

# BOARD TALK

A Newsletter from Catholic Schools Board Limited

## Greetings



We are now half-way through the school year, and there has been plenty of activity in our 83 schools, with the official openings of three new facilities, and the property programme forging ahead – already six projects have been completed this year, with nine under way and nine more ready to begin. It has been wonderful for us to have had the opportunity to participate in the recent openings of completed CSBL projects, including the Administration Blocks at St Francis de Sales, Island Bay, St Joseph's Levin and St Joseph's School, Waipukarau, as well as the Fitzgibbon Library at Holy Cross School, Miramar and the Technology Block, Stage 2, at St John's College, Hastings. Photos and reports of these openings are in the following pages of this issue of *Boardtalk* and on our website [www.catholicschools.co.nz](http://www.catholicschools.co.nz). Also in this issue we look at how to untangle the dilemmas of computer cabling – an issue relevant to all our schools. And with winter upon us, our article on the maintenance of school boilers should be welcomed by many of you.

We held our fourth Annual Meeting at the end of May and welcome two new Directors – Brian Roche and Craig Wisnewski. Craig hails from Taranaki and Brian is Wellington-based. I would like to acknowledge CSBL Directors who have retired recently. Peter Garty retired in May 2005, Fr Des Darby Episcopal Vicar for Education in the Wellington Archdiocese retired in February 2006, Sister Muriel Kivell RNDM, Vicar for Schools in Palmerston North, retired at the end of last year and Br Peter Bray retired in May 2006. Tony Murphy – until recently a Director elected from among Shareholders (Proprietors) – has replaced Sr Muriel as the Bishop of Palmerston North's representative. An appointment for Archbishop John Dew's representative is pending.



The Archbishop of Wellington, the Most Reverend John Dew blesses the new administration block of St Joseph's, Levin, with the help of school pupils

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As part of my report to the Shareholders in the 2005 Annual Report, I looked at the school demographics over the 2005 year. Our contribution and involvement in Catholic education continues to be substantial. Of the 755,900 students who were enrolled at schools in New Zealand in 2005, a total of 20,254 students (32% of the total New Zealand Catholic school population of 63,900) were enrolled at CSBL schools. The following table shows the CSBL roll position since 2001:

Year	Roll
2001	20,574
2002	20,736
2003	20,560
2004	20,555
2005	20,524

Nationally Catholic school rolls are being sustained and remain strong. While our overall roll position has reduced by 31 students, schools in some parts of our region experienced roll growth, which was against the trend in the neighbouring state schools. As a result, due to the surplus of accommodation in state schools, CSBL was ineligible for state funding for roll growth rooms and alternative funding was provided by our Proprietors – this initiative was welcomed by those schools needing more classrooms to meet demand and we will be investing \$1.4 million in providing 10 new roll growth classrooms during 2006. We were unable to do this in previous years because of our debt servicing costs. Attendance Dues are a vital part of our funding base as we apply them to debt servicing. Unless we increase our collection rate we cannot provide the additional facilities all our schools require.

CSBL managed 270 projects during the year. In the 2006 year, as well building the new classrooms, we are investing \$3 million in upgrading 12 primary school administration areas. We are also continuing with our programme to upgrade secondary school technology blocks.

Lately we have been incurring considerable unplanned costs due to schools signing resource consents and other documents which they are not legally authorised to sign. I realise there is a fine line between Principals and Boards of Trustees having authority over the day-to-day running of their schools and having authority over other school property matters. And sometimes principals or Boards of Trustees might feel it is quicker to get something signed off in order to get on with the next stage of a project. A useful analogy could be that someone renting a property might be responsible for looking after the garden, but would not sign an agreement which allowed a neighbour to build on the boundary. That would be the landlord's prerogative. So, I would like to emphasise that it is very important that CSBL Principals and Boards of Trustees understand that they are not the legal owners of the school property and are therefore not authorised to sign any legal documents relating to property. All matters which involve contact with local authorities or resource consent should be referred to CSBL as the owner's agent.

