

# BOARD TALK

A Newsletter from Catholic Schools Board Limited

## Greetings



It is hard to believe the 2005 school year is nearly over, but it has certainly been a lively year for our 83 schools with openings of new buildings, many celebrations and great progress in our Property Programme. The opening of St Claudine Thevénet school in

Wainuiomata in April was a highlight of the year, and especially significant as it is the first Catholic primary school to be built in the Wellington Archdiocese this century.

It was wonderful to be able to participate in the 25 year Jubilee in September (see the centre pages of this issue) and to look back on a quarter of a century of achievements by Catholic Schools Board Limited and Catholic Education Management Board. There was such a level of interest in the historic material displayed at the event, we are planning to produce a booklet to commemorate this milestone.

In the Property Portfolio section of this issue of *Boardtalk* we look at insurance matters for individual schools, and what measures schools can take to protect property from risks including earthquake, fire, vandalism and theft. We can all benefit from reading this information.



New covered walkways are being built at St Claudine Thevénet in Wainuiomata

In recent months Proprietors have reviewed the existing level of Attendance Dues and after much deliberation they have approved an increase of 5% to take effect from 2006. This represents a \$3 and \$6 per term increase for primary and secondary students, respectively.

This decision was not taken lightly but has been required in order for Proprietors and Catholic Schools Board Limited to be in a position to service current debt and also address the ongoing needs of our 83 schools. Inflation, interest rates, building and compliance costs and insurance premiums continue to rise and in a time of falling rolls and spare capacity at neighbouring state schools our Proprietors are, in most cases, ineligible for state funding for roll growth. Our Proprietors have been left, therefore, with no alternative but to increase the level.

The new level per student for 2006 as approved by our Proprietors is \$264 per annum for primary (\$66 per term) and \$516 per annum for secondary (\$129 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.

Thank you for your support and understanding and for all you do for us and our Proprietors' schools. We wish you all a happy and safe Christmas.

**Mary Neazor**  
Chief Executive Officer

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## Results of Our 2004 Survey

Last year we invited you to share your views with us about the services we provide to schools. The survey, which we also offered in 2003, is an internationally recognised written SERVQUAL questionnaire used in the past by the Ministry of Education. Schools responded to 18 questions by indicating their perceptions on a scale from one to seven.

### Who responded?

In 2004, 34 (41 percent) of our 83 schools responded by the due date, compared with 32 (39 percent) in 2003.

### What were the results?

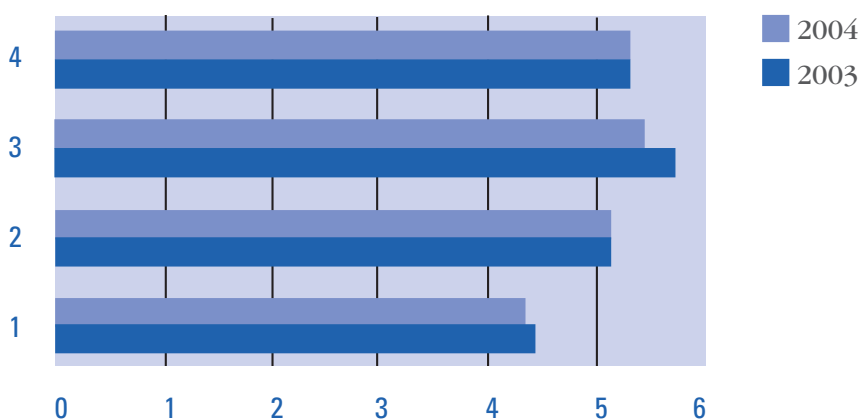
The 18 questions related to four broad areas:

1. Our ability to perform the promised service dependably and accurately.
2. Our willingness to help schools and provide prompt service.
3. Our level of knowledge and courtesy.
4. Our ability to listen and understand schools' issues.

The graph below shows the scores and compares them with the 2003 survey results.

Thank you to all those who completed the 2005 Survey. The results will be available and published in the New Year.

