karori. The weather was glorious as CSBL representatives CEO Mary Neazor and Mark O'Connor, pupils, staff, Board of Trustee members, parents, parishioners and guests listened to the gospel teaching of St Mark. The theme of Salt and Light was chosen by the school – a theme that was synonymous with the theme of the recent Synod.

Archbishop John spoke of the significance of the Salt and Light theme and the importance of ordinary things in life. He also emphasised the value of the Archdiocese relationship with the Parish and that of the Parish with the school. As the Proprietor, Archbishop John thanked all those involved in the successful project including CSBL, the staff, parish, contractors and architects.

The St Teresa's Board of Trustees Chair Kevin Kelly paid tribute to the Board of Trustee members – including immediate past Chair James Corrigan – in working with CSBL to achieve a quality facility for the school. Kevin also acknowledged the dedication and cooperation of Principal Liz Heatley, her staff and the contractors who all worked together to keep operations going throughout the project. Kevin extended thanks to the Friends of St Teresa's for the great fundraising they do, and to Fr Tom O'Brien, parents and students for their role in the great spirit evident at St Teresa's.

Archbishop John blessed the new facility before declaring the buildings officially opened and handing the day-to-day operations over to the Board of Trustees.

During the celebrations the gathering was treated to delightful music, singing and prayers by the St Teresa's pupils.

Apologies were received from the Hon Marian Hobbs and Michele Lafferty of the Catholic Education Office.

Project Management: Catholic Schools Board Limited

Architect: David McKenzie – Designconcepts

Contractor: Warwick Neal – Neal Developments



Exterior of St Teresa's new administration block



The kitchen area in the new administration block



Archbishop John Dew unveils the plaque of St Peter Chanel School's administration block (photo courtesy of *The Otaki Mail*)

Māori concert and hangi feature in opening at Otaki

Archbishop John Dew opened the new administration block for St Peter Chanel School on Friday 25 August. The school has always had a close relationship with the adjoining marae – Pukekaraka – and a feature of the opening was a Māori concert by the pupils, followed by a resounding haka from the boys. The day was topped off by a fine dinner prepared by students, using a hangi pit for the cooking. The guests included CSBL's CEO Mary Neazor and Property Manager Frank Hodgkinson, Wellington's Catholic Education Centre Manager of Schools Michelle Lafferty and Parish Priest Fr Barry O'Connor, as well as Māori Party Leader Turiana Turia and local Kapiti MPs Darren Hughes (Labour Elected) and Nathan Guy (List National).

This project involved the relocation of the administration area to the main school block at the front of the school. The upgrade provides a purpose-built administration with a general administration office and waiting area, Principal's office, sick bay, resource room and staffroom. The previous administration was located in a converted prefab and was difficult to distinguish on the school site. Now it will be clear to all visitors where the office is located.

The project has been marked by excellent cooperation between school representatives, Proarch and CSBL and there has been a good working relationship between the school and the contractor – Kapiti Carpenters.

History

Education at St Peter Chanel began more than a century ago when the first Catholic priest Fr Jen Baptiste-Comte arrived in Otaki in 1844 and began teaching local children in St Mary's Church building. St Peter Chanel School was established in 1894 with the arrival of four Sisters of St Joseph of Nazareth from Wanganui. Again the church building was used as the school until the new school buildings were completed.

The school's present main building was opened by Cardinal McKeefry in 1957 with the local community contributing to the cost through fundraising.

St Mary's Church and part of St Peter Chanel School are situated on land belonging to Ngatikapu and the school has strong links with the local Catholic Māori community in Otaki.

Project Management: Catholic Schools Board Limited

Architect/Project Manager:

Roy Price from Proarch

Quantity Surveyor:

Mike White from Davis Langdon NZ



Angel Moeau, a pupil at St Peter Chanel School, cuts the ribbon (photo courtesy of *The Otaki Mail*)

Dues News

In recent months Proprietors have reviewed the existing level of Attendance Dues and have approved an increase of 5% to take effect from 2007. This represents a \$4 and \$7 per term increase for primary and secondary students, respectively.

