

**Board of Trustees Meeting Agenda – Wednesday 15 February 2017 7-9pm**

	Policy Reference:	Led by:
<p>Open Meeting: Karakia timatanga:</p> <p><u>1. Administration</u></p> <p>1.1 Previous minutes</p> <p>1.2 Appointment of Chair for 2017</p> <p>1.3 Board roles and committees</p> <p>1.4 Confirmation of board contact details</p> <p>1.5 Meeting dates for 2017</p> <p>1.6 Date for Term 1 Community &amp; Staff liaison meeting</p> <p>1.7 Inclusion of IT management and learning</p>		<p>Rachel Dianne Rachel Rachel Rachel Rachel Craig</p>
<p><u>2. Strategic Decisions</u></p> <p>2.1 Review of strategic plan</p> <p>2.2 Reporting schedule for Pasifika class</p> <p>2.3 Principal appointment &amp; committee</p>		<p>Rachel Craig</p>
<p><u>3 Financial</u></p> <p>3.1 Feb 2017 Financial report</p> <p>- Review and updated 2017 Budget</p> <p>- December &amp; November month-end reports</p> <p>- Financial Delegation to Acting Principal</p>	<p>Finance</p>	<p>Dave</p>
<p><u>4. Principal report</u></p> <p>4.1 Principal Report</p>		<p>Dianne</p>
<p><u>5. Curriculum</u></p>		
<p><u>6. Personnel</u></p> <p>6.1 Appointments</p>	<p>Personnel</p>	<p>Dianne</p>
<p><u>7. Health and safety</u></p> <p>7.1 Site safety – including Worksafe NZ email</p> <p>7.2 Dogs on site during school hours</p> <p>7.3 Healthy eating</p>	<p>Health and safety</p>	<p>Dianne Craig Craig</p>
<p><u>8. Business carried over to next meeting:</u></p>		
<p><u>9. In committee:</u></p> <p align="center"><b>In committee</b></p>		

<p>9.1 Complaint to Ombudsman including related correspondence &amp; verbal update  9.2 Employment contracts &amp; associated liabilities  9.3 Enrolment discussion  9.4 Staff applications for leave</p>			
<p>Close of meeting :</p>	<p>Karakia whakamutunga:</p>		

All reports relevant to be tabled at the board meeting are available from the school office on request. Office hours are 9am – 3 pm.

**Principal reports**

**Financial reports**

- **2017 draft budget**
- **December end month report**
- **November end month report**

**Worksafe NZ email**

**Note 1:**

Correspondence out:

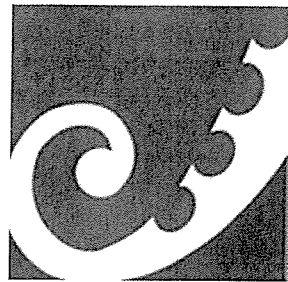
- Other correspondence - has been discussed in committee to protect privacy

Correspondence in:

- Lee Ashby - Property
- Other correspondence - has been discussed in committee to protect privacy

**Note 2:**

Health & Safety: Craig (Staff: Craig G, Karena, Melva)  
Civil Defence: Eli, Toni  
Curriculum: Rachel, Eli, Gillian  
Property: Shane



# KORAUNUI SCHOOL

2017 to 2019

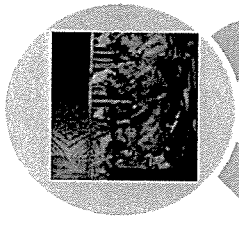
Our Strategic Plan to...

**Build**



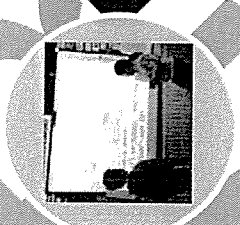
**Confidence**

**Create**



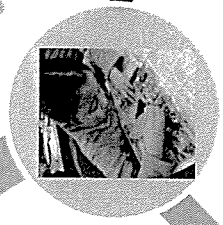
**Inclusion**

**Foster**



**Innovation**

**Strive for**



**Achievement**

# Our Goals

## Aim

### CONFIDENCE

*to nurture children's confidence and grow orators who are encouraged to voice their quality world and feel engaged in their development*

- Children and adults comfortable and confident to express themselves in their preferred language and format.
- Children who are able to promote themselves in a responsible way and are effective communicators
- Children and adults have the confidence to speak out about issues in a safe and supportive environment.

### INCLUSION

*to create an inclusive, happy and safe learning environment, where the student voice is appreciated and the diversity of the school community is reflected.*

- Tangata Whenua retained as the bedrock, lead by our whanau syndicate and with increasing use of Tikanga and Te Reo throughout the our kura.
- Strengthen support for our Pasifika students in their learning environment.
- Build a multi-cultural curriculum that celebrates diversity
- Recognise and valuing of differing needs, abilities and backgrounds

### INNOVATION

*to foster children's curiosity whilst celebrating innovation and encouraging appropriate risk.*

- The school is a learning hub where resources enable self-directed learners, and technology remains relevant for all our children.
- Children and adults have an opportunity to fairly explore issues and right 'wrongs' in a safe and non-judgemental environment
- Develop and environment in which students can develop a growth mindset - "the Power of Yet"
- Technology embedded for development of real world learning

### ACHIEVEMENT

*for each child to achieve their optimum academic performance, through offering a broadened curriculum and investing in those who need greater support.*

- More children achieving at or above National Standard across the board, particularly Maori, Pacific and boys\*, through investment of appropriate resources, and through a curriculum that is engaging.
- Children to be future focused and as such are more environmentally friendly and ethical in learning
- Children to be 'risk-takers' in their learning
- Children and adults will be taught the skills required to positively self-manage, or supported to work towards self regulating of behaviour.
- \* as per MOE priorities [correct wording here]



# Actions

## Building on our strengths to:

- Connect with the wider community, particularly those who can offer tuakana/teina to our children, and those for whom our children can do the same, being role models themselves
- Extend class treaty to identify learning styles. Incorporate areas like class layout to encourage child input.
- Class sociograms used proactively and positively to enable children to see how their actions impact on others.
- Pride in being an Enviroschool and its positive impact on our future communities
- Being culturally responsive & valuing our beliefs, eg through our whanau and pasifika learning models

- Establish a schoolwide NOHO to share the school kaupapa, to genuinely engage with our school families/whanau
- Increased integration of bi-lingual Maori-English/English-Maori classes through joint project time across cohorts
- Establishing connections and relationships with our local community
- Celebrate culturally significant events through the year that are relevant to our school, students and community
- Establish a virtual welcome mat for all coming into our school through creation of a welcoming atmosphere, K.O.R.A.U,
- Carry through learnings from the MoE Inclusive Practices Development Programme

- On-going use of Choice Theory to develop self-awareness and self-responsibility
- Support children to understand boundaries and where flexibility should be encouraged. This will reflect in their increased confidence to try new things and accept risk.
- Identify STEM opportunities and prepare to implement where children have greater input into their classroom environment and activities.
- Provide 'joyful' learning opportunities throughout the school.
- Encourage curiosity and risk-taking through learning opportunities.
- Engage with the Enviroschools network and embark on a deliberate and continuous pathway to become a gold Enviroschool
- Development of technology as an integral part of all future learning in our and future schooling
- "Hub for science and technology"

- Deepen students' knowledge and application within the curriculum, and recognise the importance of all curriculum areas.
- Invest in the up-skilling of all staff, to ensure they are equipped to support learners' academic and emotional needs
- Utilise data: attendance, punctuality and family engagement against achievement data to identify any correlation to performance.
- Identify learning groups requiring additional support, to link with appropriate resources
- Involve the community - curriculum to reflect the diversity of cultures within the community. Opportunity for whanau and aiga to lead/participate in topics to celebrate and engage all learners.
- Invest in reading material that will appeal in particular to boys.
- Bring the nature of science to the fore in curriculum planning, as a context for learning

<ul style="list-style-type: none"> <li>• Using a variety of measures to reflect confidence in our children:</li> <li>• Reflective statements</li> <li>• Student voice</li> <li>• Engagement</li> <li>• Willingness to make mistakes, step up, step out</li> </ul>	<ul style="list-style-type: none"> <li>• Observation and record of Te Reo to measure increased usage.</li> <li>• Community engagement with the school. Measure the volume of contact across families, cultures and the community with the school, with the aim to see increased positive engagement.</li> <li>• Carry through the records of inclusive practice improvements, as detailed in the MoE development programme.</li> <li>• Feedback on Pasifika class achievement</li> </ul>	<ul style="list-style-type: none"> <li>• Success with children’s learning curiosity with risk propensity will be demonstrated by the innovative ideas the school trials that are driven from the student body voice. The school will record the number of ideas born from students and the rationale utilised to determine which initiatives to trial.</li> <li>• Learner, staff and community surveys will also act as a 360 degree review to identify any improvement felt and or observed.</li> <li>• Achieve EnviroSchool bronze status in 2015, silver in 2016 and gold in 2017</li> <li>• Tamariki are empowered and passionate about/ have an awareness of, and can model awareness of the environment</li> </ul>	<ul style="list-style-type: none"> <li>• Baseline data to be collected prior to each targeted intervention, with milestone assessments completed to identify progress.</li> <li>• Consistent collection of evidence, can include: learner surveys, OTJ assessments and observation.</li> <li>• Curriculum leaders to be provided defined times to ensure collection of evidence occurs.</li> <li>• Provide mechanisms for staff to verify and validate their work eg peer evaluation</li> <li>• Gauge staff capability in teaching the nature of science through involvement in professional development and class programmes</li> <li>• Use of appropriate assessments through the year</li> </ul>
---	--	--	---

## KEY REFLECTIONS

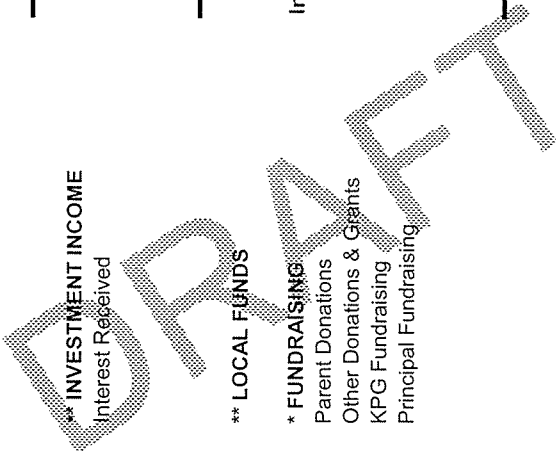
- We will be **deliberate** with our **investment** in our **relationships**.
- Take time to **make time** and ensure that **planning** and the collection of **evidence** occurs.
- Complete **regular reviews** to identify how we are **progressing** and whether we are making an **impact**.
- We will be **agile** and **respond** to learners needs whilst incorporating **input** from the **community**.

