

Board of Trustees Meeting Agenda – 6 Sept 2017

Open: Karakia Timatanga	Policy Reference:	Led by:
<p>1. Administration</p> <p>1.1 Present</p> <p>1.2 Apologies</p> <p>1.3 Confirmation of previous minutes – note that response to Dave Hines has been sent out</p> <p>1.4 Correspondence Letter from parent re board vacancy process</p>		
<p>2. Strategic Decisions & Discussions</p> <p>2.1 Strategic decisions made if required</p> <p>2.1.1 Policy review framework</p> <p>2.1.2 Board vacancy update</p> <p>2.1.3 Col – Chairs meeting</p>	Operational /Governance Policy	
<p>3. Monitoring</p> <p>3.1 Principal's Report</p> <p>3.2 Finance</p> <p>3.2.1 End of month reports for July</p> <p>3.2.2 Resolution for grants</p> <p>3.3 Property</p> <p>3.3.1 Front entrance progress</p> <p>3.3.2 Block 2 heating and hot water</p> <p>3.4 Health and Safety</p> <p>3.4.1 Behaviour management</p> <p>3.5 IT</p> <p>3.5.1 Report from Craig from IT workshop.</p> <p>3.6 Curriculum</p> <p>3.6.1 Maori achievement data</p> <p>3.6.2 Tapasa-Pasifika Cultural competencies https://education.govt.nz/ministry-of-education/consultations-and-reviews/tapasa/</p> <p>3.6.3 Draft Digital Technologies curriculum https://education.govt.nz/ministry-of-education/consultations-and-reviews/digital-technology-consultation/</p> <p>3.6.4 PB4L – school wide evaluation</p> <p>3.7 Personnel</p> <p>3.7.1 Prinicpal Appointment</p>		

3.7.2 Staffing updates		
<u>4. Other items</u>		
<u>5. In-committee items</u> 5.1 Previous minutes 5.2 OIA request updates, including Ombudsman's letter 5.3 Correspondence 5.4 Parent complaint regarding behaviour management process 5.5 Complaint to police regarding parent behaviour onsite 5.6 Complaint to Board Chair re comment on social media by staff member 5.7 Staff leave (1x paid leave and 1x study leave)		
<u>7. Meeting Closure</u> 6.1 Identify Agenda Items for Next Meeting		
Karakia whakamutunga: Meeting closed _____pm		
Note 1: Correspondence is listed on the back of the agenda Note 2: List of current delegations attached to agenda		

All reports associated with this meeting are available online , or in the school office during normal school hours.

Associated meeting reports:

Correspondence (1.4)
- email from family member re seletion process or casual vacancy
Principal's report (3.1)
July finance report (3.2.1)
Links attached for 3.6.3 and 6.3.2 due to their size
In-committee documentation is not available for public viewing (5)

NOTE 1:

NOTE 2:

BOT delegations:

Chair: Rachel

Deputy Chair: Craig

Committees:

Health & Safety: Shane, Dianne, Gillian

Policy Review: Craig, Rachel, Dianne, Gillian

Portfolios:

Civil Defence: Eli, Vera

Curriculum: Eli, Gillian

Property: Shane

Finance: Dave

Request for information (ref Koraunui Board of Trustees OIA201707/Hines)

Rachel deLima-Brinkley

Sat 02/09/17 11:28 p.m.

To: davidhines@xtra.co.nz <davidhines@xtra.co.nz>;

2 September 2017

Mr Dave Hines
Secular Education Network
Via email: davidhines@xtra.co.nz

Request for information (ref Koraunui Board of Trustees OIA201707)

Dear Mr Hines

Thank you for your email of 29 July 2017 requesting information, under the Official Information Act 1982 (the Act), about religious instruction and religious practices at Koraunui School. I have provided responses to your questions under subheadings.

Religious instruction

Our School has not offered any religious instruction in 2017.

Religion in school assemblies

Our assemblies include use of karakia as part of our commitment to tikanga Māori. The karakia are non-denominational and do not include explicitly Christian content. No songs of a solely religious nature are sung.

Religious clubs and other events

There are no religious clubs or other religious events in our school programme or otherwise held at Koraunui School.

Designated religious staff

There are no designated religious staff at our school.

Evolution

Evolution is not a designated topic in our science programme.

Religious publicity and use of buildings

Our School has not advertised religious or anti-religious activities, and our School Hall has not been used by any religious group(s) in the period of your request.

If you disagree with the Board's decisions on your request, you have the right, under section 28 of the Official Information Act 1982, to complain the Office of the Ombudsman. That Office can be contacted by phone on 0800 802 602 or via email to info@ombudsman.parliament.nz.

Board of Trustees Meeting Minutes – 2 August 2017 DRAFT
Date Approved

Open: Karakia Timatanga

1. Administration

1.1 Present: Gillian, Dianne, Eli, Craig, Dave, Vera, Shane and Rachel

1.2 Apologies: none

1.3 Confirmation of previous minutes

Move that the minutes are true and correct.

Rachel/Craig Approved

1.4 Correspondence

David Hinds - Request for information about religious education - draft letter distributed and gone over thoroughly. Required to complete this as OIA request.

Dave Appleyard – CoL meeting date for Boards 31/8. Rachel to attend (Eli if she can't)

2. Strategic Decisions & Discussions

2.1 Strategic decisions made if required

2.1.1 Policy review framework

Action: To be distributed among the subcommittees for review and collation. Tentative date for all policy review information to be completed by the end of November.