Thank you for your support. We cherish the valuable relationship we have with our CSBL schools and look forward to working with you all over the second half of 2006.

**Mary Neazor**  
**Chief Executive Officer**

*PS: Don't forget the 2006 Catholic Education Convention from 31 August to 2 September – we hope to see you there.*

# Celebrations

## New administration building a tribute to founders

In 1920 the Sisters of St Joseph of Nazareth established a Catholic school in Levin to support local families in bringing up their children in the faith. Last month St Joseph's new administration building was formally blessed by Archbishop John Dew and more than 350 members of the school, parish and wider church community made their way through the building to add their informal blessings to those of the Archbishop. As a tribute to the Sisters of St Joseph of Nazareth, the ribbon was cut by Sister Maria Goretti who serves the Levin community.

The pupils of St Joseph's school children put together a time capsule to be lifted on the occasion of our 90th School Jubilee, in just under 14 years. The capsule contains a computer mouse, calculator, whiteboard marker, 'saying bracelet: love'; star lanyard; an Opening Prayer Card; cellular phone; WWJD hacky sack; glue stick; gel pen; 'I'm a member of God's team' wristband; Scoobie; school hat; CD – photos of all children enrolled at St Josephs. The box for the capsule was donated by the Royal family and painted by the Walburn family.

Principal Stasia Kennedy says, 'While a community is built of much more than bricks and mortar, the convent was steeped in prayer from the ground up and so everyone present at the ceremony was gifted with a piece of parish history, a shard taken from the Convent foundation stones.'

During the ceremony a memorial plaque, which had been donated by Denis and Kathryn Mark of IC Mark Ltd, was unveiled. Stasia expressed the school's gratitude to Denis and Kathryn for the generous donation of the plaque which, she said, marked this milestone event in the school's life

A significant feature in the administration block is that all the timber furniture is being specially made from rimu taken from either the chapel floor or bedroom/bathroom cupboards, as a tribute to St Joseph's founders. The coffee table (pictured) in the centre of the interview room has been recycled from the timber flooring and joinery of the old Convent.

Everyone associated with St Joseph's, both past and present, has been invited to purchase a personal memorial paver for the new courtyard. They can 'write in stone' words of encouragement, scripture passages or names to leave their mark on local history.



St Joseph's Levin when it was first established by the Sisters of St Joseph of Nazareth in 1920



The interview room coffee table is made from recycled timber flooring and joinery of the old Convent.

## Remodelled administration building opened in Island Bay

On the 2nd of April 2005 the remodelled administration building at St Francis de Sales school in Island Bay was blessed and opened by The Archbishop of Wellington, the Most Reverend John Dew.

Before the opening, Bishop John and Fr Geoff Broad celebrated Sunday Mass at St Francis de Sales Parish. Along with parishioners, pupils, staff, BOT members, parents, friends and guests all attended the mass with the pupils contributing to the service throughout.

During the opening ceremony, Principal Mr Allan Fleming spoke of the vision and skills of the architect in transforming an awkward building into a modern, workable facility. Architectural features include an alcove entry, ergonomic work stations, generous light and ventilation as well as a comfortable staffroom and administration facilities. Allan also acknowledged the funding and planning from CSBL for the project and the cooperation between all parties which enabled such a successful outcome.

Br Pat Lynch, CEO NZ Catholic Education Office and member of the CSBL Board of Directors, praised the community for their continuing support of Catholic education, and acknowledged the pride taken in Catholic schools throughout the country, which was evidenced by the St Francis de Sales project.