\*\* Please remember to enter Income as negative and Expenditure as Positive figures \*\*  
 \*\* Enter all figures in Column H as Whole Numbers \*\*. Start data input below row 200 \*\*

	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Budget	2017 Budget
<b>INCOME</b>						
Total Surplus/(deficit)						27,268
Operations Grant						-2,626,169
Investment Income						-4,000
Fundraising						-7,000
Activities						-3,500
Extra-curricular Activities						0
Camps And Trips						0
Stationery						-1,300
<b>Total Income</b>						-2,641,969
<b>EXPENDITURE</b>						
Administration						145,725
Property Maintenance						500,568
Depreciation						22,500
Learning Resources						1,968,262
Other Accounts						-22,354
<b>Total Expenditure</b>						2,614,701
<b>Available Funds Position</b>						
Estimated Available Funds						
as at December 2016 to carry forward						
Operating Surplus/(Deficit)						27,268
add:						
MoE Furniture Grant						
Depreciation						22,500
less:						
Capital Items						2,000
Lease Payments						0
<b>Cash movement for the year</b>						<b>47,768</b>

Expenditure as % of Total Income  
 5.52  
 18.95  
 0.85  
 74.50  
 -0.85

2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Budget	Notes
<b>** GOVERNMENT GRANTS</b>					
<b>* OPERATIONS GRANT</b>					
	0104	0	-710,237	-491,712	-508,393
	0142	0	-1,565,711	0	-1,565,711
	0147	0	-380,456	0	-380,456
	0156	0	0	-124,695	-149,109
	0157	0	0	-21,500	-11,500
	0160	0	0	-14,550	-11,000
	0165	0	0	0	
	0170	0	0	0	
	New	0	0	0	
	New	0	0	0	
	New	0	0	0	
		<u>0</u>	<u>0</u>	<u>-2,656,404</u>	<u>-2,626,169</u>
<b>** INVESTMENT INCOME</b>					
	0191	0	0	-13,408	-4,000
	New	0	0	0	
	New	0	0	0	
	New	0	0	0	
		<u>0</u>	<u>0</u>	<u>-13,408</u>	<u>-4,000</u>
<b>** LOCAL FUNDS</b>					
<b>* FUNDRAISING</b>					
	0210	0	0	-40,772	-3,000
	0214	0	0	0	-4,000
	0220	0	0	-4,239	0
	0230	0	0	0	-14,000
	New	0	0	0	
	New	0	0	0	
	New	0	0	0	
		<u>0</u>	<u>0</u>	<u>-45,011</u>	<u>-7,000</u>
<b>* ACTIVITIES</b>					
	0260	0	0	0	0
	0265	0	0	0	0
	0275	0	3,600	-4,000	-1,000
	0278	0	0	0	0
	0280	0	0	0	0
	0285	0	0	0	0
	0295	0	0	-94,021	-2,500
	New	0	0	0	
	New	0	0	0	
	New	0	0	0	
		<u>0</u>	<u>0</u>	<u>-90,421</u>	<u>-3,500</u>
<b>* Extra-curricular Activities</b>					
	0302	0	0	0	0
	0304	0	0	0	0



This figure must match code 3499's figure  
This figure must match code 2499's figure

You can budget for income and expenditure separately in this section

You can budget for income and expenditure separately in this section

You can budget for income and expenditure separately in this section



2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Notes
0	0	0	0	0		Athletics
0	0	0	0	0		Basketball
0	0	0	0	0		Cross Country
0	0	0	0	0		HC Sports Fest
0	0	0	4,859	0		Kids Kitchen
0	0	0	0	0		Garden to Table
0	0	0	0	0		Netball
0	0	0	0	0		Pasifika
0	0	0	0	0		Polyfest Jul
0	0	0	0	0		Swimming
0	0	0	0	0		Touch Rugby
0	0	0	0	0		Tough Guy
0	0	0	0	0		Triathlon
0	0	0	0	0		Tutor Reading Programme
0	0	0	0	0		Waterpolo
0	0	0	0	0		New
0	0	0	0	0		New
0	0	0	4,859	0		New
<b>Camps and Trips</b>						
0	0	0	0	0		Beach Trip 2/2
0	0	0	0	0		Camp
0	0	0	0	0		Jnr Beach Trip 18/3
0	0	0	0	0		Snr Wgtn Trip 3/6
0	0	0	0	0		Te Reo Trip 4/7
0	0	0	0	0		Whanau Trips
0	0	0	0	0		Y6 Overnight Camp
0	0	0	0	0		New
0	0	0	0	0		New
0	0	0	0	0		New
0	0	0	0	0		
0	0	0	-8,055	-1,800		* Stationery
0	0	0	6,286	0		Stationery Sales
						Stationery Purchases
0	0	0	-1,769	-1,800		
0	0	0	-2,802,154	-720,757		
<b>TOTAL INCOME</b>						
						-1,300
						-2,641,969
<b>** ADMINISTRATION</b>						
<b>* COMMUNICATION EXPENSES</b>						
0	0	0	284	350		Postage & Freight
0	0	0	4,541	3,800		Phone, Fax, Internet
						New
						New
						New
0	0	0	4,825	4,150		
<b>* BOARD OF TRUSTEE EXPENSES</b>						
0	0	0	4,225	4,500		Board Meeting Fees
0	0	0	0	300		Board Minutes Secretary
0	0	0	0	0		Board Elections
0	0	0	873	800		Board Expenses
<b>Income</b>						0
<b>Expenditure</b>						0
You can budget for income and expenditure separately in this section						

Notes

2012 Actual 2013 Actual 2014 Actual 2015 Actual 2016 Budget

	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Budget		2017 Budget
New	0	0	0	0	5,600		6,400
New	0	0	0	5,098			
New	0	0	0	5,400	5,300		5,350
1210	0	0	0	0	5,300		
New	0	0	0	5,400	5,300		
New	0	0	0	0	900		950
New	0	0	0	6,773	5,200		5,500
New	0	0	0	0	6,100		6,450
1420	0	0	0	0	20,569		16,677
1430	0	0	0	101,897	44,412		44,412
1460	0	0	0	0	11,854		11,854
1470	0	0	0	0	26,608		14,818
New	0	0	0	0	103,443		87,761
New	0	0	0	101,897			
1505	0	0	0	0	2,300		2,300
1510	0	0	0	1,500	1,500		10,700
1530	0	0	0	0	25		25
1540	0	0	0	0	0		500
1550	0	0	0	0	1,000		1,000
1555	0	0	0	0	500		2,000
1560	0	0	0	5,407	5,304		5,689
1580	0	0	0	0	360		200
1582	0	0	0	0	500		500
1585	0	0	0	0	2,200		2,000
1590	0	0	0	0	4,600		4,500
1595	0	0	0	11,074	650		300
1597	0	0	0	86	0		
New	0	0	0	0	18,939		29,714
New	0	0	0	18,067			
New	0	0	0	0	4,800		4,800
1910	0	0	0	0	1,325		1,000
1920	0	0	0	0			
New	0	0	0	0	6,125		5,800
New	0	0	0	4,800			145,725
New	0	0	0	146,860	149,657		

\* AUDIT COSTS

Audit Fees

\* CONSUMABLES

Stationery  
Photocopier Consumables

\* STAFF EXPENSES

Resource Manager  
Community Liaison  
Clerical  
Bursar

\* GENERAL

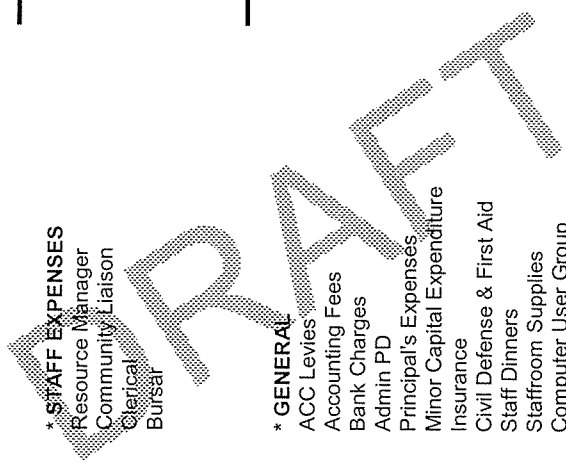
ACC Levies  
Accounting Fees  
Bank Charges  
Admin PD  
Principal's Expenses  
Minor Capital Expenditure  
Insurance  
Civil Defense & First Aid  
Staff Dinners  
Staffroom Supplies  
Computer User Group  
General Expenditure  
Finance Costs

\* OPERATING LEASES

Photocopier Rental  
Duplicator Lease

TOTAL ADMINISTRATION

\*\* PROPERTY MAINTENANCE



2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Notes
0	0	0	0	2,500	1,725	
0	0	0	9,794	3,900	3,475	
0	0	0	0	2,150	2,400	
0	0	0	9,794	8,550	7,600	
0	0	0	16,324	11,500	11,200	
0	0	0	0	2,500	1,686	
0	0	0	0	1,800	1,602	
0	0	0	16,324	15,800	14,488	
0	0	0	1,357	1,250	1,300	
0	0	0	1,357	1,250	1,300	
0	0	0	1,473	450	1,000	
0	0	0	0	500	500	
0	0	0	1,473	950	1,500	
0	0	0	17,234	5,000	6,000	
0	0	0	0	1,250	700	
0	0	0	0	2,000	500	
0	0	0	0	300	300	
0	0	0	0	1,000	1,000	
0	0	0	2,027	1,930	1,930	
0	0	0	380,456	0	380,456	
0	0	0	399,717	11,480	390,886	
0	0	0	67,309	39,573	39,589	
0	0	0	0	27,782	29,705	
0	0	0	67,309	67,355	69,294	
0	0	0	15,543	15,543	15,500	
0	0	0	15,543	15,543	15,500	

This figure must match code 0147's figure



\* Cleaning & Sanitation  
Hygiene Supplies  
Cleaning Supplies  
Rubbish Removal

\* ENERGY  
Electricity  
Gas  
Water Rates

\* RATES  
Sewerage Rates

\* GROUNDS  
Grounds Materials  
Pool

\* REPAIRS & MAINTENANCE  
Maintenance  
Equipment R&M  
Security System R&M  
Minor Capital Works  
Vandalism  
Security  
Use of Land and Buildings

\* STAFF WAGES  
Caretaker  
Cleaner

\* CYCLICAL MAINTENANCE  
Cyclical Maintenance Expense

2005  
2010  
2020  
New  
New  
New

2101  
2130  
2150  
New  
New  
New

2210  
New  
New  
New

2310  
2340  
New  
New  
New

2410  
2430  
2440  
2450  
2460  
2495  
2499  
New  
New  
New

2520  
2530  
New  
New  
New

2991  
New  
New  
New

2017 Budget  
500,568

TOTAL PROPERTY MAINTENANCE

\*\* DEPRECIATION

2910 Depreciation  
New  
New  
New

2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Budget	2017 Budget
0	0	0	511,517	120,928	500,568
0	0	0	29,854	0	22,500
0	0	0	29,854	0	22,500
0	0	0	29,854	0	22,500

TOTAL DEPRECIATION

\*\* LEARNING RESOURCES

\* PROFESSIONAL DEVELOPMENT

3010 Curriculum Staff Development  
3020 Subscriptions  
New  
New  
New

2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Budget	2017 Budget
0	0	0	47,324	10,000	28,031
0	0	0	0	1,000	1,100
0	0	0	47,324	11,000	29,131

\* LIBRARY

3110 Library Consumables  
3120 Library Computer User Group  
3130 Lib Estab  
New  
New  
New

2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Budget	2017 Budget
0	0	0	1,310	50	100
0	0	0	0	650	650
0	0	0	0	500	200
0	0	0	1,310	1,200	950

\* TEACHING RESOURCES

3305 Assessment Resources  
3310 Classroom Consumables  
3315 Copyright  
3325 Gifted Kids  
3335 Minor Capital Expenditure  
3340 PB4L / KiVa  
3345 Photocopy Paper  
3350 STEM  
3355 Special Needs Resources  
3360 Study Centre Food  
3365 Study Centre Resources  
3370 Tchr Equipment Repair  
3380 Visual Arts  
3385 Whanau Tikanga  
3390 Junior Team  
3391 Middle Team  
3392 Senior Team  
New  
New  
New

2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Budget	2017 Budget
0	0	0	22,107	2,000	2,000
0	0	0	0	950	950
0	0	0	0	500	1,500
0	0	0	0	1,300	2,000
0	0	0	0	4,400	1,100
0	0	0	0	1,100	2,000
0	0	0	0	13,000	1,000
0	0	0	0	1,000	1,000
0	0	0	0	350	300
0	0	0	0	0	300
0	0	0	3,789	500	300
0	0	0	0	2,000	2,300
0	0	0	0	500	500
0	0	0	0	1,000	500
0	0	0	0	600	500
0	0	0	0	1,000	500
0	0	0	25,896	31,050	16,250

\* PERSONNEL

3410 Additional Teachers  
3415 Appraisal  
3420 ESOL TA  
3425 ORRS  
3430 Relievers Support

2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Budget	2017 Budget
0	0	0	0	48,025	3,000
0	0	0	0	500	6,804
0	0	0	0	6,805	4,500
0	0	0	0	0	0
0	0	0	0	4,500	4,500

2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Budget	2017 Budget	Notes
0	0	0	0	50,000	39,600	Relievers Teaching
0	0	0	0	239,855	164,808	Special Needs Sp
0	0	0	0	5,292	83,538	Special Programmes
0	0	0	0	2,000	1,000	Specialist Intervention
0	0	0	0	6,935	7,022	Study Center Assistant
0	0	0	0	0	0	Study Center Tutor
0	0	0	0	0	0	Salary Suspense
0	0	0	2,008,120	0	1,565,711	Teachers Salaries
0	0	0	2,008,120	363,912		
0	0	0	44,521	31,450	32,698	* Information and Communication Technology
0	0	0	0	500	300	IT Tech Support
0	0	0	0	300	450	IT Equip Repair
0	0	0	0	0	0	IT Consumables
0	0	0	44,521	32,250	33,448	
0	0	0	0	8,000	8,000	* OPERATING LEASES
0	0	0	0	5,500	4,500	Projector Leases
0	0	0	0	0	0	Laptop Rental
0	0	0	0	13,500	12,500	
0	0	0	0	0	0	* Extra Activities
0	0	0	0	0	0	Students Fundraising
0	0	0	0	0	0	Whitebait Trip
0	0	0	0	0	0	Sports Teams
0	0	0	0	0	0	Shows/Performers
0	0	0	0	0	0	Science Activities
0	0	0	0	0	0	Garden Equipment
0	0	0	0	0	0	
0	0	0	0	0	0	
0	0	0	0	0	0	
0	0	0	2,127,171	452,912	1,968,262	TOTAL LEARNING RESOURCES
0	0	0	0	0	0	
0	0	0	-160,150	-121,600	-125,000	* KCC Before/After/Holiday
0	0	0	0	-29,550	-33,850	KCC Fee Income (incl WINZ)
0	0	0	155,707	105,338	114,796	KCC Grant Income
0	0	0	0	14,148	350	KCC Wages
0	0	0	0	0	350	KCC Coordinator
0	0	0	0	0	3,350	KCC Prof Development
0	0	0	0	10,000	1,000	KCC Food
0	0	0	0	17,000	17,000	KCC Other
0	0	0	0	0	0	KCC Venue Costs
0	0	0	-4,443	-964	-22,354	TOTAL OTHER ACCOUNTS
0	0	0	-4,443	-964	-22,354	

This figure must match code 0142's figure

You can budget for income and expenditure separately in this section





Management Report 30 November 2016  
Commentary

**Income**

You have received 4 out of 4 Operation Grant deposits so far this year.  
Your next Operating Grant instalment is due in January.