The new level per student for 2007 as approved by our Proprietors is \$280 per annum for primary (\$70 per term) and \$544 per annum for secondary (\$136 per term).

Parents will be notified of the increase by our Dues Team. As in previous years, if parents are unable to pay the increased Attendance Dues they need to contact their Parish Priest, Dues Committee or secondary school Principal to discuss the possibility of a rebate.

How can Principals help in Dues collection?

Proprietors (not Boards of Trustees) charge Attendance Dues and have authority to do this under the Private Schools Conditional Integration Act. Our Proprietors have passed the management of Dues collection to CSBL. We rely very much on the help we receive from our local parishes and schools. Key players in this are our voluntary Dues Committee people and our school Principals.

Principals play an important role in Dues Collection. At the time of enrolment Principals are required to ensure the parents or other persons taking responsibility for the student sign an Attendance Dues Agreement Form. This needs to be signed as it forms the contract with the Proprietor and school and enables us to follow up later on missed payments.

Property Portfolio



Sacred Heart, Thorndon administration staff have a new home for the duration of their administration upgrade project

Property Programme

With nine months of the year gone only four of the capital projects on the 2006 programme remain to be tendered.

Completed projects in the last three months are:

St Peter Chanel School, Otaki – administration upgrade

St Anthony's School, Seatoun – administration upgrade

Our Lady of Lourdes School, Palmerston North – administration upgrade Stage 2

St Patrick's School, Kilbirnie – administration upgrade

St Joseph's School, Waitara – administration upgrade

St Anthony's School, Pahiatua – administration upgrade

Preparation is progressing well for the 2007 Programme with initial project meetings held and design and construction drawings underway. Some projects will be commenced early in the year. Six more primary school administration upgrades are planned, as well as a classroom block upgrade and a secondary school technology block upgrade.

Roll Growth Programme

Ten classrooms are also being provided through the 2006 CSBL Roll Growth Programme and seven of these are now under construction. Some difficulty is being experienced in finding building contractors in some areas and this is causing delay. In these circumstances consideration is being given to construction off-site and transporting the buildings in sections to the schools concerned.

Relocatable Classroom

St Joseph's School Hawera is receiving a new roll growth classroom through the CSBL 2006 Roll Growth Programme. The classroom was purchased from Central House Movers and was moved onto site during the July holidays. Tenders were let for the upgrade of the room and siteworks and the successful contractor was Porter and Harper Builders Limited – their work commenced mid-September. The architect managing the project is Marianna Morgan from BSM Group Architects, Wanganui. The classroom will be ready for use during the 4th term.



St Joseph's new classroom arrives on wheels

Roof Leaks



Extensive remedial work is planned for roofs at St Patrick's College, Kilbirnie

One of the most frequent occurrences of major maintenance is roof leaks and the consequent damage from water ingress. We are often asked how we tackle remedial work to stop roofs from leaking.

One consideration in prioritising maintenance work is 'Action will prevent the rapid deterioration of the asset'. The mitigation of roof leaks will almost always meet this assessment criteria and is therefore treated as priority work. We also take into consideration any compromised 'comfort factor' for pupils and staff.

The detection of the cause of the leak, determining the action required, getting quotations, engaging contractors, attaining access to the buildings at times that won't unduly affect school operations, and undertaking the repair work and follow-ups to ensure the remedial work has been effective can all take considerable time – directly proportionate to the complexity of the problem.

Roof leaks can be attributed to one or several causes, eg:

- Lack of maintenance including painting, treating for lichen, etc
- Poor design (often occurs when various buildings are coupled together)
- Natural deterioration of the roofing material through aging
- Poor initial installation workmanship
- Elemental damage (such as cyclones)
- Penetrations, such as service entry ducts or even birds dropping shells from a height.

Where the roof appears to be in good condition the remedial work may be as simple as the school arranging for a local plumber or roofer to inspect and undertake minor repairs – schools should undertake these repairs immediately to prevent any damage just as a home owner would. Where the cost of the remedial work is less than \$1,000 the school must meet the cost. Where the cost is more than \$1,000 the schools must notify their CSBL Regional Property Coordinator before contractors are engaged – the cost will be met by CSBL.