Bishop John acknowledged the parties involved in the project including the Principal, Board of Trustees, the architect, the construction company, the engineer, the quantity surveyor and associated trades, as well as the coordination and funding from CSBL. Bishop John also emphasised the importance of the wider Catholic community and the role primary schools play as feeder schools to our colleges. The colleges were represented by Mrs Mary Cook, Principal of St Mary's College, Wellington. Bishop John blessed gifts and symbolic items representing the school's history, its spirituality and its special character before pupils ceremoniously placed the items into the new facility. After the ribbon was cut by the youngest pupil Boston Christie and senior pupil Stella Chaji, the community enjoyed a walk-through and morning tea.

The project architect was Les Clapcott of Clapcott Consultants from Hastings, the engineers were ISP Consultants, Davis Langdon NZ were the quantity surveyors and the main contractor was ER Glass Construction Ltd.



The gates of St Francis de Sales administration block



Archbishop John Dew officiates at the opening of the new administration building of St Francis de Sales School in Island Bay

## Blessing and opening of new administration building in Waipukarau

On 28 April 2005 the new administration building at St Joseph's School, Waipukarau, was blessed and opened by the Bishop of Palmerston North, the Most Reverend Peter Cullinane.



Interior of the new administration building at St Joseph's School, Waipukarau

The new facilities were designed by Les Clapcott of Clapcott Consultants, Hastings and include the remodeling of the student toilets and the staffroom to complement the new administration building.

A walk-through the administration building and morning tea followed the official opening, with many parents and visitors admiring the aesthetics of the building. The builder of the project was Pieter Pepping of Pepping Building Co. Pieter is an old boy of the school and his children are also past pupils. Davis Langdon New Zealand were the appointed quantity surveyors.

The official opening ceremony commenced with Mass celebrated by Bishop Peter and Parish Priest Fr Terry Carr, during which the pupils of St Joseph's School made prayer and song contributions.

The St Joseph's School Board of Trustees Chairperson, Susan Horgenboon, spoke of the benefits the new facilities offered to the pupils, Principal Allan Carpenter and to the staff. Bishop Peter acknowledged the work and planning of CSBL, who funded the project on behalf of the Proprietor, and acknowledged the skills of the architect, the builder and all the tradespeople who were associated with the works. Long serving DRS Marion Kara, who retired at the end of 2003, read from the scriptures prior to Bishop Peter cutting the ribbon.



Former DRS Marion Kara reads from the scriptures prior to Bishop Peter cutting the ribbon

## Fitzgibbon Library at Holy Cross School, Miramar

On Sunday 26 March Archbishop John Dew blessed the classrooms and the new library at Holy Cross School, Miramar. After a week of cold, wet weather everyone was delighted with the sunny, windless day, which allowed celebrations to take place outside. As part of the celebration the school's cultural group performed and helium balloons were released. Photo boards on display and the revisiting of school classrooms provided a great opportunity for people to share their memories.

The celebration was the culmination of the Holy Cross School building project which has seen the ongoing development of school buildings taking place over a number of years. Some classrooms have been remodelled, some moved onto the site from elsewhere and some built from scratch. The library itself, the creative design of architect Les Clapcott, was constructed from the two halves of an old classroom prefab. The main body of the library was built from new with the split prefab being attached to each side.

The library has been named the 'Fitzgibbon Library' after Father Peter Fitzgibbon – Parish Priest of the Miramar parish and a great supporter of the school.

While CSBL paid for the majority of the building project, there has been a real community effort with the school and parish communities being actively involved in financing and completing the 'extras' agreed to by the school.

The school has tried to involve the students in the project as much as possible. The students have talked with builders and observed and discussed safety measures used by different tradespeople – they even chose the colours and floor coverings in some of the classrooms. Students also helped at working bees, resulting in their writing a book about the whole building process. This book will take pride of place in the Fitzgibbon Library.

The gathering on Sunday was not just about the buildings – it celebrated the learning community and cultures which make up Holy Cross School and brought together past and present families, teachers, parishioners and friends.