As at 30 November 2016 we note Grant Income is 106% of what was budgeted for.  
Your Local Funds and Interest are 253% of what was budgeted for.

Your Trading and Other Accounts have contributed a surplus of \$25,376 for the year to date.

**Expenditure**

As at 30 November 2016 you have spent 96% of what you had budgeted for the year.  
This compares with 92% of the calendar year gone.

**Financial Position**

Actual Available Funds as at 31 December 2015 were \$87,783  
Budgeted Available Funds at 31 December 2016 are \$86,007

Actual Available Funds as at 30 November 2016 are \$262,555  
Budgeted Available Funds as at 30 November 2016 are \$130,541

\*Note: Available Funds are calculated as Working Capital less Term Cyclical Maintenance

**Banking Staffing**

Banking Staffing as at Sue Report Number 1717 is over used by 420 (\$1,065,556).

Schools manage their staffing entitlement to best meet the teaching and learning needs of their school. Over usage of staffing entitlement must be budgeted for and under usage used before the gazetted date in pay period 26 to meet the teaching and learning needs of your school.

**Disclaimer**

This commentary is to be read in conjunction with, not instead of, your full management report.

3.1 November 2016  
and month end

# Korannui School



## Items of Significance 30 November 2016

Description	Code	YTD	Budget	Variance	%	Note
-------------	------	-----	--------	----------	---	------

None.

### Income

Description	Code	YTD	Budget	Variance	%	Note
Board Elections	1140	2,266	0	(2,266)	0	Not Budgeted
Minor Capital Expenditure	1555	2,917	500	(2,417)	583	
Water Rates	2150	3,654	1,800	(1,854)	203	
Depreciation	2910	25,000	0	(25,000)	0	Not Budgeted
Curriculum Staff Development	3010	13,469	10,000	(3,469)	135	
Library Consumables	3110	2,611	50	(2,561)	5,221	
Lib Estab	3130	2,180	500	(1,680)	436	
Classroom Consumables	3310	5,980	2,000	(3,980)	299	
Minor Capital Expenditure	3335	2,555	1,300	(1,255)	197	
Relievers Teaching	3435	78,723	50,000	(28,723)	157	
Garden Equipment	4930	655	0	(655)	0	Not Budgeted
Capital Items Purchases	6600	50,944	0	(50,944)	0	Not Budgeted

### Financial Position

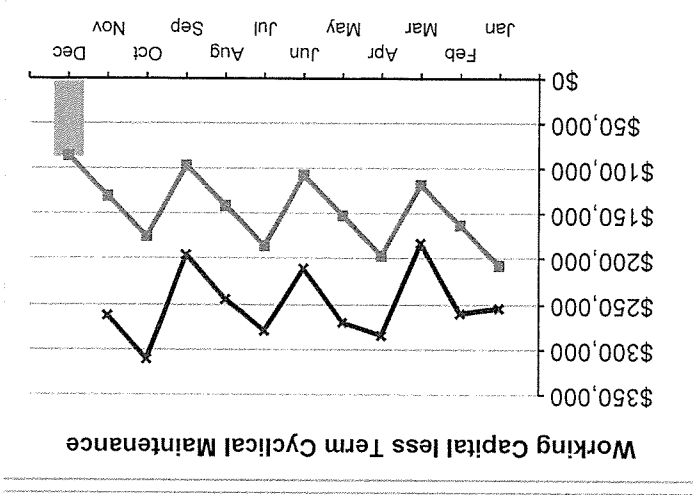
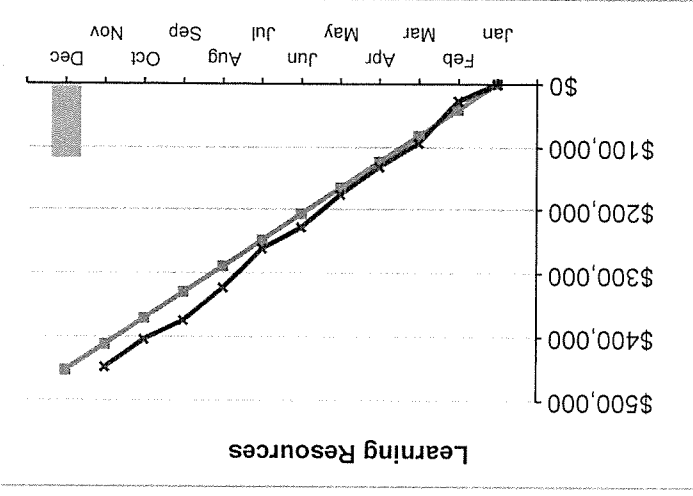
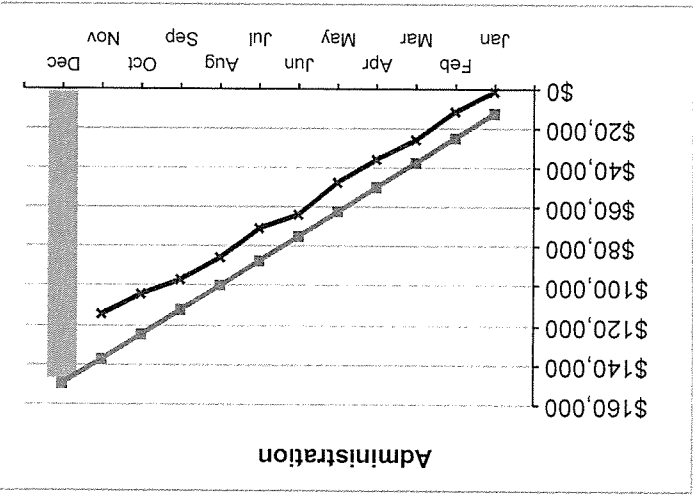
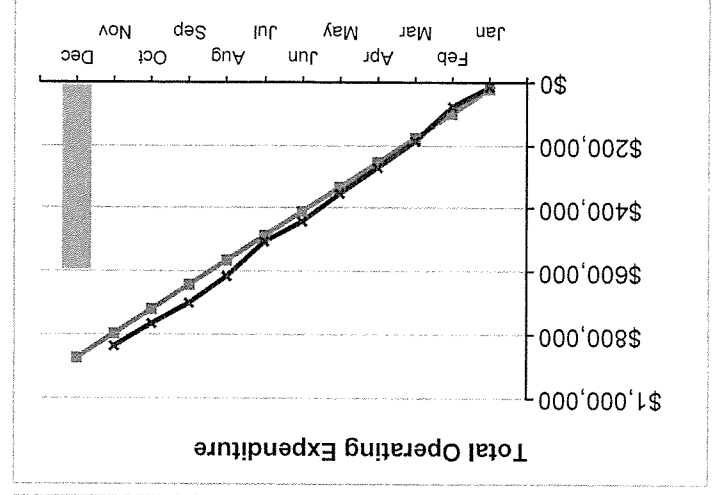
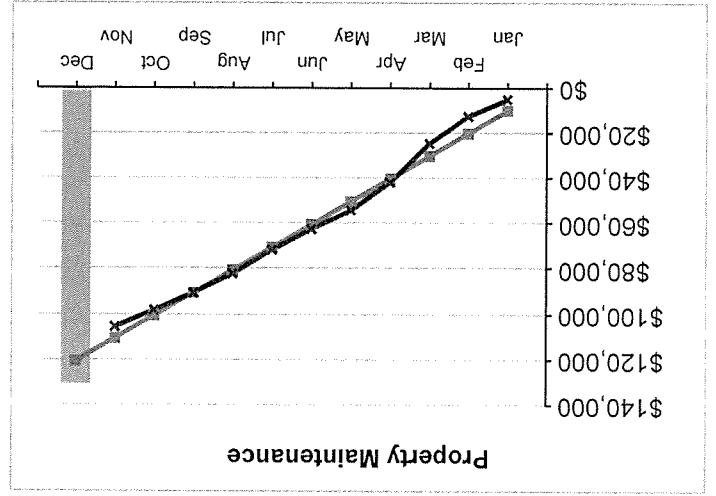
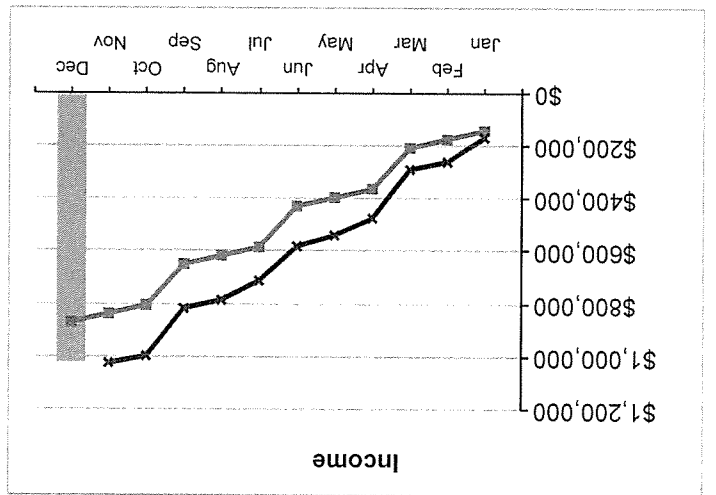


# Korannui School

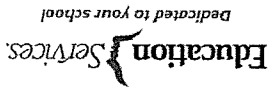


## Overview

## Graphical Analysis 30 November 2016

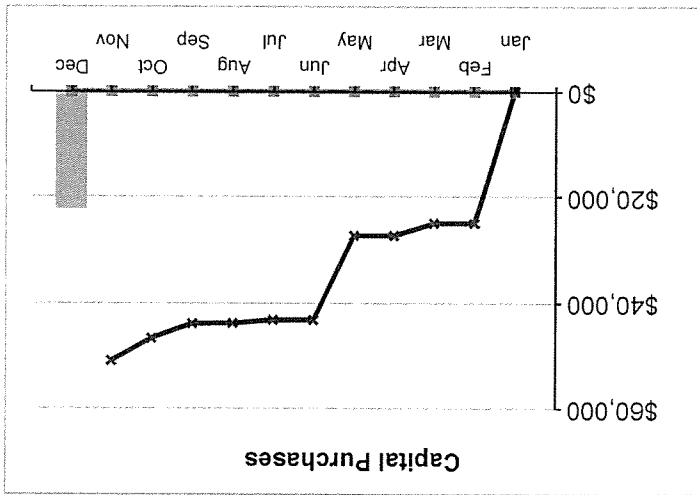


# Korannui School

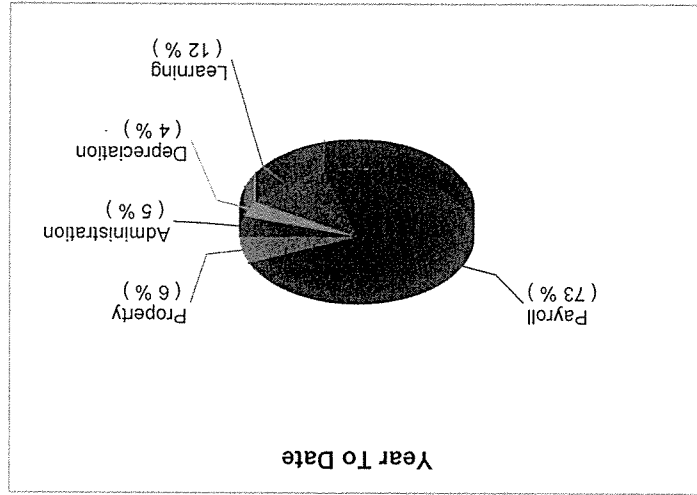
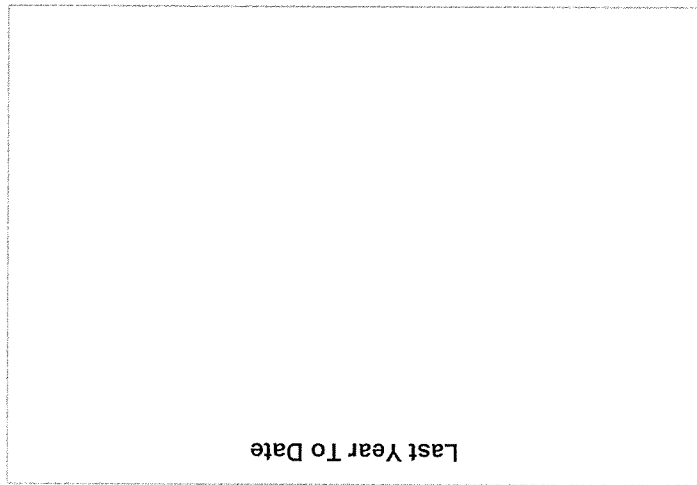


