

BOARD TALK

A Newsletter from Catholic Schools Board Limited

Greetings



This edition of Boardtalk includes contributions from some of our schools on their celebrations of Catholic Schools Day which was held on 5 May. We thank those of you who sent us greetings. It was good to know you were thinking of us as you celebrated. We can all

be rightfully proud of our Catholic schools and it is good to celebrate. Thank you for all you do for our Proprietors and the more than 20,500 students in our 83 schools.

We have more updates and photos of recently completed projects. Despite the escalation in building costs, shortage of contractors, and changes to building regulations, with your co-operation, we were able to complete the majority of projects on our 2004 programme to budget. This was no small task as over 240 projects were managed last year. 107 of these were programmed works. I thank those Boards of Trustees and Principals who worked with us to bring their projects in on budget.

I encourage you to read the contributions from our Property and Dues Teams. If you have any questions, or need clarification on some points, please call toll free 0800 46 2725, email office@catholicschools.co.nz, or visit our website www.catholicschools.co.nz.

We also have news of Board and staff changes.

During the first half of this year many of you contacted us about your auditors' questions and the issue of regularisation of Board of Trustees funded projects. We await advice from the National Negotiating Team and the New Zealand Catholic Education Office on the final outcome but are happy to answer any questions you have concerning your school.

Mary Neazor
Chief Executive Officer



Antonia Afuie and Abbey Griffiths from St Catherine's College enjoy chocolate fish given to students as part of their Catholic Schools Day festivities

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Board and Staff Changes

Our Annual General Meeting was held on Saturday 22 May and one of our founding members, Peter Garty, retired. We thank him for his work on the Board and commitment to our schools. We welcome Fr John O'Neill to the Board. Fr John brings a wealth of knowledge and experience to the Board.

Two of our long serving staff left us in the first term. Pat Saunders has retired to Taupo and Katrina High returned to her hometown of Christchurch. We farewelled them fittingly. Their replacements, Dave Willis and Jeni Columbus, have settled in and are now integral members of our team.



Pat Saunders



Katrina High with her husband Craig and son Connor at her farewell in March

New Buildings Opened

Information Technology Centre Opens at St Peter's College

The last day of term for staff and students at St Peter's College Palmerston North was a cause for double celebration on Friday 15 April. The much admired and appropriately named Te Kohinga John Paul II Centre was opened before the entire student body and staff faculty with invited guests also having the opportunity to view the 'state-of-the-art' Information Technology Centre.

The ceremonies commenced in the gym with official welcome and congratulatory speeches by Proprietors Representative Lynette Roberts, and local MP and old boy Simon Power. Tim Hehir, the Chair of the College Board of Trustees, concluded the speeches and Fr Brian Walsh and Mr Rex Begley led the official party to the Centre. After the blessing by Fr Walsh, the Head Girl, Lynette Laing and Head Boy Joshua Dear cut the ribbon.

Following the official proceedings all present were invited to experience the new centre designed by David McKenzie of Designconcepts and built by local contractors Colspec Construction. The Te Kohinga John Paul II Centre, funded by the Catholic Schools Board, was under construction for approximately eight months and as all progress was under clear view and close scrutiny by the school community anticipation had been mounting.

The final result is outstanding both in form and function. The curved roof of St Peter's gymnasium has been complimented with a curved atrium type light well in the apex of the new building creating a sense of light and spaciousness. The north facing 'kiva' is sure to be a hit as a teaching space or quiet reading place, but on the day the latest in computer hardware was definitely the students' pick.

The new facility provides St Peter's with an opportunity to further extend their technology curriculum well into the future.



Inside the Te Kohinga John Paul II Centre



Fr Brian Walsh blessing the new centre. He is standing by the 'kiva', the tiered seating area



Welcoming speeches

Archbishop Dew opens St Claudine Thévenet School

The Archbishop of Wellington, John Dew, officially opened and blessed St Claudine Thévenet School in Rata St, Wainuiomata, on Sunday 3 April.

The school is the first new Catholic primary school to be built in the Wellington Archdiocese this century.

The ceremony was one of the Archbishop's first formal duties since taking up his new role. The Hon Trevor Mallard, Minister of Education and local MP, and Catholic Schools Board members and staff also attended the opening.

The new school was established in Rata Street following the amalgamation of St Patrick's and St Matthew's. The Catholic Schools Board was responsible for the development on behalf of the Proprietor who funded the new complex.

The school takes its name from the foundress of the Sisters of Jesus and Mary, the religious order of sisters who established the two schools in Wainuiomata in 1967. The name was chosen by the parish and school community after wide consultation, and is a fitting recognition of the role the sisters played in the parish and school life in Wainuiomata for many years.