*(With acknowledgement to Celeste Hastings, Acting Principal)*



The new Fitzgibbon Library at Holy Cross School, Miramar

## St John's College Hastings new Technology Suite

On a typically beautiful Hawke's Bay day, Bishop Peter Cullinane officially opened the new Technology Suite at St John's College, Hastings on Friday 19 May 2006.

During the opening formalities the school Board of Trustees Chairperson, Mrs Philippa Lintott addressed dignitaries, guests, past and present Board of Trustees members, school staff and pupils. Philippa spoke of the sophistication now entrenched in New Zealand cuisine and the demands of the general public for a high quality responsive hospitality trade. Philippa also acknowledged the past and present Board of Trustees members for their contributions and dedication to work with CSBL in the planning stages.

Principal Neal Swindells paid tribute to the past Board of Trustees members for their foresight in pursuing the acquisition of additional school land. This enabled the technology facilities to be expanded and to assimilate so well with the existing school buildings, that were designed by renowned architect John Scott. Neal praised the work of CSBL appointed architect David McKenzie in turning vision into reality.

Guest speaker Mr Raymond Van Rijk, who is a St John's parent and owner of gourmet restaurant Peak House, spoke of the great opportunities both within New Zealand and abroad for dedicated students seeking a career in the hospitality industry.

Prior to the unveiling of the plaque and blessing of the buildings, Bishop Peter acknowledged the contributions of previous generations who had provided such excellent schooling facilities. Bishop Peter also acknowledged the work of CSBL and the challenge faced in providing first class facilities on a limited budget.

The gathering was treated to a hymn by the school Barbershop Quartet before Bishop Peter officially handed the operational responsibility of the new Technology Suite to the School Board of Trustees.

Food technology teacher Zak, presented a cordon bleu spread which had been prepared by the students.



Guests and students inspect the new facilities in St John's Technology Suite



Inside St John's new Technology Suite



The ribbon is cut! (l to r): St John's Board of Trustees Chairperson, Mrs Philippa Lintott, Principal Neal Swindells and Bishop Peter Cullinane

# Property Portfolio

## Property Programme

With mid year approaching it is pleasing to be able to report that of the 13 projects on the 2006 Property Programme, four have already commenced construction on site and four others are due for tendering before the end of June. Six projects from the 2005 programme are also currently under construction, with the remainder of that programme completed. Projects that have been completed so far this year are:

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

New classrooms and facilities are also being provided through CSBL's roll growth programme. Currently construction work is proceeding at:

- St Teresa's, Featherston  
Classroom
- St Joseph's, Waitara  
Staffroom
- Garin College,  
Classrooms
- St Joseph's, Stratford  
Library
- St Mary's, Hastings  
Classroom

With planning for the 2006 – 2008 programme now well underway, preparation is beginning for future Property Programmes from 2009 onwards. The Board's priority for the upgrade of Primary administrations and Secondary technology is nearing its end and other priorities will need to be determined. Although CSBL has a list of projects identified for each school from past development plans some of these may have been superseded by schools more recent ten year plans. We will be contacting schools in the next few months to confirm their priority for capital work which will provide us with an appreciation of the demand.



New administration building at St Joseph's School, Waipukarau

## Solid Waste Management in Schools

Following our article on the use of incinerators at schools (*Boardtalk* February 2006), the Ministry of Education has published advice on its website on solid waste management and included the general information brochures explaining the national environmental standards for each region. The brochures provide information on local means of rubbish disposal as well as recycling. There are special provisions for schools in particular regions, as well as environmental educational programmes to encourage students to think about the amount of waste they generate, how they can remedy this by re-using waste and what their options are for recycling.

Go to the Ministry website: [www.minedu.govt.nz](http://www.minedu.govt.nz) and search for Solid Waste Management. The item is under Schools/Property Management/Managing School Property/Environmental Compliance/Solid Waste Management.