### Comparison of Survey Results



# Dues News

## School Roll Updates

It's nearly 2006, and nearly that time of year again - new school enrolments and roll changes! In 2006 we would very much appreciate help from school secretaries in receiving early advice about new enrolments and roll changes. The earlier we have this information, the sooner we can advise families of their obligation to pay Attendance Dues - and this gives families more time to plan for their payments.

## 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 Catholic Schools Board Limited. 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.

## Dues Management Team

**Anne Pickett** is the Team Leader and also manages Rebates and Write offs.

**Dave Willis** is the Credit Controller and manages the Debtors collection of Dues.

**Christina Wilkinson** is the Dues Management Administrator and manages the payment/receipting of Dues.

**Robyn Moon** is the Dues Management Administrator and manages the student/family database.



Access ramps under construction at St Benedict's, Khandallah

# Property Portfolio

## The Property Programme

As local authorities come to grips with the new building legislation, commencing work on projects is proving more difficult once tenders have been let. Building consents that were previously processed in two to three weeks have in some cases taken two to three months. This has slowed progress down, but we are still on track to commence most of the 2005 projects before the end of the year.

### Projects at pre-tender stage are:

- Sacred Heart School, Petone - Administration
- St Patrick's School, Kilbirnie - Administration
- St Anthony's School, Seatoun - Administration

### Projects at tender stage are:

- Sts Peter & Paul School, Lower Hutt - Administration
- St Teresa's School, Karori - Administration
- St Brigid's School, Johnsonville - Administration
- St Joseph's School, Hastings - Administration
- St Joseph's School, Taihape - Administration

### The following projects are currently under construction:

- St Joseph's School, Wairoa - Administration Block/Library
- St Francis de Sales, Island Bay - Administration Block
- St John's College, Hastings - Technology Block Stage 2
- St Joseph's School, Waipukurau - Administration/Toilets
- Francis Douglas Memorial College, New Plymouth - Technology Block
- Cullinane College - Performing Arts Suite
- St Joseph's School, Waitara - Administration Upgrade
- St Joseph's School Levin - Administration Upgrade

Three further administration upgrades are currently being tendered and five more are scheduled to be tendered by the end of the year.

Architects have been appointed for all the projects on the 2006 and 2007 programme and design work on some of the projects is already well advanced. It is good to see real progress now being made on the Board's priorities to upgrade primary administration and secondary technology blocks.



The administration block at St Francis de Sales, Island Bay is undergoing major refurbishment



New library under construction at St Joseph's Wairoa



The bank behind St Bernard's, Brooklyn, is strengthened with a new retaining wall

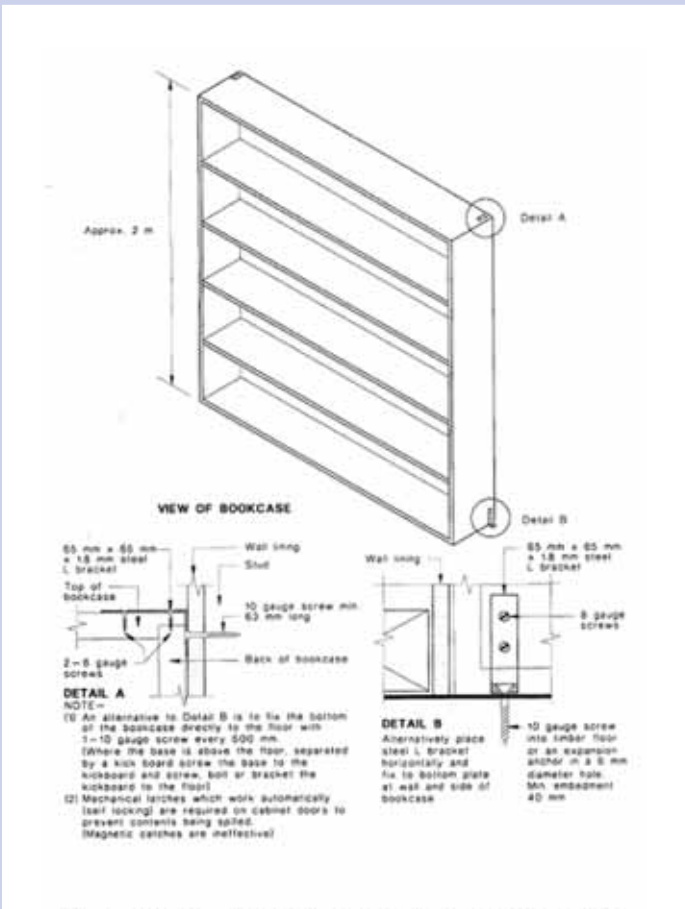
# Seismic Restraint of Contents in Buildings