The school began with over 231 students, and the roll will continue to grow during the year as new entrants start school.

The new buildings and redeveloped site were completed in record time, in less than a year, and are a fitting tribute to all those who were involved in the establishment of St Claudine Thévenet School.



Guests arriving for the opening



Br Peter Bray, Archbishop John Dew, Mary Neazor, Mrs Mallard, Hon Trevor Mallard and Fr Des Darby at the official opening



Sr Gráinne Hanley, Archbishop John Dew, Sr Teresa Kelly, Hon Trevor Mallard, Sue Jury (Principal), Fr Des Darby, Br Peter Bray, Cathy O'Leary (past Board of Trustees Chair) on stage

New Administration Building for St Brendan's School

The new administration block at St Brendan's School, Heretaunga, was completed earlier in the year.

Archbishop John Dew opened and blessed the new building on 22 May, at an event attended by the Board of Trustees, invited guests, parents and children of the school.

Wayne Guppy, Mayor of Upper Hutt, spoke about the valuable contribution Catholic schools make to education not only in the Upper Hutt area, but throughout New Zealand.

Br Peter Bray, Deputy Chairperson of the Catholic Schools Board, Mark Parlane, Chairperson of the Board of Trustees, and Tony Price, Principal of St Brendan's, also spoke at the opening.

St Brendan's previous administration area was small, just 65 square metres, well below the requirement for a school of 270 students.

The new building is equipped with the latest technology, and there is a reception area for students separate from that used by the general public.

Other features include an improved medical and rest area, an interview room, a new principal's office, and an office for administrative staff, as well as facilities for the disabled.

The remodelled staff area in the former administration block provides for a larger staffroom, a new kitchen and a much needed staff resource room.



The entrance to the new building adorned with ribbons for the opening



St Brendan's new administration building



Fr Brian Fletcher and Archbishop John Dew blessing the building

Catholic Schools Day Celebrations

Catholic schools throughout New Zealand celebrated Catholic Schools Day on 5 May, each in their own way. We include contributions received from our schools.

Chocolate Fish Sweeten the Day

Today was a very special and exciting day for students and teachers alike at St Catherine's College.

Every member of the college received a chocolate fish as a celebratory gift for Catholic Schools Day. Following that, quizzes took place on Catholicism and special prayers were spoken for every student.

St Catherine's pupils had pride and a passionate spirit in celebrating their faith and its involvement in their school curriculum.

By Aniela Jorgensen, Year 13



St Catherine's pupils enjoying chocolate fish on Catholic Schools Day

West Coast Celebrates

Representatives from the five West Coast Catholic Schools released balloons into the sky to symbolise the significance of Catholic Schools Day.

Before the balloons were released all of the schools were represented at a mass in Hokitika.

The West Coast Catholic Schools are: St Mary's, Hokitika; St. Patrick's, Greymouth; John Paul II, Greymouth; Sacred Heart, Reefton, and St. Canice's, Westport.

Contributed by Dan Moloney, Principal, St Canice's School



Balloons symbolise the significance of the day on the West Coast



St Teresa's in the procession of Wairarapa Catholic Schools

Messages of Joy and Love

To celebrate Catholic Schools Day over 100 children at St Pius X School, Titahi Bay sent messages of joy and love to the world with the aid of coloured helium balloons. Attached to the balloons were notes from the children and the school's name and address.

Matthew and Kopo of Weka Class wrote to the Catholic Schools Board about the day.

"Here at St Pius X we have had a wonderful morning starting with a school assembly and prayer. We then made cards and attached them to helium balloons and let them off at 10.45am.

"To add to our excitement we had the newspaper photographers to take our photos. We from St Pius send our aroha to you and hope the Catholic schools have a good future and continue to spread love and goodwill to all."

Photograph by Moana Kousal,
Kapi Mana News

Fun day in the Wairarapa

A Mass, procession, and a splash in the pool were some of the ways that the Wairarapa celebrated Catholic Schools Day.

The four schools, St Patrick's, Masterton; St Mary's, Carterton; St Teresa's, Featherston, and Chanel College gathered in front of St Patrick's in Chapel St and walked through the main street of Masterton.

They then celebrated mass in the stadium, followed by fun activities there and in the new indoor swimming pool. Chanel College senior pupils organised many of these events with the assistance of staff from the schools.

Contributed by Carol Pilcher,
St Teresa's College



St Pius X pupils releasing messages attached to balloons on Catholic Schools Day

Dues News

We have noticed a marked decrease in the requests we are receiving for rebates and thank you for the work you are doing.

There is a real challenge in seeing that those with genuine hardship receive the support and relief they need while at the same time seeing we collect Dues when parents can pay so that we continue to give our students the facilities they deserve.