Further information is included in the Ministry's *Environmental Best Practice Guidelines for Schools*, May 2005 which is also available on the Ministry's website. [www.minedu.govt.nz](http://www.minedu.govt.nz)



An inspiration for recycling – the Hundertwasser toilet block in Kawakawa

## Hooking Up



The Technology Suite at St Peter's College, Palmerston North

In a world where computer technology is a rapidly moving target, both hardware manufacturers and software developers are continually pushing new boundaries.

Computers and peripherals are becoming increasingly sophisticated, as software programmers demand greater data transmission rates, enhanced graphical capability and complex simultaneous actions. The challenge to efficiently connect the 'boxes' goes in unison with the technology advancement.

Only a few years ago we were connecting two PCs together with a serial cable and pronouncing the achievement as a network. A few years on, buildings were being reticulated in miles of Ethernet cable before someone discovered that high speed transmission could be achieved by superimposing a bandwidth of high frequency over the common copper telephone line. Cat 4 cable followed, then Cat 5, then Cat 5e – now Cat 6 cable has become the industry standard. Cat 7 and Cat 8 cables have been developed and used by the military along with other high-end users.

While the hardware manufacturers attempt to keep up with black box technology, enhanced wireless connectivity has also been evolving.

It is now commonplace for data networks in schools to resemble those of the business world. Schools are faced with not only understanding the technology (and teaching it), but also the associated cost.

## Who pays?

While the cost of computers and peripherals are met by schools, the question of who pays for the connectivity is often raised.

Current CSBL capital work priorities are the completion of the administration upgrade programme for primary schools and the technology suites programme for secondary schools. Schools are consulted on new Capital Works and where cable installation is required Cat 6 cable is usually specified. The cost of supply and installation of the cable to the schools patch panel is covered in Capital Works projects. The cabling is restricted to the building under construction or remodelling and the link to the school patch panel. Where the length of run necessitates the use of fibre optic cable the project will also cover the copper to fibre converters.

## Existing buildings

Day-to-day expenditure on existing buildings covers major maintenance, Building Warrant of Fitness, special needs, insurance, Financial Assistance Scheme contributions, security and fire systems and emergency works. Collectively the CSBL Property Programme budget is well accounted for and unfortunately there is no additional funding to retrospectively reticulate or upgrade data cabling in existing school buildings.

## What is the Ministry doing?

The Ministry of Education has undertaken a comprehensive study regarding ICT in schools and has an extensive information resource on their website [www.minedu.govt.nz](http://www.minedu.govt.nz) 'ICT in Schools'. Of particular interest for data cabling is 'Information Technology Infrastructure Cabling – Policy and Guidelines for Schools' which can be found on the Ministry website [www.minedu.govt.nz](http://www.minedu.govt.nz)

The Ministry has also launched a number of initiatives, including ICT Professional Development Cluster, Laptops for Principals and Teachers and Project Probe. Information relating to these initiatives is available on their website [www.minedu.govt.nz](http://www.minedu.govt.nz)

A recent initiative is the School ICT Network Infrastructure Upgrade Project.

# MOE School ICT Network Infrastructure Upgrade Project

## What is it?

The MOE undertook a Computer Network Survey in 2004 that examined the existing standards of Information Technology and network infrastructure in schools.

One aspect that the survey identified was that, when constructing computer networks, small schools were faced with a disproportionate cost compared with larger schools.

The Government has attempted to address this situation by initially developing a standard for network reticulation then presenting small schools with a one-off offer for upgrading. State schools are offered funding assistance of approximately 80% of the cost of installation. State integrated schools are offered funding assistance of approximately 20%.

## Why are State integrated schools being treated differently?

For State integrated schools the offer from the government comprises 80% of the cost of the switching equipment and the server, but does not include the data cabling or upgrade of the school's electrical system (for State schools the offer extends to the cabling).

The cost of the data cabling and electrical upgrade is a high proportion of the overall cost of an ICT network.