It is timely to review the level of protection provided to occupants of our schools. One particularly important issue in our two dioceses is the restraint of contents in buildings, especially as a major risk in earthquakes. One of the areas in most need of attention is library shelving, but other areas include reception foyers with trophy cabinets, heavy loudspeakers in halls and music suites, and chemicals in laboratories.

The Ministry of Education recommends in its design guidelines that Boards comply with NZS 4104:1994 to ensure the contents of school buildings are safely restrained in an earthquake.

The main purpose of the Standard is to reduce the risk of injury from items toppling over onto people during an earthquake, and to enable access into buildings after an earthquake by restraining items and thereby keeping doorways and floors clear.

NZS 4104:1994 provides the basis for the design of restraints and provides sketches of many simple, practical solutions for securing a range of common items including computer equipment, storage racks, cabinets, ornaments and appliances up to 300 kg in weight. The Standard is available from Standards New Zealand, ph 0800 782 632, or from their website: [www.standards.co.nz](http://www.standards.co.nz)



Restraining a bookshelf (Reproduced with permission from Standards New Zealand)

# Jubilant Jubilee

## We celebrate 25 years

In September present and past members of Catholic Schools Board Limited and its predecessor Catholic Education Management Board gathered in Wellington to celebrate the 25th anniversary of the organisations' combined achievements.

The celebrations began with a Mass in the chapel of Sacred Heart Cathedral. Members then shared stories over lunch at the Portland Hotel in Thorndon, viewing the photo display of new and remodelled buildings and enjoying demonstrations of the latest technology used in the office. Particular interest was shown in an early photo of a Proprietors' meeting and the youthful faces of that time were compared with the distinguished looks developed over the next 25 years.

Many messages of goodwill and congratulations were received and shared, including some from past members now working as far away as Rome, Singapore, Dublin and Rarotonga.

In 1980 the Catholic Education Common Fund was established to assist the 12 Proprietors of all Catholic schools in the Diocese of Palmerston North and the Wellington Archdiocese in the development of their schools. Catholic Schools Board Limited Michael Finnigan reminded everyone at the luncheon that the Common Fund could more appropriately have been called "the Common Debt" in 1980 as the Board started out with an accumulated deficit of \$3m, outstanding loans of \$13m and a further \$64m required to bring the schools up to an equivalent state standard.

Michael Finnigan then paid tribute to the work done by the Integration negotiating group which included CEMB members Father John O'Neill and Brian McKee. The assistance of successive governments in providing suspensory loans and the part played by Brian Smith and Ron Henry in negotiating that benefit were also remembered.

Brian Smith, who was the first Chairman, replied noting the amazing contribution and leap of faith taken by Proprietors at the time. He reiterated Michael Finnigan's view that the real success of the venture was the way the two Dioceses and 12 Proprietors came together to share their resources for the common good and enhancement of our special character. He especially acknowledged the work and sacrifice of the Priests, Sisters and Brother who staffed the schools for more than 100 years.

After both the founding and current Chairmen jointly performed the cutting of the celebration cake, guests had time to gather to share more memories and renew friendships before final photographs were taken to record the day.