The current position is still a concern, however. At 30 June 2005 \$3.8m of the \$7m charged for 2005 was yet to be received. A further \$1.25m is owed from previous years.

Early Alert on 2006 Dues

The Directors will be reviewing the Attendance Dues level for 2006 at their next meeting. We will advise the level to be charged as soon as the decision is available.

New Dues Team Member

Dave took up his appointment as Credit Controller on 30 May 2005. He joins the office at a crucial time as we endeavour to recover outstanding debt from previous years. His expertise in credit control will be extremely important in the task ahead.

Dave will be in contact with Parish Priests, Secondary School Principals and Dues Committee members in the near future and he looks forward to working with all those involved in the administration of attendance dues.

Dave may be contacted on 04 499 0184, toll free 0800 462 725, cellphone 021 470 737 or email dave@catholicschools.co.nz.



Dave Willis, the new member of the Dues Team

Property Portfolio

The 2003 – 2005 Property Programme

The upgraded technology blocks at St Patrick's College, Kilbirnie, and St Patrick's College, Silverstream are now in use. Staff and students are pleased with the improvement.

The new information technology centre at St Peter's College, Palmerston North, and the administration building at St Brendan's, Heretaunga, have also recently been completed.

Construction is progressing well on the new technology centre at Francis Douglas Memorial College, New Plymouth, and the roof and exterior cladding were completed before the onset of winter.

Contract documentation for the work on the 2005 property programme is now well underway. The first project to commence will be the new performing arts suite at Cullinane College, and stage two of the technology upgrade at St. John's College. Progress may sometimes appear slow, but a lot of planning and negotiation is required before work can start, especially under the new 2004 Building Act.

Primary School administration block upgrades have been the highest priority of the Catholic Schools Board since 1999. Throughout the Wellington Archdiocese and Palmerston North Diocese, 16 administration block upgrades have been completed, two are currently underway, and a further 35 are planned to be completed over the next three years.



The Hard Technology Room at St Patrick's College Kilbirnie

2005 Financial Assistance Scheme

The Board has determined that the Financial Assistance Scheme will be put on hold until the issue of ownership of capital works funded by Boards of Trustees is resolved.

We appreciate this will be disappointing news for schools and boards planning to apply now to do work in the immediate future, but we need to ensure that Proprietors and our local communities have more certainty before we continue to apply locally raised funds to Proprietors' schools. The New Zealand Catholic Education Office is working to develop guidelines for all integrated schools.

The Process of Property Programme Projects

Most projects get on the programme via the schools development plan. An architect works with the Board of Trustees to sketch out the projects planned for the school for the next 10 to 20 years. A cost estimate is then worked out by a quantity surveyor using a square metre rate and from this estimate the programme budget is then determined.

In the year prior to the project's planned start date, work commences on the project documentation.

The first step is for the architect to prepare a preliminary design with the input of the Board of Trustees and CSBL. At the end of this stage a preliminary assessment of cost (PAC) is prepared by the quantity surveyor. If the PAC exceeds the amount allocated from the programme budget then some work is required to bring it back into line.

Once the budget is acceptable, work proceeds on the production of contract drawings and specifications. Changes during this period should be kept to a minimum as re-drawing of contract documentation is expensive as it can mean amending not just one drawing but a series of drawings that illustrate the construction process.

At the end of the contract drawing stage a final estimate of cost (FEC) is prepared by the quantity surveyor to check that the project is still within budget. Again variances over the budget need to be trimmed and this can cause delay if the scope has been stretched during the preparation of the contract documentation.

When all is in order tenders can be invited for the work. Three tenders are normally sought but for large contracts in excess of 1.5 million five tenders may be invited. The recent high demand in the construction industry has created difficulty in some areas as some contractors are so busy that they are not interested in tendering. In this situation after the market has been tested a negotiated contract may be considered.

If tenders are within the project budget then the work can be approved to commence almost immediately.

For tender prices that are slightly over budget negotiations normally take place with the two lowest tenderers. If tenders are well over budget re-tendering may be necessary.

The above process takes time. This can cause frustration for schools waiting for their project to begin. The care taken over controlling project budgets is important however to avoid jeopardising projects at other schools. One school's gain could be another school's loss as there is limited funding available for the Property Programme.



The Food Technology Room at St Patrick's College, Silverstream

Building Modifications for Special Needs students

An unprecedented number of special needs students have enrolled at CSBL schools this year. This has put a strain on the normal allocation of funding set aside for property modifications.

Section 57 of the Human Rights Act is very clear on the requirement to enroll all eligible students, and Proprietors of integrated schools support Boards in fulfilling this obligation. However, there is sometimes difficulty in planning for the provision of facilities for special needs students if parents do not give schools adequate notice. There may be little time for contract documents to be prepared, contractors appointed and work to be completed in time.