Overview

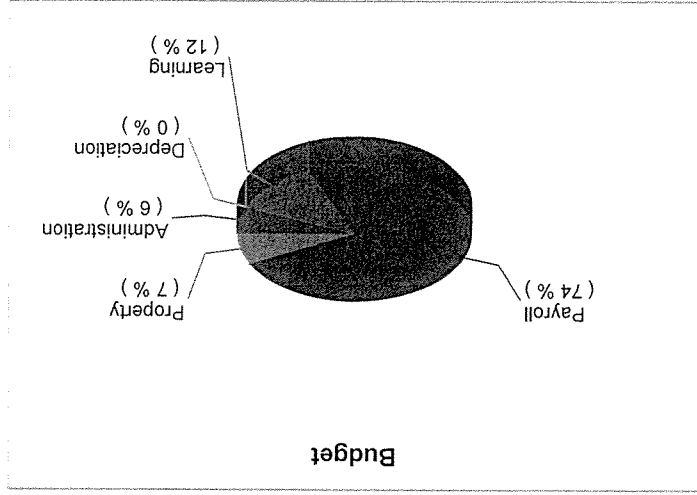
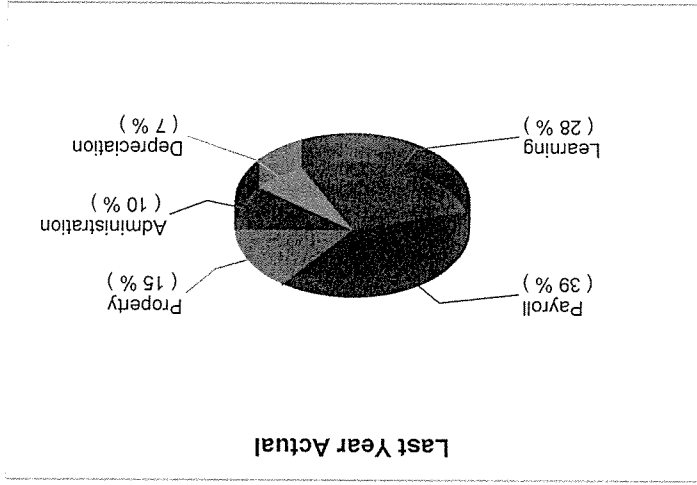
Graphical Analysis 30 November 2016



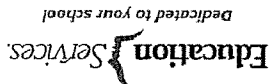
2016 Budget 2015 Actual 2016 Actual



\* Payroll includes only those costs coded to the 1400, 2500 or 3400 code ranges.



# Korannui School



## Income Statement 30 November 2016

## Summary

2015		2016	
YTD	Year	YTD	Month
		Budget	Variance
			%

### Income

\$0	\$855,987	Total Income	\$15,427	\$859,189	\$720,757	\$138,432	119%
0	710,237	Government Grants	2,658	688,787	652,457	36,330	106
0	13,408	Investment Income	3,428	5,772	10,000	(4,228)	58
0	45,011	Fundraising	3,387	74,603	22,500	52,103	332
0	90,421	Activities	3,557	87,905	34,000	53,904	259
0	(4,859)	Extra-Curricular Activities	(481)	(8,267)	0	(8,266)	0
0	0	Camps And Trips	2,879	9,123	0	9,124	0
0	1,769	Stationery Surplus / (Deficit)	(3)	1,266	1,800	(533)	70

### Administration

\$0	\$146,860	\$10,160	\$114,349	\$149,657	\$35,308	76%	
0	4,800	Operating Leases	400	4,400	6,125	1,725	72
0	18,067	General	1,451	16,500	18,939	2,439	87
0	101,897	Staff Expenses	7,988	80,543	103,443	22,900	78
0	6,773	Consumables	237	5,885	6,100	215	96
0	5,400	Audit Costs	0	0	5,300	5,300	0
0	5,098	Board Of Trustee Expenses	84	3,695	5,600	1,905	66
0	4,825	Communication Expenses	0	3,326	4,150	824	80

### Property Maintenance

\$0	\$131,061	\$7,421	\$105,739	\$120,928	\$15,189	87%	
0	9,794	Cleaning & Sanitation	292	6,661	8,550	1,889	78
0	16,324	Energy	3,365	16,097	15,800	(297)	102
0	1,357	Rates	0	1,305	1,250	(55)	104
0	1,473	Grounds	0	935	950	15	98
0	19,261	Repairs & Maintenance	336	8,046	11,480	3,434	70
0	67,309	Staff Wages	3,428	60,995	67,355	6,360	91
0	15,543	Cyclical Maintenance	0	11,700	15,543	3,843	75

### Depreciation

\$0	\$31,744	\$0	\$25,000	\$0	(\$25,000)	0%	
0	29,854	Depreciation	2910	25,000	0	(25,000)	0
0	1,890	Loss on Sale	2920	0	0	0	0

# Korannui School



## Income Statement 30 November 2016

### Summary

2015		2016		%	
YTD	Year	YTD	Budget	Variance	%

Learning Resources					
YTD	Year	Month	YTD	Budget	%
47,324	47,324	34	14,088	11,000	128
0	1,310	45	5,420	1,200	452
0	25,896	197	23,010	31,050	74
0	0	38,909	364,947	363,912	100
0	0	2,500	28,866	32,250	90
0	0	1,163	11,178	13,500	83
0	0	876	593	0	0
0	0	876	593	0	99%
\$0	\$119,051	\$43,724	\$448,103	\$452,912	99%

Other Accounts					
YTD	Year	Month	YTD	Budget	%
0	(4,443)	(1,652)	(24,109)	(964)	2501
\$0	(\$4,443)	(\$1,652)	(\$24,109)	(\$964)	2501%

Total Expenditure					
YTD	Year	Month	YTD	Budget	%
\$0	\$424,273	\$59,649	\$669,081	\$722,533	93%

Net Surplus / (Deficit)					
YTD	Year	Month	YTD	Budget	%
\$0	\$431,714	(\$44,222)	\$190,108	(\$1,776)	\$191,884

Other Incoming Cash					
YTD	Year	Month	YTD	Budget	%
0	5,641	0	0	0	0
\$0	\$5,641	\$0	\$0	\$0	0%

Other Outgoing Cash					
YTD	Year	Month	YTD	Budget	%
0	22,302	4,251	51,030	0	0%
\$0	\$22,302	\$4,251	\$51,030	\$0	(\$51,030)

# Korannui School



## Balance Sheet 30 November 2016

## Summary

2015	2016	Description	Code
November	November		
December			

Current Assets			
ASB 12-3478-0015483-00	0	13,250	9000
KPG 467-00	15,295	5,744	9005
Westpac TDP #1	69,467	0	9010
Westpac TDP #2	54,392	56,123	9011
Westpac 211-00	22,223	62,395	9015
Westpac 211-25	145,146	317,359	9016
Petty Cash	250	550	9029
Accrued Interest	677	0	9112
Accounts Receivable	4,718	118	9115
Prepayments	6,953	6,041	9117
Staff Banking Underuse	2,875	0	9120
	\$321,996	\$461,580	

Current Liabilities			
Leave Accrual	18,565	18,565	9314
Staff Banking Overuse	16,802	0	9317
Cyclical Maintenance Provision	25,125	25,125	9329
Accounts Payable	29,059	185	
Goods and Services Tax	(4,166)	2,065	
MOE Funded Projects	4,382	2,079	
Hippy	24,665	51,489	
Funds Held In Advance	44,941	12,977	
	\$159,373	\$112,485	

Working Capital			
	\$0		
Fixed Assets	90,715	116,745	
	\$90,715	\$116,745	
Non-Current Assets			
Cyclical Maintenance Provision	74,841	86,541	9429
	\$74,841	\$86,541	
Non-Current Liabilities			
	\$0		
	\$0		
Net Assets	\$178,497	\$379,299	

Public Equity			
Public Equity At The Start Of The Year	183,552	189,191	9500
Moe Capital Contribution	5,641	0	9501
Net Surplus / (Deficit)	431,714	190,108	
	\$620,907	\$379,299	

Management Report 31 December 2016  
Commentary

**Income**

You have received 4 out of 4 Operation Grant deposits so far this year.

Your next Operating Grant instalment is due in January.

As at 31 December 2016 we note Grant Income is 106% of what was budgeted for.

Your Local Funds and Interest are 255% of what was budgeted for.

Your Trading and Other Accounts have contributed a surplus of \$9,976 for the year to date.

**Expenditure**

As at 31 December 2016 you have spent 112% of what you had budgeted for the year.

This compares with 100% of the calendar year gone.

**Financial Position**

Actual Available Funds as at 31 December 2015 were \$87,783

Budgeted Available Funds at 31 December 2016 are \$86,007

Actual Available Funds as at 31 December 2016 are \$116,154

Budgeted Available Funds as at 31 December 2016 are \$86,007

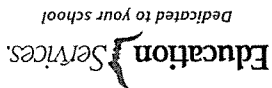
\*Note: Available Funds are calculated as Working Capital less Term Cyclical Maintenance

**Disclaimer**

This commentary is to be read in conjunction with, not instead of, your full management report.

31. December 2016  
End Man Report

# Korannui School



## Items of Significance 31 December 2016

Description	Code	YTD	Budget	Variance	%	Note
-------------	------	-----	--------	----------	---	------

### Income

None:

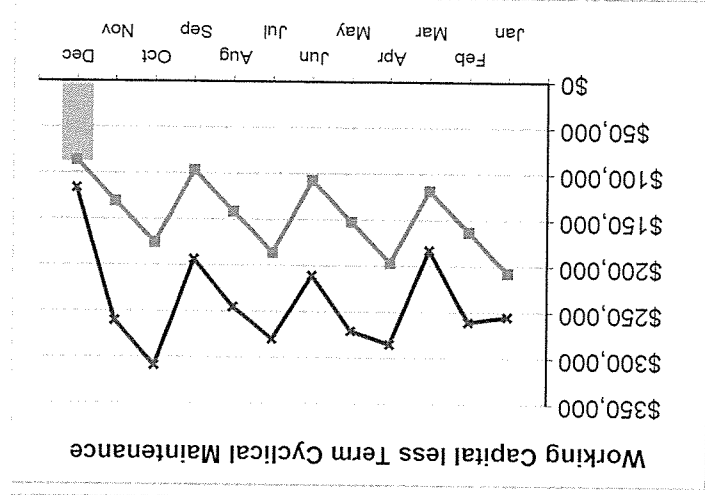
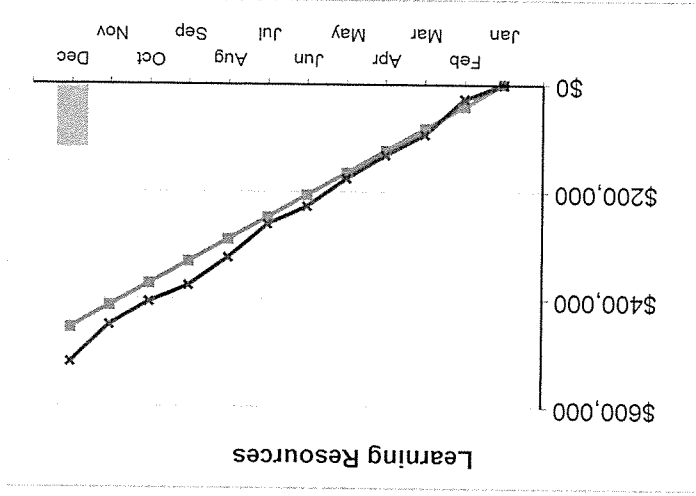
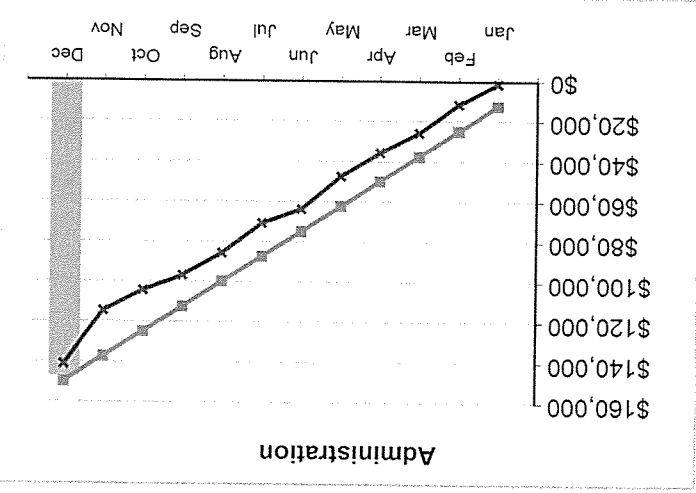
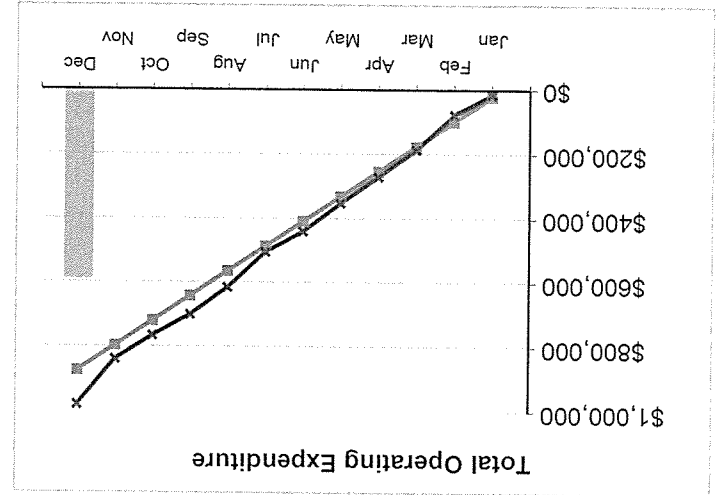
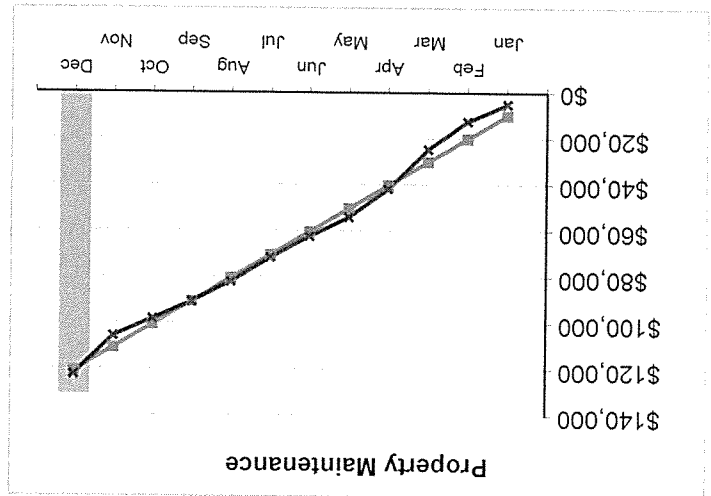
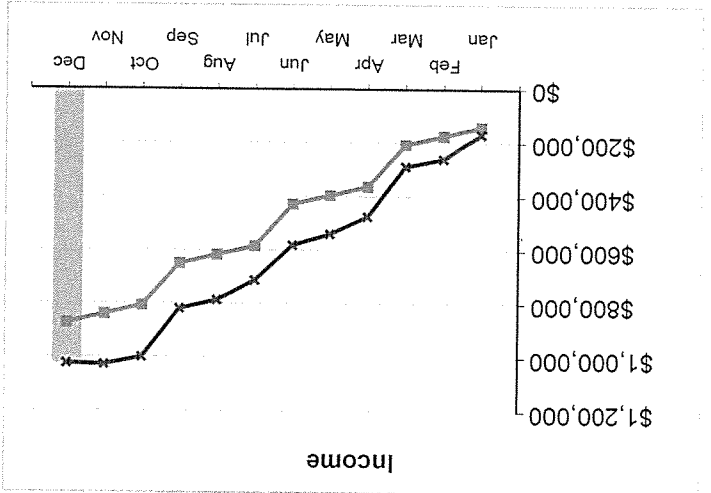
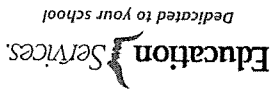
### Expenditure

Board Elections	1140	2,266	0	(2,266)	0	Not Budgeted
Accounting Fees	1510	2,800	1,500	(1,300)	187	
Minor Capital Expenditure	1555	2,917	500	(2,417)	583	
Water Rates	2150	3,654	1,800	(1,854)	203	
Maintenance	2410	7,036	5,000	(2,036)	141	
Depreciation	2910	30,000	0	(30,000)	0	Not Budgeted
Curriculum Staff Development	3010	13,469	10,000	(3,469)	135	
Library Consumables	3110	2,722	50	(2,672)	5,445	
Lib Estab	3130	2,180	500	(1,680)	436	
Classroom Consumables	3310	6,080	2,000	(4,080)	304	
Minor Capital Expenditure	3335	2,555	1,300	(1,255)	197	
Additional Teachers	3410	62,521	48,025	(14,496)	130	
Relievers Teaching	3435	81,720	50,000	(31,720)	163	
Science Activities	4920	833	0	(833)	0	Not Budgeted
Garden Equipment	4930	655	0	(655)	0	Not Budgeted
<b>Financial Position</b>						
Capital Items Purchases	C600	52,876	0	(52,876)	0	Not Budgeted
TRL Leases	C685	8,150	0	(8,150)	0	Not Budgeted

# Korannui School

## Graphical Analysis 31 December 2016

### Overview

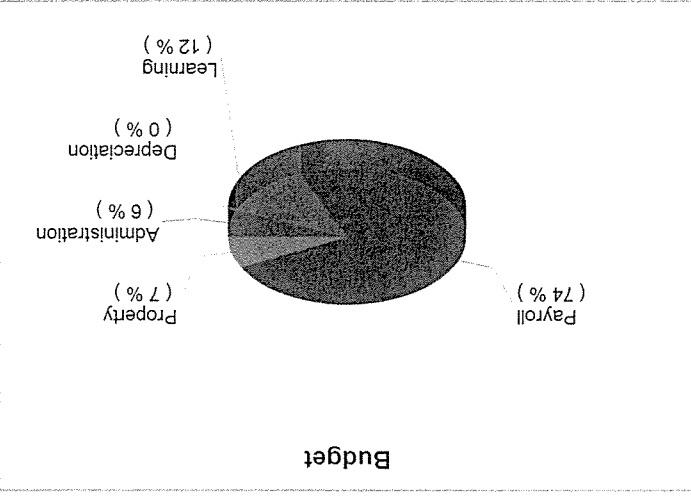
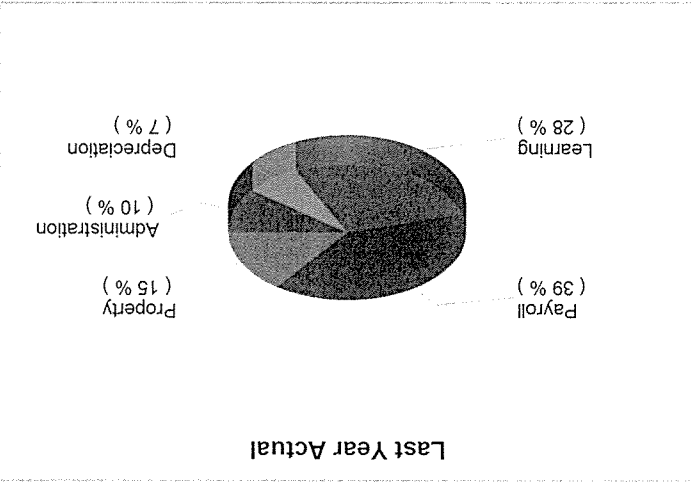
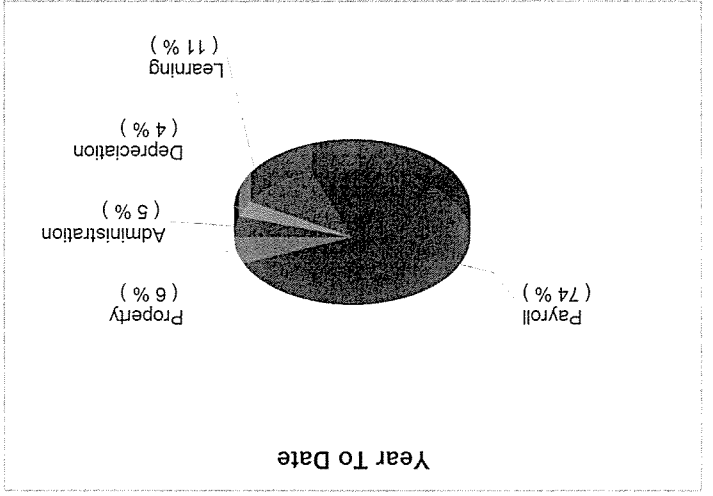
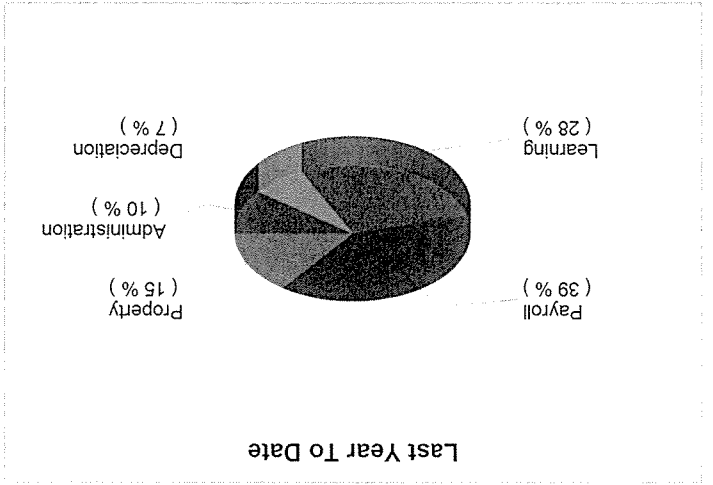
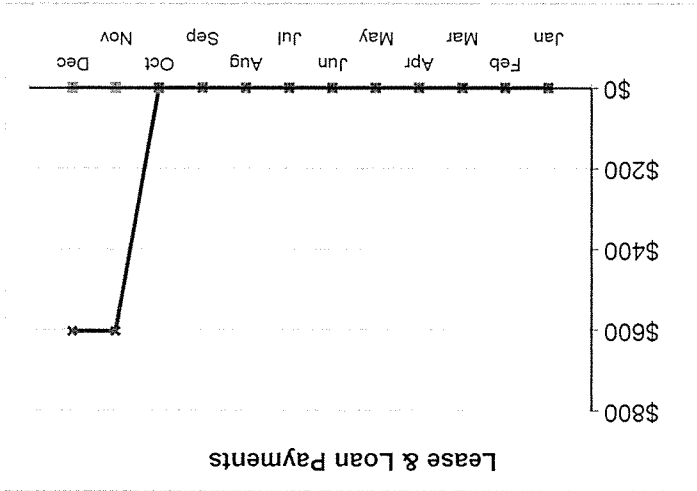
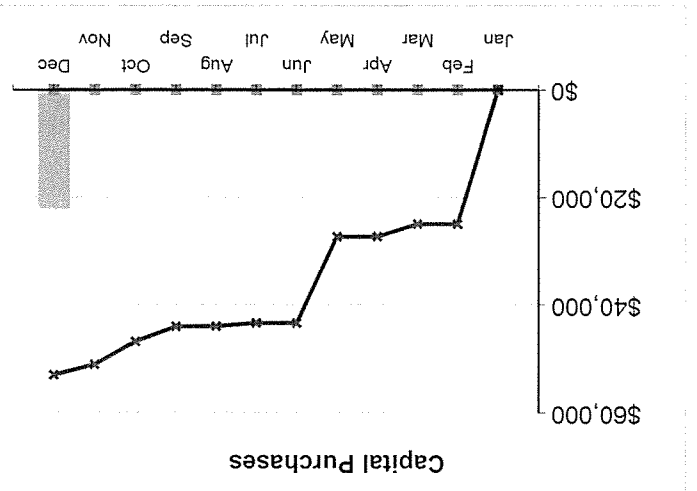
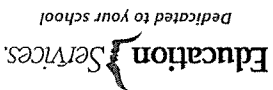




# Korannui School

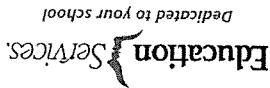
## Graphical Analysis 31 December 2016

## Overview



\* Payroll includes only those costs coded to the 1400, 2500 or 3400 code ranges.