Current and founding Chairmen, Michael Finnigan and Brian Smith, perform the Jubilee cake cutting ceremony



Looking at a display of CSBL work at the Jubilee (l to r): Sr Muriel Kivell RNDM, Michael Finnigan, Marie Smith (partly obscured), Brian Smith, Dr Ann-Marie Harvey (back)



The Jubilee Mass (l to r): Sr Muriel Kivell RNDM, Fr Bill Leeming SM Concelebrant, Fr John O'Neill SM Concelebrant, Fr Des Darby SM Celebrant



Past and present members of Catholic Schools Board Limited and its predecessor Catholic Education Management Board and guests at the 25th Jubilee

(l to r): Back Row: Michael McDonnell, Ian McGill, Christine McDonnell, Fr Bill Leeming SM, Steve Sziranyi, Michael Gaffaney, Paul Maynard, Lorraine Gaffaney, Fr Des Darby SM, Dennis Cutler (partly obscured), Pamela Cutler, Dave Fromont

Middle Row: Patricia McGill, Mary Neazor, Marie Smith, Patsy Sziranyi, Lisl Prendergast, Sr Denise Fox RSM, Dorothy Finnigan, Sr Muriel Kivell RNDM, Fr John O'Neill SM, Vanya Fromont, Frank Hodgkinson

Sitting: Joan McFetridge, Brian Smith, Michael Finnigan, Sr Germaine RSM



A recent Shareholders meeting (l to r): Sr Denise Fox RSM, Sr Muriel Kivell RNDM, Ian McGill, Michael McDonnell, Michael Finnigan (Chair), Mary Neazor (CEO), Paul Maynard, Fr John O'Neill SM, Fr Des Darby SM



An early Board meeting (l to r): Sr Kathleen Compton RSJ, Tom Newell CEMB, Michael Finnigan CEMB, Dennis Cutler CEMB, Sr Catherine Ryan RSJ, Monsignor T Duffy, Mr Tom Clifford, Br Stephen, Lyn Harris (secretary), Brian Smith (Chairman CEMB), Sr Mary Rose RNDM, Cardinal T Williams, Sr Germaine Paul RSM, Monsignor Hugh Doogan (Chancellor Archdiocese of Wellington), Sr Elizabeth Molloy RNDM, Fr John O'Neill SM, Br Pat Lynch, Steven Sziranyi CEMB, John Stone CEMB

## Property Portfolio (cont)

### Building Insurance for Catholic Schools Board Limited Schools

Catholic Schools Board Limited arranges and administers insurance requirements for schools' integrated buildings and their contents.

#### School buildings

Catholic Schools Board Limited insures integrated school buildings (including carpets and floor coverings) on behalf of Proprietors. Adventure playgrounds, shade structures and confidence courses are also insured. Insurance for non-integrated property can be arranged on request, otherwise schools should separately insure such buildings.

Summary of risks insured for Boards of Trustees by Catholic Schools Board Limited as co-ordinator:

- (a) Integrated school buildings including adventure playgrounds, shade structures and confidence courses.

Separately insured by Catholic Schools Board Limited. Note: buildings include carpets and floor coverings.

- (b) Non-integrated buildings

Non-integrated buildings are insured on request under Catholic Schools Board Limited's building policy. If not, schools should separately insure such buildings.

Claims are deductible for all non-natural disasters:

- The contents insurance excess is \$500 payable by the school.
- The buildings insurance excess is \$100 payable by the school.

### What is covered by the policy?

Although the policy is insured on an accidental damage basis, the principal perils insured fall into the following main headings:

#### Fire and other perils

Fire; explosion; impact by vehicles; smoke; animals; lightning; watercraft; storm; aircraft; flood; falling trees; water; glass breakage; oil leakage.

#### Natural disasters

Earthquake; volcanic eruption; hydrothermal activity; subsidence, landslip (damage to buildings only).

#### Crime related

Sabotage; vandalism; burglary; graffiti; theft; riot and civil commotion.