The cost of cabling and associated electrical upgrading is considered to be part of the building fabric and, as such, a capital cost. Therefore, for integrated schools these costs are the responsibility of the Proprietor.

A number of Catholic schools in the Wellington Archdiocese and the Diocese of Palmerston North have been offered the opportunity to participate in the MOE School ICT Infrastructure Upgrade Project.

However, as the Proprietor has no funding to meet the cost of the cabling and electrical upgrade, the upgrade project will not be possible without funding from the school community, raised on behalf of the Proprietor.

Schools invited to participate should therefore carefully examine the total cost of the exercise and consider whether there might be a more economic alternative.

## Wireless vs structural cabling

The initial wireless systems were criticised as having limited bandwidth therefore being slow, prone to disconnection and exposed to security infiltration issues. However, as wireless technology advances it is becoming an attractive alternative or complement to a structured cable system. The MOE Standards do not preclude the use of wireless technology but do advise caution and thorough research. Several of our schools are using wireless technology and find it offers an effective alternative solution.

# Heating Your School

## Series One – Boilers



This article is a preliminary to a more comprehensive article (Series Two – Heating) that will feature in our next *Boardtalk* publication.

We have chosen to specifically detail aspects associated with boilers in this article to raise awareness as the potential risks to personal health and safety along with potential (and significant) damage to plant that may occur if your school boiler is not properly maintained and operated.

### What is a boiler?

A boiler is any chamber that converts a raw fuel into energy in the form of heat. A boiler can be as expansive as the Wairakei Geothermal field north of Taupo – where, in effect, the geothermal ground mass is a boiler converting boiling underground streams into superheated dry steam. Equally a boiler can be as minute as the conversion cylinder in an underbench water heater.

In terms of school heating, the boiler is the unit that is squirreled away behind locked doors, that at times seems to have a mind of its own and is off-limits to all but the most initiated.

### Types of boilers

School boilers come under two broad categories defined by the prime fuel source – either solid fuel (eg. coal, wood, etc.) or gas. We are not aware of any geothermal boilers in our schools!

## Considerations

Regardless of the fuel source, the following considerations are paramount:

### Safety of the operator

- Caretakers, plant managers or contractors must be trained in the operational use of the school boiler if it is their assigned responsibility to operate one on a daily basis. These ‘operators’ must also be skilled enough to know when to seek expert advice.
- Anything other than day-to-day operations must be referred to an expert.

### Safety of personnel

- Whilst it may seem that the person who may be at most risk if a boiler fails is the operator, in fact the operator will spend considerably less time in close proximity to the unit than perhaps the likes of students that find resting up against the doors to the plant room appealing at lunch time, or even a casual passersby.
- Plant rooms housing boilers must be robust and secured against inadvertent access and the construction (doors) must be of solid and appropriate construction to contain high pressure impact.

### Safety of the plant

- Boilers by their very nature operate at high temperatures in pressure cylinders that are potentially volatile. All boilers are fitted with safety devices, including over pressure relief valves and thermal cutouts. In the event that these devices have not been correctly maintained and a malfunction occurs, extensive damage to the plant may occur. Insurance liabilities will be examined.

## Resource Management Act

Local authorities are charged with monitoring compliance with the Resource Management Act. Pertaining to boilers, your region may be subject to stringent fuel emission to atmospheric constraints. *Schools with boilers, in particular solid fuel boilers, should check with their local Territorial Authority, as it may be necessary to obtain Resource Consent to operate the boilers.*

## Actions

School Boards of Trustees have an obligation under the Health and Safety Employment Act to operate boilers safely.

Schools must:

- Train operators to a level of competency appropriate for the sophistication of the intended boiler and record training documentation.
- Ensure that annual maintenance checks are undertaken by a company or individual suitably qualified and that associated records are kept.
- Maintain records relating to maintenance, work undertaken and corrective actions required.
- Ensure that operators report maintenance issues expediently.
- Notify major maintenance concerns to their CSBL Property Officer.