# Korannui School



## Income Statement 31 December 2016

## Summary

2015		2016		Variance	%
YTD	Description	Month	YTD		

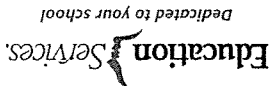
710,237	Government Grants	2,078	691,344	652,457	38,888	106
13,408	Investment Income	170	5,942	10,000	(4,058)	59
45,011	Fundraising	590	75,193	22,500	52,693	334
90,421	Activities	307	88,211	34,000	54,210	259
(4,859)	Extra-Curricular Activities	(636)	(8,903)	0	(8,902)	0
0	Camps And Trips	(16,652)	(7,530)	0	(7,530)	0
1,769	Stationery Surplus / (Deficit)	(52)	1,215	1,800	(585)	68
<b>\$855,987</b>	<b>Total Income</b>	<b>(\$14,197)</b>	<b>\$845,472</b>	<b>\$720,757</b>	<b>\$124,715</b>	<b>117%</b>

4,825	Communication Expenses	1,082	4,408	4,150	(258)	106
5,098	Board Of Trustee Expenses	144	3,840	5,600	1,760	69
5,400	Audit Costs	0	0	5,300	5,300	0
6,773	Consumables	751	6,636	6,100	(536)	109
101,897	Staff Expenses	20,631	101,174	103,443	2,268	98
18,067	General	3,540	20,214	18,939	(1,274)	107
4,800	Operating Leases	400	4,800	6,125	1,325	78
\$146,860		\$26,548	\$141,072	\$149,657	\$8,585	94%

9,794	Cleaning & Sanitation	1,632	8,292	8,550	257	97
16,324	Energy	913	17,010	15,800	(1,210)	108
1,357	Rates	289	1,594	1,250	(344)	128
1,473	Grounds	0	935	950	15	98
19,261	Repairs & Maintenance	3,516	11,563	11,480	(83)	101
67,309	Staff Wages	10,362	71,357	67,355	(4,002)	106
15,543	Cyclical Maintenance	0	11,700	15,543	3,843	75
\$131,061		\$16,712	\$122,451	\$120,928	(\$1,524)	101%

29,854	Depreciation	2,500	30,000	0	(30,000)	0
1,890	Loss on Sale	2,920	0	0	0	0
\$31,744		\$2,500	\$30,000	\$0	(\$30,000)	0%

# Korannui School



## Income Statement 31 December 2016

## Summary

2015	2016		
YTD	YTD	Budget	Variance
			%

Learning Resources	47,324	14,088	11,000	(3,088)	128	
Professional Development	1,310	112	1,200	(4,332)	461	
Teaching Resources	25,896	879	31,050	7,160	77	
Personnel	0	63,759	428,706	363,912	(64,794)	118
Information And Communication Technol	44,521	3,903	32,769	32,250	(518)	102
Operating Leases	0	0	10,882	13,500	2,618	81
Extra Activities	0	465	1,058	0	(1,057)	0
<b>\$119,051</b>	<b>\$69,118</b>	<b>\$516,923</b>	<b>\$452,912</b>	<b>(\$64,011)</b>	<b>114%</b>	

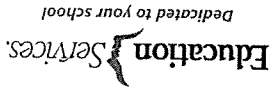
Other Accounts	(4,443)	15,347	(8,762)	(964)	7,798	909
Kcc Before/After/Holiday	(4,443)	15,347	(8,762)	(964)	7,798	909%
<b>(\$4,443)</b>	<b>\$15,347</b>	<b>(\$8,762)</b>	<b>(\$964)</b>	<b>\$7,798</b>	<b>909%</b>	

<b>\$424,273</b>	<b>\$130,227</b>	<b>\$801,684</b>	<b>\$722,533</b>	<b>(\$79,151)</b>	<b>111%</b>
<b>Total Expenditure</b>					
<b>\$431,714</b>	<b>(\$144,424)</b>	<b>\$43,787</b>	<b>(\$1,776)</b>	<b>\$45,563</b>	
<b>Net Surplus / (Deficit)</b>					

Other Incoming Cash	5,641	0	0	0	0
MOE Capital Contribution	5,641	9501	0	0	0
<b>\$5,641</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>

Other Outgoing Cash	22,302	22,302	52,962	0	(52,962)	0%
Capital Items - Cash Additions	22,302	1,932	52,962	0	(52,962)	0%
Lease/Loan Payments	0	0	603	0	(603)	0%
<b>\$22,302</b>	<b>\$22,302</b>	<b>\$1,932</b>	<b>\$53,565</b>	<b>\$0</b>	<b>(\$53,565)</b>	

# Korannui School



## Balance Sheet 31 December 2016

## Summary

2015	2016	Description	Code
December	December		

2015	2016	Description	Code
0	215,403	ASB 12-3478-0015483-00	9000
15,295	0	KPG 467-00	9005
69,467	5,745	Westpac TDP #1	9010
54,392	0	Westpac TDP #2	9011
22,223	0	Westpac 211-00	9015
145,146	76,992	Westpac 211-25	9016
250	2,405	Petty Cash	9029
677	650	Accrued Interest	9112
4,718	0	Accounts Receivable	9115
6,953	118	Prepayments	9117
2,875	6,886	Staff Banking Underuse	9120
4,166	0	Goods and Services Tax	
\$326,162	1,659		

### Current Liabilities

2015	2016	Description	Code
18,565	18,565	Leave Accrual	9314
16,802	0	Staff Banking Overuse	9317
25,125	0	Cyclical Maintenance Provision	9329
0	25,125	TRL Leases	9345
29,059	2,544	Accounts Payable	
4,382	3,827	MOE Funded Projects	
24,665	2,079	Hippy	
44,941	41,516	Funds Held In Advance	
\$163,539	13,305		

### Working Capital

2015	2016	Description	Code
\$162,623	\$106,961		
90,715	121,827	Fixed Assets	
\$90,715	\$121,827		

### Non-Current Assets

2015	2016	Description	Code
74,841	86,541	Cyclical Maintenance Provision	9429
0	5,002	TRL Leases	9445
\$74,841	\$91,543		

### Net Assets

2015	2016	Description	Code
\$178,497	\$232,981		
183,552	189,194	Public Equity At The Start Of The Year	9500
5,641	0	Moe Capital Contribution	9501
431,714	43,787	Net Surplus / (Deficit)	
\$620,907	\$232,981		

### Public Equity

**Dianne Wright**

**From:** Rachel delima-Brinkley  
**Sent:** Sunday, 12 February 2017 4:08 p.m.  
**To:** Dianne Wright  
**Subject:** Fw: Worksafe NZ [UNCLASSIFIED]

---

**From:** Barbara Hay  
**Sent:** Wednesday, 11 January 2017 4:52 p.m.  
**To:** Rachel delima-Brinkley; Shane Doherty; andrew halligan  
**Subject:** FW: Worksafe NZ [UNCLASSIFIED]

FYI

Cheers

Barbara

---

**From:** Barbara Hay  
**Sent:** Wednesday, 11 January 2017 4:51 PM  
**To:** 'Steve Baddock' <Steve.Baddock@worksafe.govt.nz>  
**Subject:** RE: Worksafe NZ [UNCLASSIFIED]

Thank you for the advice, Steve. My responses are below.

---

**From:** Steve Baddock [mailto:Steve.Baddock@worksafe.govt.nz]  
**Sent:** Wednesday, 11 January 2017 12:01 PM  
**To:** Barbara Hay <barbara.hay@koranui.school.nz>  
**Subject:** Worksafe NZ [UNCLASSIFIED]

Dear Barbara

As discussed this is a brief email relating to a visit to your school on Wednesday the 4<sup>th</sup> January 2017 by both myself and Inspector Elaine Cowan of Worksafe NZ (Wellington).

Our visit was based on a complaint from a member of the public who was concerned about the work activities of the caretaker – he was observed working up a ladder with 1 of the ladder's legs precariously balanced on a couple of small bits of wood whilst the other stood on soft sloping ground. He was also trying to lift/manoeuvre/repair a large section of steel guttering at the same time.

This, I feel has been adequately dealt with by Worksafe with a verbal direction to the Caretaker - Andrew Halligan – to cease working on that job till he at least gets the right safety equipment to do it, or he arranges with the BOT or his manager to get someone else with the appropriate gear and abilities.

As you have read in the email I sent to the BOT Chair and Andrew - it was also recognised that the guttering does need urgent repair because the temp job completed by Andrew is not very safe; it is likely to fall should there be a heavy rain or someone tries to swing on it. I will contact our local plumber this week to attend to this repair.

Whilst at the school we took the opportunity for a quick walk around, and as a result of a first glance I wanted to bring to your attention a couple of matters that I feel present a significant risk to users of the school ...

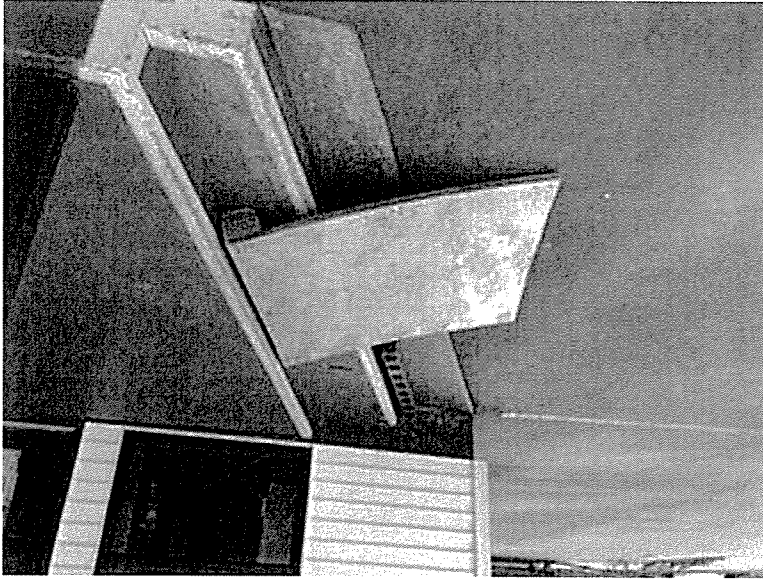
1. There is a large Macrocarpa tree in the play area with a large limb hanging directly over a wooden play structure ... please see photo below: Three arborist companies were contacted last term when we noticed

2. This other softwood tree below the large macrocarpa also caused me concern – probably more urgent considering its proximity to a school classroom and the playground. The photo speaks for itself and I would hold the view its structural integrity has been clearly compromised, and as such, as above, you should take advice from a qualified arborist about what to do with it. There is also 2 large nails protruding from the bottom that need immediate attention - please see photo: The nails will be removed tomorrow.

Macrocarpa and similar softwoods are notorious for limbs and old branches breaking off, especially in strong winds. This heavy limb protruding over the play structure is tempting fate, it is usual for water to pool at the large V joints and cause rot internally over the years weakening the connection to the main stem. It is unpredictable when they will break, however, in light of other schoolground/tree incidents in the last year or two in NZ, its certainly not worth waiting for it to happen. I suggest you take advice from a qualified arborist about how to manage this and other trees in your playground.