Flood protection to the front entrance of St Bernard's College, Lower Hutt

# Protecting your school on school closure for holidays

1. Fully check the security of all buildings and make sure all windows are secured and doors locked.
2. Ensure that all taps or water sources are turned off.
3. Make sure any damaged or broken windows are repaired.
4. Remove or immobilise all "wheelie bins" or other portable equipment.
5. Ensure there is no rubbish piled against the outside of buildings or under verandas.
6. Ensure any monitored intruder alarm is set and operational.
7. Lock all valuable portable equipment, especially computers, videos, TVs and audio items away in a secure, monitored room. Do not leave in sight of any would-be burglars.
8. Ensure all external gates are locked (if possible) - but also make sure you know who has the keys in case the Fire Service needs access.
9. Ask any friendly neighbours to keep an eye on the school and ask the local police to "drive by" occasionally.
10. Update your list of telephone numbers of all staff in case of an emergency.
11. Ensure all electrical appliances are turned off - preferably fully unplugged.
12. Ensure some responsible parent, teacher, employee or security company regularly checks the school grounds during the day, at night and on weekends.
13. Discourage any use of the grounds by any skateboarders or others.
14. Ensure use of any school swimming pool is monitored and adults are in attendance. Enforce key/access control.
15. Make sure school grounds continue to be maintained (eg, lawns mowed), to avoid the school looking abandoned.
16. Discourage any letting out of any premises during the holidays.
17. Have a "telephone tree" of people to contact in case of any disaster during the holidays (such as the 1990s Kaikoura flood which happened right on Christmas).
18. Avoid, if possible, having unsupervised contractors or tradesmen on site during the holidays.



Vandals damaged this wall at one of our schools in an (unsuccessful) attempt to gain access to the building.

## Emergency contact details

Contact the Catholic Church Underwriting Agency (CCUA) in an emergency or during out-of-office hours. The contact details are:

Mahony & Company Ltd  
PO Box 2626  
Auckland  
Phone: 0800 656 760  
Fax: (09) 356 7221  
Email: [tony@mahonynz.com](mailto:tony@mahonynz.com)

# Insurance Claims

Schools needing to make an insurance claim can download a General Insurance Claim Form from the Catholic Schools Board website:

When you send a completed claim form to the Catholic Church Underwriting Agency, it is important that you also send a copy to Sloan Risk Management Services Limited at the address below.

John Sloan  
Sloan Risk Management Services Limited  
P O Box 10-173  
Wellington

Phone: (04) 472 6896  
Email: [tony@mahonynz.com](mailto:tony@mahonynz.com)

## Contents insurance – contents the school owns or for which it is legally responsible

Catholic Schools Board Limited arranges coverage for contents insurance on behalf of Boards of Trustees and invoices schools annually.

The sum insured is the total replacement value of all contents and is assessed on the school roll/per pupil, recognising different values for primary, intermediate and secondary schools. Specific insured amounts are not required. Newly acquired contents are automatically insured on purchase.

Contents in all buildings are covered, with no specific amounts. Contents are also covered at other locations (such as a school camp) or in transit, but not overseas.

“Expediting costs”, such as the employment of a security company after a break-in to minimise loss or damage to insured contents, is covered by the policy.

Students and teachers are responsible for the insurance of their personal property while it is at the school or in transit — this is not covered by the school contents policy.



Work has begun on preventing further slips of the playing field at St Joseph's, Taihape

## Contributions from Regions or Individual Schools to *Boardtalk*

Have you recently had a regional meeting of school boards of trustees or school principals, or perhaps an interesting training day or event at your school that you would like to share with other *Boardtalk* readers? If so you can email an article, and photo if available, to our editor at [office@catholicschools.co.nz](mailto:office@catholicschools.co.nz).



The devastation fire can cause in a school

## How to contact us

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**Property Manager:** Frank Hodgkinson  
Email: frank@catholicschools.co.nz

**Team Leader Dues Management:** Anne Pickett  
Email: annep@catholicschools.co.nz



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

## Any property questions?

Frank Hodgkinson	Property Manager	frank@catholicschools.co.nz
Justin Robbers	Property Officer for New Plymouth, Wanganui, Manawatu, Horowhenua, Wellington (West) and South Island Schools	justin@catholicschools.co.nz
Mark O'Connor	Property Officer for Hawkes Bay, Wairarapa and Wellington (Central and East)	mark@catholicschools.co.nz
Sarita Smit	Customer Services Coordinator	sarita@catholicschools.co.nz



**Help to provide funding for the development  
of educational facilities within the Archdiocese  
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22-30 Hill St, Thorndon, Wellington. PO Box 12-407 Wellington  
Email: cdf@wn.catholic.org.nz Website: http://cdfwn.catholic.org.nz

Phone Sarah or Liz on: 0800 4 233 233

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