For a standard roof replacement (such as on a classroom) CSBL may request the school get three quotes for replacement from local contractors – we do appreciate the cooperation we have from schools in this regard.

Where the cause of roof leaks is complex, CSBL will usually enlist the services of an industry expert to inspect, report, and engage contractors and to oversee repairs. Depending on availability of industry experts and competent contractors and on weather conditions the process can be a drawn out one – so we ask schools to bear this in mind.



Damage caused by poor flashing around skylights

Heating Your School – Series Two

Our last *Boardtalk* featured a heating article specific to boilers. There is, of course, a raft of other heating methods and we cover most of these in this article.

We are often asked who is responsible for the repairs/replacement to individual and collective heating devices. Where an individual heater has failed and the cost to repair/replace is less than \$1,000 the cost is a school responsibility. Where the cost to repair/replace is more than \$1,000 the cost is met by CSBL under our emergency budget. For works over \$1,000, schools must notify their CSBL Regional Property Coordinator prior to engaging contractors as it is not CSBL policy to retrospectively approve expenditure.

Where the collective heaters of a school are aging and deteriorating to an extent that their economic life is coming to an end, CSBL will consider a total or part replacement under our maintenance budget. This is planned expenditure and schools must be vigilant in advising their CSBL Regional Property Coordinator in advance so a budget can be assigned to the school.

The safety, economy and longevity of heating units depend on care and maintenance. Where recommended, schools should formalise maintenance contracts with appropriate service providers and keep service records on file.

Gas

Gas column and high level heaters are used in many of our schools. While this method of heating is relatively unobtrusive, maintenance is required to ensure safety, efficiency and longevity. Dust accumulation can contribute to restricting or blocking burner jet holes so should be removed regularly.

Gas heating is not restricted to gas as the sole motive energy. Electrical fans and electronic controllers are also incorporated and a competent person should check these systems on a regular basis.

CSBL strongly recommends schools arrange a Maintenance Contract. The inspection, cleaning and testing of electrical, electronic and gas operational and safety devices is a specialist job.

Under floor electrical heating

We have a small number of schools with under floor heating, ie electrical heating elements embedded in concrete slabs.

This is an efficient form of heating requiring virtually no maintenance except the observation of control equipment such as thermostats. Any work undertaken must be by a registered electrician as the work is prescribed electrical work as defined by the Electrical Act.

The installation of under floor heating is usually completed in sections. Very rarely a section will fail. On consideration of an electrician's report your CSBL Regional Property Coordinator will advise what action is to be taken. In some circumstances repairs may be uneconomic and an alternative method of heating will be determined.



St Theresa's Plimmerton classroom overhead convection heating (and nice artwork!)

Overhead convection heating

The use of overhead electrical convection heating is prevalent in many of our schools. This form of heating is often referred to as 'black heating' as the original heaters were a dull black. Today overhead convection heating can be supplied using much more aesthetically appealing white panel heaters. CSBL has retrospectively installed this form of heating with the combination of sweep fans. Cold classrooms have effectively been transformed. This form of heating requires relatively little maintenance, however dust will collect on the heaters and should be wiped off periodically.

Electrical panel heaters

With the exception of boilers predominantly used in colleges, electrical panel heaters would comprise the bulk of heating in our schools. Whilst the heaters are relatively efficient and economic the heat tends to localize and the heaters are subject to mechanical damage by impact.

Maintenance includes wiping off dust, as well as visual inspection for damage. A registered electrician must undertake any repair work.

Night store heating

Whilst common in residential homes, night store heating has rarely been used in schools. It is however becoming more popular as units continue to become more efficient and economic. Some units offer both heating and cooling and may be considered where excessive warmth in a room is a factor.

Air conditioning units

In some locations air conditioning units have been installed in school environments where both heating and cooling are required. Natural ventilation is a preference for cooling but this is not always practicable, especially in computer suites.