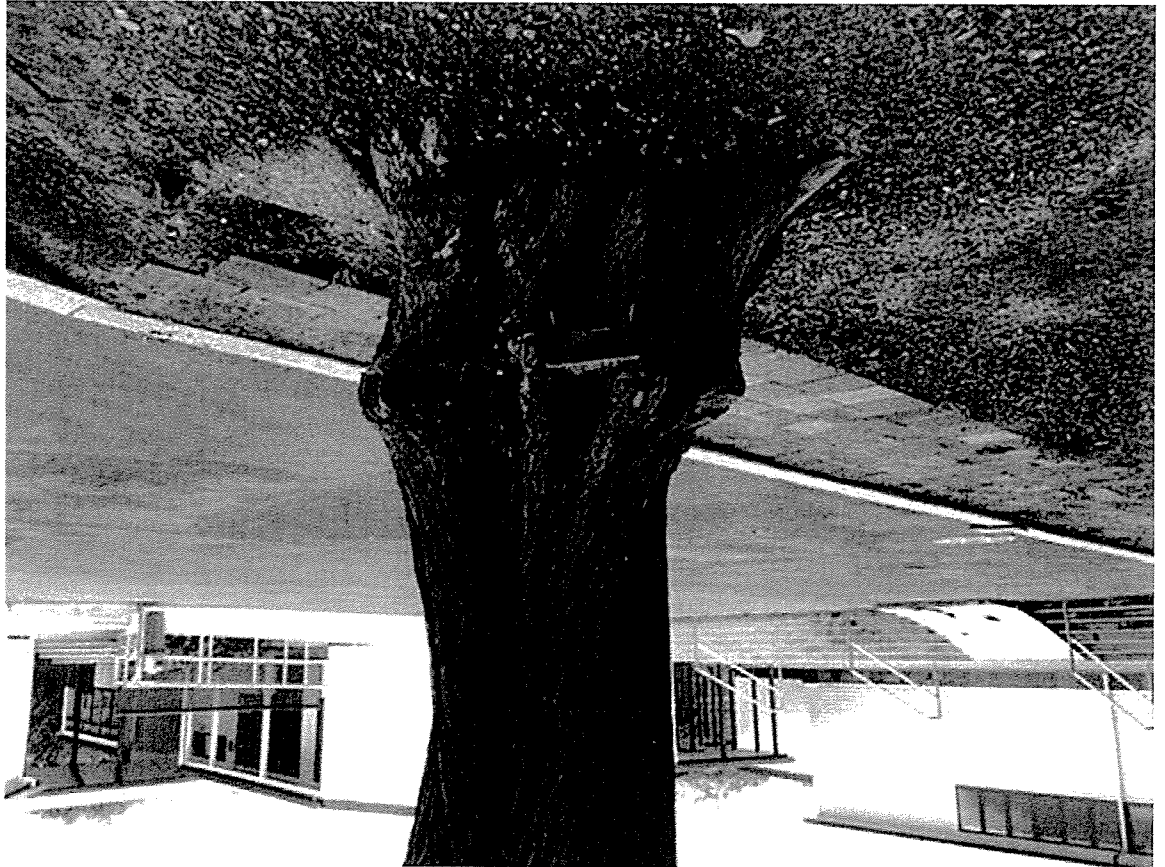


the dead wood in the macrocarpa trees in this area. Allisco were selected to do the work. They arrived to do this the week after school finished, but were unable to proceed as they had difficulties with their machinery. They were on site yesterday and have cleared all these trees of unsafe branches.



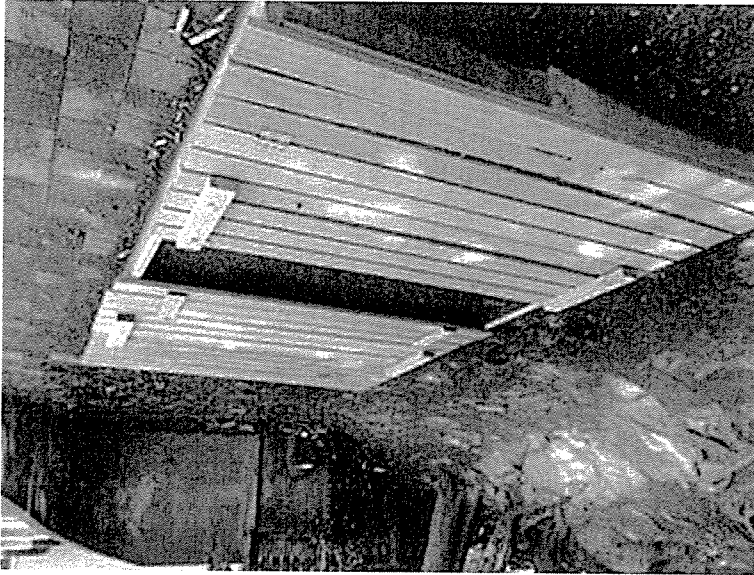
This has recently been placed by local skateboarders and will be removed.

3. Also of note were some wooden structures including the ramp in the photo above, the sandpit and an access ramp at the end of the school building ... see photos below: These are all in poor repair and pose significant risks particularly to children i.e. they have protruding nails, broken edges and are generally not fit for purpose though it is unclear if they are permanent structures or not as Andrew would not confer on this.



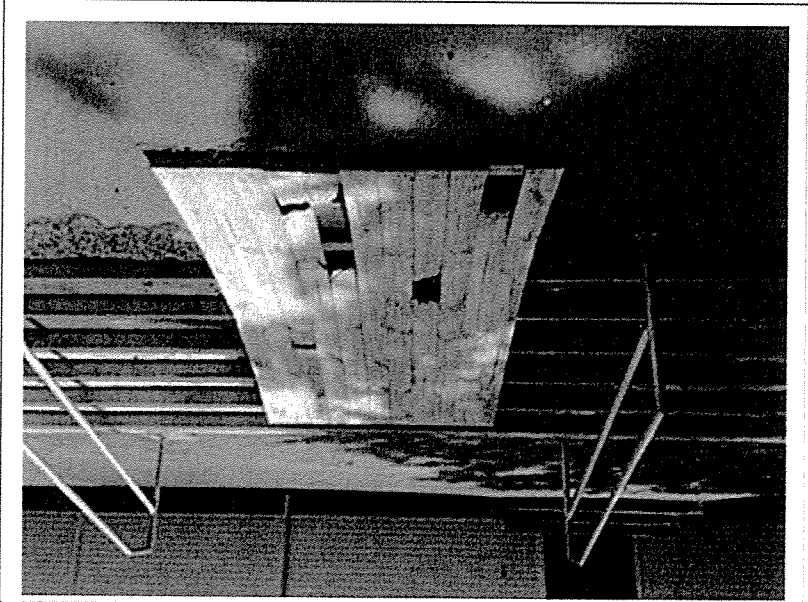


Andrew did point out to us that you do have a Health & Safety (H & S) member on the Board of Trustees, he would not elaborate further on any conversations he had had with that person about H & S matters around the school, such as procedures to identify, manage and control risk.



I will ask Andrew to attend to this this week.

Ditto.





Should you, the BOT or the H & S manager, wish to speak to us about managing risks at the School please do not hesitate to contact us at WorkSafe – we are here to help and will also come to you to discuss should you prefer – I would also point out that our website (please see link) ... <http://www.worksafe.govt.nz/worksafe> ... Has a multitude of useful H & S information – just type into the search bar the key word you wish to enquire on and enter.

Re: qualifying my comments on the trees - I would like to point out, though not an arborist, my background mainly being Policing, I am a qualified Woodsman and Timber Inspector, and over the years I have had more than a passing interest in felling and milling trees of both indigenous and exotic species.

Thank you

Barbara

Principal

Regards

**Steve Baddock**

**Inspector (Trainee) - Wellington**

L4 86 Customhouse Quay, PO Box 165, Wellington 6140

**P +4 901 8662**

**M +64 27 434 0379**

**E [steve.baddock@worksafe.govt.nz](mailto:steve.baddock@worksafe.govt.nz)**

**W [www.worksafe.govt.nz](http://www.worksafe.govt.nz)**

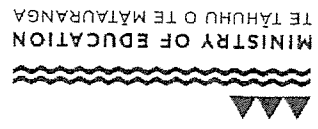


[www.govt.nz](http://www.govt.nz) - your guide to finding and using New Zealand government services

Any opinions expressed in this message are not necessarily those of WorkSafe New Zealand. This message and any files transmitted with it are confidential and solely for the use of the intended recipient. If you are not the intended recipient or the person responsible for delivery to the intended recipient, be advised that you have received this message in error and that any use is strictly prohibited. Please contact the sender and delete the message and any attachment from your computer.

<p><b>Short Form Agreement for Consultant Engagement for Project Management Services</b></p> <p>Between: <b>The Koranui School, Board of Trustees</b> .....  <i>(including its successors, "the Client")</i></p> <p>and: <b>Asby Property Management Ltd</b> .....  <i>(including its successors, "the Consultant")</i></p> <p>Collectively referred to herein as the "Parties" and individually as a "Party"</p>	
<p><b>Project:</b> Blocks 1, 2, 3, 5, 7, 10 – Refurbish Electrical Switchboards</p>	<p><b>Location:</b> Koranui School, 19 Kairimu Street, Stokes Valley</p>
<p><b>Client's Representative:</b>                  Name: Dianne Wright                  Title: Principal                  Contact Details: principal@koranui.school.nz</p>	<p><b>Consultant's Representative:</b>                  Name: Lee Ashby                  Title: Director                  Contact Details: office@ashbyprop.co.nz</p>
<p><b>Scope &amp; nature of the Services:</b>                  Refer to Schedule 1 and submitted proposal attached (if received)</p>	
<p><b>Programme for the Services:</b>                  Refer to Schedule 1 and submitted proposal (if received)</p>	
<p><b>Fees &amp; timing of payments:</b>                  Refer to Schedule 2</p>	
<p><b>Information or services to be provided by the Client:</b>                  Refer to Schedule 1</p>	
<p>The Client engages the Consultant to provide the Services described above and the Consultant agrees to perform the Services (including as may be set out in any relevant statement of work or drawings provided to the Consultant by the Client) for the remuneration provided above. Both Parties agree to be bound by the provision of the Short Form Model Conditions of Engagement (appended to this Agreement), together with the conditions overleaf, any variations noted below and any attachments, will replace all or any oral agreement previously reached between the Parties.</p>	
<p><b>Variations to the Short Form Model Conditions of Engagement (overleaf):</b>                  Refer to the annexed Ministry of Education's Amendments to the Short Form Model Conditions of Engagement (appended to this Agreement).</p>	
<p><b>Client authorised signatory (ies):</b></p>	<p><b>Consultant authorised signatory (ies):</b></p>
<p>Date:</p>	<p>Date: 07.02.17</p>

Insert School Logo if applicable



Contractor In.

## Schedule One: Scope of Services Project Management Services

### Background

- 1.1 The Ministry of Education's "NZ School Property Strategy 2011-2021" states priority work areas to ensure that schools are safe and in good physical condition. The priorities are:
1. School Property is well managed
  - The Ministry of Education is seen as a high quality property manager and advisor to government.
  2. Schools are fit for purpose
  - State schools are safe environments that empower students and teachers to succeed.
  3. High-performing portfolio of schools
  - The portfolio of state schools responds to changes in demand and is well utilised and efficiently run.
- 1.3 Information about the Ministry and what we do can be found at: <http://www.education.govt.nz/>

### Our requirements

#### General Project Management Services

- 2.1 The Ministry requires school boards to manage School-lead contracts for both professional services and construction contracts.
- 2.2 Schools appoint project managers to assist them in implementing projects that are:
1. Part of the 10 Year Property Plan (10YPP) for their school
  2. Roll growth projects
  3. Special education modifications
  4. Other contracts that may eventuate relating to school property as confirmed by the Client.
- 2.3 A project manager should preferably have an appropriate tertiary qualification and could come from these disciplines - architect, engineer, quantity surveyor or licensed building practitioners.
- 2.4 All project managers should have an understanding of:
1. Consenting requirements
  2. Ministry of Education's design standards
  3. Managing of multi-discipline design and construction teams
  4. Cost benefit Analysis
  5. Feasibility studies
  6. Time, cost, quality planning and quality control
  7. Procuring of goods and services
  8. Contracting and construction methods
  9. Contract administration
  10. Risk management
  11. Dispute management.

#### Initial Project Plan

- 3.1 The Consultant shall work with the Client's Representative (and sometimes the Ministry) to develop an initial "Project Plan".
- 3.2 This stage of Services will also involve consultation with key stakeholders to ensure that the project scope(s) meet(s) the requirements of the School and Client and that there is buy-in from all parties from the outset to ensure the success of the project(s).
- 3.2 The initial Project Plan will outline and include:
1. High level Project Brief
  2. High level Scope of the project(s)
  3. Budget and programme for the delivery of all projects in the approved Five Year Agreement (5YA) or other School property project(s).

4.1 If required the Consultant will deliver specific work packages identified in the initial Project Plan which would generally be in five (5) stages, with the key activities and outcomes from each of these stages. The Project Plan is a living document and shall be updated at each stage of the project.