CSBL would like to thank those schools that contacted us early this year with advice on the enrollment of special needs students, and the patience they have shown while funding has been sorted out. At times it is not possible to meet all the requirements at once, but schools have been co-operative with suggestions for staging the work so that the student can be accommodated as they move up the school.

Whenever possible, schools should notify CSBL of property work required for a special needs student as early as possible but at latest by July the year before the student enrolls. This will enable provision to be made in the budget for the following years.

Section 57 of the Human Rights Act

Educational establishments:

1. It shall be unlawful for an educational establishment, or the authority responsible for the control of an educational establishment, or any person concerned in the management of an educational establishment or in teaching at an educational establishment:
 - (a) To refuse or fail to admit a person as a pupil or student; or
 - (b) To admit a person as a pupil or a student on less favourable terms and conditions than would otherwise be made available; or
 - (c) To deny or restrict access to any benefits or services provided by the establishment; or
 - (d) To exclude a person as a pupil or a student or subject him or her to any other detriment by reason of any of the prohibited grounds of discrimination.

Consents under the Resource Management Act

Schools are often approached by neighbouring landowners about developments that require consent under the Resource Management Act before they can proceed.

When Boards are approached to sign consent forms, the correct procedure is to forward these to the Catholic Schools Board as the agent of the Proprietor.

If the development is major, CSBL's planning consultants will normally consult with the school to determine whether the project will have any detrimental effect.

A recommendation would then be made to the Proprietor on whether to agree or not with the development. Sometimes a joint response will be made by the Proprietor and the Board of Trustees.



Francis Douglas Memorial College Technology block in progress

Ministry Releases New Guidelines for ICT Networks

The Ministry of Education has released a new specification for the installation of information computer technology (ICT) networks in schools.

Poor standards in the industry are behind the changes - some schools have been sold technology that will not meet future requirements.

Schools need to have a robust computer network infrastructure to cope with the rapid change in information technology teaching practice that is expected over the next decade.

New standard

The new specification requires the installation of category six (CAT 6) cabling systems. Previously category five (CAT 5) systems were installed. It also specifies the quality of equipment to be used.

While not mandatory, the specification is considered the minimum standard required to service the future roll-out of computer technology by the Ministry. This technology will play an increasingly important role in curriculum delivery and student assessment.

Although meeting the new standards will initially increase the cost of ICT network installations, the cost is expected to decrease as the equipment becomes more commonly used in the industry.

Funding

The Catholic Schools Board funds computer networking in buildings that are being upgraded through the property programme. Data cabling is provided up to the patch panel. The rest of the equipment is the responsibility of the Board of Trustees to fund from their operations grants.

Various agencies can be approached to assist with funding network installation throughout the school, and grants for ICT for educational purposes are often favourably considered.

Networking your school

If you are thinking of networking your school's ICT it is advisable to contact the Ministry of Education helpdesk.

For further information visit www.minedu.govt.nz, and follow the links ICT in Schools/Programmes and Initiatives/School ICT Network Infrastructure Upgrade Project.



St Bernard's students working with computers

Regular Checks Necessary for Electrical Equipment

All electrical equipment in schools needs to be inspected and tested regularly. Testing helps to pick up faults and prevent accidents.

Having a regular testing regime is a requirement set out in Electrical Standard AS/NZS 3760.

The frequency of testing depends on the hazards the item is subjected to. For example, a hand drill in a school workshop is exposed to more damage than a computer in an office. The drill might need a check-up every six months, while the computer might need one every five years.

The standard requires that the testing be carried out by a 'competent person'. They do not need to be a registered electrician, but if the school regularly employs an electrician then this may be the most convenient and sensible option.

The person doing the checks must have access to suitable testing equipment, and understand the need for regular inspections and testing, the construction of the appliance, and the requirements of the standard.

The Ministry of Education advises that a fair cost for testing would be about \$3 per appliance, given that the test should not take more than a few minutes.

For further information visit the Property Management section of the Ministry of Education website www.minedu.govt.nz.



A St Bernard's College student using a lathe

News from our Schools

Improved Laboratories for Sacred Heart College

The laboratories at Sacred Heart College, Lower Hutt were improved with the assistance of the Catholic Schools Board.

Principal Lisl Prendergast says the rooms are now “acoustically excellent, safe, light, and bright — a tremendous improvement.”

Do you have any news from your school for Boardtalk?

Email: office@catholicschools.co.nz
or telephone 04 499 0184



Year 9 students Chloe Yuile and Elissa Smith studying in one of the upgraded Sacred Heart College laboratories



This is the view from St Patrick's Kaponga in South Taranaki. If you would like to share your view or a photo of your school with us, email office@catholicschools.co.nz

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

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