## In summary

- Boilers are an extremely efficient, cost effective method of heating and are particularly suitable for larger schools.
- Emissions to the atmosphere limit the suitability of solid fuel boilers particularly in new or replacement installations.
- Boilers can be operated on a day-to-day basis by trained staff but skilled engineers must conduct maintenance/testing.

## FAQs

**Q:** Our hardcourts are scheduled for resealing by CSBL. Who pays for the court markings and post inserts?

**A:** *As the court markings are a paint-on product the school is responsible for the payment. CSBL will request the school's agreement to fund the court markings prior to approving the reseal.*

*As the post inserts are essentially part of the court CSBL will fund those.*

**Q:** It is 3 pm on a Saturday afternoon and a member of the public has just rung to say a water pipe has burst on the school property. What should we do?

**A:** *Firstly, take immediate practical steps to contain the problem. Use either your usual plumber to undertake essential repairs or engage an after-hours plumber through the Yellow Pages or another source.*

*If there is consequential damage contact the CSBL insurance company immediately, 0800 656 760. Otherwise contact your CSBL Property Officer at the opportunity who will advise you on what to do to effect a permanent repair, the responsibility for funding or whether an insurance claim should be filed for consequential damage.*

**Q:** The carpet in one of our classrooms has deteriorated and is a tripping hazard. What should we do?

**A:** *Mitigating Health and Safety issues is a BOT responsibility, but CSBL can assist where funding is required or to give advice.*

*If the carpet replacement is on a CSBL major maintenance plan the replacement may be brought forward. However, there are cases where the seams can be repaired, the carpet re-stretched, worn areas removed and patched, or the carpet removed and replaced with mats. This is a BOT responsibility from the school's operations grant.*

**Q:** We had a good clean-out recently and cannot find our Building Warrant of Fitness Manual. How can we get a replacement?

**A:** *Argest Technical Services is the CSBL contractor for BWOFF compliance. Contact Noeleen McGregor at Argest, ph 04 472 7905, to arrange for a replacement manual.*



The exterior of St John's College, Hastings new Technology Suite

Q: We would like to build a new adventure playground. The community has raised funds held in our Friends of the School account. Do we need to inform CSBL?

A: *The construction of an adventure playground is a capital works activity on the Proprietor's land and requires the Proprietor's agreement. Therefore, approval by CSBL is required, as CSBL is the Proprietor's agent for all property matters.*

*And while the construction of an adventure playground may seem a straightforward exercise, your CSBL Property Officer also needs to review the location to take account of possible future development or the location of underground services.*

Q If our parents and caregivers choose to pay by credit card each year do they need to complete the credit card section for payment at the start of each year?

A: *Yes, we ask that all parents complete the credit card payment at the start of the year as card number and/or expiry date may have changed, and it is vital we have the correct details in order to process payments.*

Q: What happens if we have not responded within the timeframe set by the Dues Team in their letters to the college principals and Parish Priests for those families with overdue accounts?

A: *Unless we hear back from our college principals and Parish Priests or their committees within the stated time, the debt will be forwarded to Baycorp. We remind you that by the time the families have received this letter they will have also received a number of invoices and reminder statements asking they pay or at least contact CSBL or the school to discuss an arrangement. From our perspective we feel the college and parish know their families better than we do, so your input to this Office is very important. If you need more time to assess a family's situation, please advise us as soon as possible to prevent further collection procedures taking place. After that we will still need to hear from you within a reasonable period as to the action you feel we should be taking with these particular families.*



The interior of St John's College, Hastings new Technology Suite

Q: How can schools and Boards of Trustees find out about CSBL policy?

A: *We have a website and the Board of Trustees handbook is on the website or you are welcome to contact us directly.*

## How to contact us

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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	Property Officer	mark@catholicschools.co.nz
Jane O'Connell	Customer Services Coordinator	jane@catholicschools.co.nz



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