4.2 The following high level table gives an overview and shall be used in conjunction with Ministry's Standard Professional Services Specification for *Project Management*. The following stages may not necessarily be required for low value and/or low risk projects as confirmed with the Client.

**Project Delivery**

Stage	Key Activities	Deliverables
1.	<ol style="list-style-type: none"> <li>1. Define project's design brief and scope</li> <li>2. Prepare budgets and reports for Ministry funding approval (if required)</li> <li>3. Develop and procure Other Consultants (e.g. Architects, QS)</li> <li>4. Advise on alternative design and construction methodologies</li> <li>5. Optional Analysis: Investigate costs and feasibility of different options</li> <li>6. Undertake project reviews to align scope and budget in order to maintain a cost control</li> <li>7. Assist in preparing a detailed programme for the design phase</li> <li>8. Attend design team meetings</li> <li>9. Prepare monthly report for Client</li> </ol>	<ol style="list-style-type: none"> <li>1. Report on project costs</li> <li>2. Provide documents for Ministry funding approval</li> <li>3. Detailed design programme</li> <li>4. Concept design for approval</li> <li>5. Submit monthly report for Client and relevant appendices</li> </ol>
2.	<ol style="list-style-type: none"> <li>1. Assist in the preparation of technical content for the tender documentation</li> <li>2. Facilitate regular meetings with the design team and Client</li> <li>3. Co-ordinate with Other Consultants to ensure project scope remains within budget</li> <li>4. Facilitate and arrange all necessary statutory consents (where required)</li> <li>5. Review Contract Conditions to ensure that project specific requirements are included.</li> <li>6. Prepare monthly report for Client</li> </ol>	<ol style="list-style-type: none"> <li>1. Record any design team meetings</li> <li>2. Submit documentation for Board of Trustee approval</li> <li>3. Provide tender documentation</li> <li>4. Submit monthly report for Client and relevant appendices</li> </ol>
3.	<ol style="list-style-type: none"> <li>1. Go out to tender following the Ministry's Procurement Policy</li> <li>2. Facilitate and assess tender submission and provide a report to the Client with recommendations to preferred contractor</li> <li>3. Undertake / participate in negotiations on behalf or with the Client's Representative and/or School Board</li> <li>4. Prepare and submit documentation for project approval to the Ministry</li> <li>5. Award Contract on behalf of or with Board of Trustees to the successful contractor and advise unsuccessful tenders.</li> <li>6. Prepare monthly report for Client</li> </ol>	<ol style="list-style-type: none"> <li>1. Prepare a procurement plan</li> <li>2. Prepare tender documentation</li> <li>3. Provide tender report and recommendations for Board of Trustee Approval</li> <li>4. Submit all required documents to the Ministry for approval</li> <li>5. Award contract and advise unsuccessful tenders</li> <li>6. Submit monthly report for Client and relevant appendices</li> </ol>
4	<ol style="list-style-type: none"> <li>1. Facilitate on site related activities with the School with minimum disruption to School operations</li> <li>2. Participate in site meetings on behalf of the Client</li> <li>3. Facilitate meetings with consultants to resolve any site issue</li> <li>4. Monitor progress against programme</li> <li>5. Manage Other Consultant(s) and contractor(s) to ensure any technical issues are addressed and resolved accordingly.</li> <li>6. Manage any other contractors when required (e.g. Security, ICT Infrastructure Specialist Services, Plumbing, Electrical, Fitouts)</li> </ol>	<ol style="list-style-type: none"> <li>1. Prepare cashflow and expenditure information</li> <li>2. Submit invoices to the Ministry for monthly draw downs of project funds</li> <li>3. Submit monthly report for Client and relevant appendices</li> </ol>
5	<ol style="list-style-type: none"> <li>1. Obtain guarantees, warranties, as-builts, drawings, manuals etc specific to the project</li> <li>2. Ensure all Design Completion Certificates and Producer Statements have been received</li> <li>3. Ensure all Codes of Compliance Certificates and Certificates of Public Use, are obtained</li> <li>4. Ensure all defects are identified and then remedied during defects notification period or other period as agreed with the Contract.</li> </ol>	<ol style="list-style-type: none"> <li>1. Provide all documentation to the Client</li> <li>2. Prepare and submit all necessary Ministry Project Completion documentation on behalf of the Client.</li> <li>3. Submit final monthly report for Client and relevant appendices</li> </ol>

Appendix No.	Document name
1	School Charter (vision statement)
2	Asset Management Plan
3	School Hazard Register
4	Ten Year Property Plan (10YPP)
5	Five Year Agreement (5YA)

8.1 Additional documents to Scope of Services are listed as follows and attached:

**Additional documents**

7.1 There are no known hazards for this contract.  
 7.1 The School's hazard register can be made available upon request.

**Hazards known to the Client**

6.1 There are no additional services provide by the Client for this contract.

**Additional Services provided by the Client**

**Other Information or Services provided by the Client**

- 5.1 The Consultant shall deliver and manage this contract in accordance with all requirements of the Ministry's Standard Professional Services Specification for *Project Management* and specific requirements as confirmed with the Client.
- 5.2 The Standard Specification for *Project Management* can be downloaded from the Construction contracts for professional services and works page.
- 5.3 The specific scope of services are attached in the appendices
- 5.3 When appointed the Consultant shall work with the Client's Representative (and sometimes the Ministry) to confirm their role and responsibilities.

**Standard Specification for Project Management**

**Schedule Two: Suppliers Response  
Project Management Services**

**Insurance Requirements**

- 1.1 Confirm (state 'confirmed') that the Supplier has the appropriate levels of insurance requirements as specified in the General and Special Conditions of Contract and attach a Certificate of Currency with the submission.
- 1.2 If unable to confirm, state 'not confirmed' and provide an explanation

Confirmed

**Supplier's Declaration**

2.1 The Supplier is required to complete the following declaration.

**Supplier's Declaration**

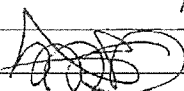
<b>Supplier's Declaration</b>	<b>Requirement</b>	<ul style="list-style-type: none"> <li>- The Supplier has prepared this quotation:</li> <li>- independently to supply the services or works</li> </ul>
<b>Confirmed</b>		<ul style="list-style-type: none"> <li>- The Supplier authorises the Client to:</li> <li>- collect any information about the Supplier, except commercially sensitive pricing information, from any relevant third party, including a referee, or previous or existing client</li> <li>- to use such information in the evaluation of the Proposal.</li> <li>- The Supplier agrees that all such information will be confidential to the Client.</li> </ul>
<b>Confirmed</b>	<b>Deliverables:</b>	<ul style="list-style-type: none"> <li>- The Supplier has read and fully understands the nature and extent of the deliverables required by the Client as described in this RFQ, including the technical considerations. The Supplier has the necessary capacity and capability to fully meet or exceed the deliverables and will be available to deliver throughout the relevant contract period.</li> </ul>
<b>Confirmed</b>	<b>Conditions of Engagement</b>	<ul style="list-style-type: none"> <li>- The Supplier has read and fully understands and accepts the Conditions of Engagement as appended to this Agreement being the Short Form Model Conditions of Engagement and Ministry Variations. If successful, the Supplier agrees to sign the Short Form Agreement for Engagement of Consultant (cover page to this document).</li> </ul>
<b>Confirmed</b>	<b>Conflict of Interest:</b>	<ul style="list-style-type: none"> <li>- The Supplier warrants that it has no actual, potential or perceived Conflict of Interest in submitting this quotation, or entering into a contract to deliver Our requirements. If in doubt, please list all such interests. Where you are able, provide statements of how you might manage any potential conflicts.</li> <li>- Where a Conflict of Interest arises during the RFQ process the Supplier will report it immediately to the Client's Contact Person.</li> </ul>
<b>Confirmed</b>	<b>Ethics:</b>	<ul style="list-style-type: none"> <li>- The Supplier warrants that in submitting this quotation it has not:                             <ul style="list-style-type: none"> <li>- entered into any improper, illegal, collusive or anti-competitive arrangements with any competitor</li> <li>- directly or indirectly, approached any representative of the Client to lobby or solicit information in relation to the RFQ (other than the Client's nominated Contact Person)</li> <li>- has not attempted to influence, reward or benefit to any representative personal inducement, reward or benefit to any representative</li> </ul> </li> </ul>

Supplier's Declaration	Requirement of the Client.	Topic
Confirmed	The Supplier confirms that this quotation, including the price, remains open for acceptance for a period of three months from the Closing Date.	Offer validity period:
Confirmed	The Supplier declare that in preparing this quotation it: - has provided complete and accurate information in all parts of the quotation, in all material respects - has secured all appropriate authorisations to submit this quotation and is not aware of any impediments to its ability to enter into a formal contract to deliver the Requirements. The Supplier understands that should it be successful in being awarded a contract with the Client then the falsification of information, supplying misleading information or the suppression of material information in relation to this RFQ will be grounds for termination of the contract.	Declaration:

**DECLARATION**

This quotation has been approved, and is signed by, a representative of the supplier who has the authority to do so. This representative is named below.

This representative declares that the particulars provided above and in the attached quotation documents are accurate, true and correct.

Signature:	
Full name:	Lee Ashby
Title / position:	Director
Date:	19.01.17

**Pricing**

**General pricing guidance**

3.1 In submitting the pricing:

- a. Suppliers must use the pricing template provided below.
- b. Suppliers must clearly detail all costs, fees, expenses and charges associated with the full delivery of the Client's requirements. There must be no hidden costs.
- c. Where assumptions may influence the price the impact of the assumption on the price must be clearly stated.
- d. Prices must be stated in \$NZD exclusive of GST.
- e. The pricing structure must be transparent, with all assumptions clearly stated. There must be no hidden costs.
- f. Where a Supplier has an alternative method of pricing (i.e. a pricing approach that is different to the pricing schedule shown below) this may be submitted as an alternative pricing model. However, the Supplier must also submit a pricing model that conforms to the template below.

**Pricing schedule response**

3.2 Suppliers must complete their Fees for their proposed services as based on the below Project Budget construction value.

Project budget for construction (\$)	Percentage Fee OR Fixed price (\$)
\$0 to \$49,999	Refer to payment schedule
\$50,000 to \$150,000	
\$150,001 to \$300,000	
\$300,001 to \$500,000	
\$500,001 to \$1,000,000	
Over \$1,000,000	

3.3 Suppliers must complete their hourly rate for any **additional services** to be agreed with the Client for their proposed named (key) tender with Client.  
Additional Services may also be negotiated as a "Fixed price" tender with Client.

Named Personnel (Title)	Hourly rate (\$)
Lee Ashby	\$145.00



3.5 To ensure that the Client can properly understand and evaluate your proposal it needs to understand and validate any assumptions that you may have made. List all of the assumptions that you have made and address the impact that these assumptions may have:

**Pricing assumptions**

Item	Description	Payment Terms
1	Percentage Fee (%) (based on project(s) budget for construction (\$))	The percentage shall include all expenses relating to required inputs, activities and outputs for the Project(s) and the confirmed services as set out in the Standard Specification for <i>Project Management</i> . Payment for the services the will be made monthly on the basis of agreed work completed, and on acceptance of a GST invoice.
2	Fixed Price (\$2,700.00) (based on project(s) budget (\$30,000.00))	The fixed price shall include all expenses relating to required inputs, activities and outputs for the Project(s) and the confirmed services as set out in the Standard Specification for <i>Project Management</i> . Payment for the services the will be made monthly on the basis of agreed work completed, and on acceptance of a GST invoice.
3	Additional Services Hourly Rate (\$)	The hourly rate(s) tendered shall include all expenses relating to required inputs, activities and outputs as agreed with the Client. Payment for the services the will be made monthly on the basis of agreed work completed, and on acceptance of a GST invoice.
4	Additional Services Fixed price	The fixed price for additional services as agreed with the Client shall include all expenses relating to required inputs, activities and outputs as agreed with the Client. Payment for the services the will be made monthly on the basis of agreed work completed, and on acceptance of a GST invoice.

3.4 The method payment for the items listed in the pricing schedule are as follows:

**Payment Schedule**

Appendix No.	Document name
1	Short Form Model Conditions of Engagement and Ministry Variations Download from Construction contracts for professional services and works page.
2	Supplier's Submitted proposal (if received)
3	Scope of Services (attach)
3	School Charter (vision statement)
4	Asset Management Plan
5	School Hazard Register
6	School Ten Year Property Plan (10YPP)
7	Five Year Agreement (5YA)

1.1 Additional documents forming part of this agreement are listed and attached as appendices as follows:

## Appendices Project Management Services