Air conditioning units require servicing by specialists. CSBL strongly recommends schools with air conditioning units to enter a Maintenance Contract with an appropriate service provider. BRANZ recommends that filters are cleaned six-monthly and manufacturers' service intervals are complied with.

New Regional Property Coordinator Tom Brodie

Tom Brodie has been appointed as the new Regional Property Coordinator for CSBL. Tom has been involved in the property industry for the last 15 years, including land subdivision construction. Over the last six years Tom has operated two hostel properties comprising a mix of tenants including commercial and 120 residential tenants.

Tom is married with three teenage children and his interests include cricket and rugby.



Stormwater System Maintenance



Winter flooding at St Canice's, Westport

After weeks of inclement weather across the country it is timely for schools to check that their stormwater systems are operating effectively.

A stormwater system incorporates a building's rainwater system (gutters and downpipes), the direction of surface water to collection points (grate drains etc) and the movement of water from the collection points to the Territorial Authority system.

We have to accept that ground conditions (such as heavy soil) and prolonged periods of rainfall will challenge the effectiveness of any stormwater system and that periodically water pooling may occur.

The blocked or restricted (or badly designed) stormwater system can have a number of adverse effects. These may include:

- Water pooling around the school
- Fields becoming saturated
- Water ingress into, and damaging buildings
- Water ingress into, and damaging hardcourt sub-base
- Territorial Authority corrective action notices – as it is an offence to discharge water onto a neighbour's property
- Neighbour aggravation.

The people responsible for ensuring that stormwater systems at our schools operate efficiently do a great job. However, as staff and contractors change it is important for regular inspections and cleaning to continue. This includes inspecting for damage and clearing dishdrains, gutters and grates. Schools are responsible for minor repairs – those under \$1,000 – but should notify major repairs or problems to their CSBL Regional Property Coordinator.

It is important to understand that, whilst it is an offence for us to discharge water onto our neighbour's property, so too is it an offence for our neighbours to discharge water onto our school property. This can occur through landfalls sloping incorrectly and damaged/blocked stormwater systems on the neighbour's property. Often this can be seen along a fence line with a deluge of water coming from the neighbouring property or excessively wet grounds relative to others along the boundary.

It is the school's responsibility to investigate and contact the offending neighbour with an attempt to resolve the issue amiably. Where the neighbour is confrontational or does not attend to remedial work in a reasonable timeframe, schools should notify their CSBL Regional Property Coordinator who will be able to advise accordingly.



A grate drain is buried under here!

FAQs

- Q. We have new heating installed and have noticed a marked increase in our power bills. Can we get compensation?
- A. *Yes – the Ministry of Education Operations Grant includes a component for power consumption. You will need to apply to the MOE for a grant review and demonstrate the power cost increase (historical energy suppliers invoices should suffice).*
- Q. We have arranged the repair of leaks to several buildings. None of the individual costs exceeded \$1,000 but collectively the costs are greater than \$1,000. Who pays?
- A. *As the repairs are essentially separate jobs on separate buildings the works are individual and the cost is a school responsibility.*
- Q. Will CSBL make a claim to have our building leaks compensated re ‘Leaky House Syndrome’?
- A. *No – the Weathertight Homes Resolution Services Act 2002 was introduced by the Government for residential properties less than 10 years old, not school buildings. CSBL may, however, consider redress under Contract and Commercial Law.*
- Q. Our gutters have rotted through. A report says the cause was lack of maintenance. Will CSBL pay for new gutters?
- A. *Where a school has been negligent in maintaining the Proprietor’s buildings through lack of cleaning and minor maintenance it is likely that the school will be asked to make a contribution to the remedial work from their maintenance grant.*

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You are welcome to visit us. Our Office hours are 8.30 - 5.00

Any property questions?

If you would like to follow up any property matter, please contact a team member:

Frank Hodgkinson	Property Manager	frank@catholicschools.co.nz
Mark O'Connor	Regional Property Coordinator	mark@catholicschools.co.nz
Tom Brodie	Regional Property Coordinator	thomas@catholicschools.co.nz
Jane O'Connell	Customer Services Coordinator	jane@catholicschools.co.nz



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