2.1.2 Board vacancy update

Vacancy has been publicly advertised with Board's intention to select a new board member, and was discussed with former board member concerned. Discussion identified need to strengthen whanau representation and possibility to consider next highest polling candidates from Board election nominees? No action possible until closing date of casual vacancy notice.

3. Monitoring

3.1 Principal's Report

Move that the Principal Report is tabled

Report distributed and gone over thoroughly.

Board approval is being sought for an application from Di C regarding a science opportunity via Science Research Trust –Victoria University of Wellington

Rachel/Eli Approved

3.2 Finance

3.2.1 End of month reports for June (including MOE Entitlement Notice). No concerns identified in report.

Move that the Financial Report be accepted

Approved: Rachel/ Craig

3.2.2 Resolution for grants

The Board approve that an application be made to Four Winds Trust for sport equipment/ uniforms in the quoted amounts of \$570 or \$986. **Approved: Rachel/ Craig**

3.3 Property

3.3.1 Front entrance concept drawings – still awaiting confirmation for fencing.

3.4 Health and Safety

No compliance issues.

Nothing new in the hazard register.

Phones stopped working on Monday and needed repair. Needed urgent repair, approved by Chair on the day. Phone and alarm systems are now separate at no extra cost.

3.5 IT

Craig's course review will be ready for the next meeting.

Digital technologies draft to be carried over to the next meeting.

3.5.1 SNUP

Wireless improvements in the pipelines

Action: Dianne to invite Lee Ashby to the next board meeting.

3.6 Curriculum

3.6.1 Draft Digital Technologies curriculum <https://education.govt.nz/ministry-of-education/consultations-and-reviews/digital-technology-consultation/>

3.6.2 Tapasa-Pasifika Cultural competencies <https://education.govt.nz/ministry-of-education/consultations-and-reviews/tapasa/>

Board members to review this before next meeting.

3.6.3 Maori achievement data

To be discussed further next meeting as not yet available.

3.6.4 Science Teaching Leadership Programme

Clarification around the process of applying to use the Prime minister's fund to be completed. Process to be distributed. Action Craig/ Rachel

3.7 Personnel

3.7.1 Principal Appointment

(Dianne left meeting)

Six applications have been received and interviews will be held on 13/08/17.

(Dianne returned to meeting)

3.7.2 Staffing updates

Discussed thoroughly

<p>4. Other items</p> <p>4.1 Science Research Trust –Victoria Univeristy of Wellington (as discussed in Principal's report.</p> <p>Polyfest</p> <p>4.2 Discusson decided need to proceed with combined meeting with Board of Trustees, KPG and staff to discuss school's future role in Polyfest.</p>	
<p>5. In-committee items</p> <p>Motion: that the public be excluded from the following part/s of the proceedings of this meeting namely agenda item as below. The grounds are that the matter is one of: (5.1 & 5.2) reason is to protect the privacy of the individual/s. This motion is proposed to comply with Sec 48 of the LGOI & M Act 1987 and the special requirements when moving to exclude the public. (5.3) that this item will consider information that was provided subject to an obligation of confidence and making that information available would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied.</p>	
<p>7. Meeting Closure</p> <p>6.1 Identify Agenda Items for Next Meeting Maori Achievement Priorities within 5YPP/ 10YPP Draft Pasifika competencies Draft IT Curriculum</p>	
<p>Karakia whakamutunga: Meeting closed 9.01_pm</p>	
<p>Note 1: List of current delegations</p>	

All reports associated with this meeting are available online , or in the school office during normal school hours.

Associated meeting reports:

- Correspondence (1.4)
- Principal's report (3.1)
- June finance report (3.2.1)
- School entrnce concept drawings (3.3.1)
- SNUP (3.5.1)
- Links attached for 3.6.1 and 6.3.2 due to their size
- Science Teacing Leadership Progrmame (3.6.4)
- Science Research Trust –Victoria Univeristy of Wellington (4.1)
- In-committee documentation is not available for public viewing (5)

NOTE 1:

BOT delegations:

Chair: Rachel

Deputy Chair: Craig

Committees:

Health & Safety: Shane, Dianne, Gillian

Policy Review: Craig, Rachel, Dianne, Gillian

Portfolios:

Civil Defence: Eli, Vera

Curriculum: Eli, Gillian

Property: Shane

Finance: Dave

DRAFT

Yours faithfully

Rachel Brinkley
Chair, Koraunui School Board of Trustees

Re: Replacing whanau member on BoT

Rachel deLima-Brinkley

Sat 02/09/17 11:14 a.m.

To: [redacted] <[redacted]>

Dear [redacted],

Thank you for your email regarding the board of trustees vacancy.

I can reassure you that the Koraunui BOT has sought advice from NZSTA to ensure the correct process is followed.

The BOT vacancy has arisen due to a board member not attending the required number of meetings.

Our school community were advised of the vacancy and selection process on 31 July on school Facebook page and website, also in the same week by a full page in the school newsletter and publicly in the Hutt News.

While the vacancy itself is not specifically a whanau vacancy, the board have identified this as a gap on the board that needs to be filled to ensure representation for our Maori families.

This vacancy, and the Boards proposal on how to fill it has also been discussed at a recent whanau hui.

The selection of a new Board member will be discussed at the next meeting on 6/9/17.

Kind regards,

Rachel Brinkley
Chair
Koraunui Board of Trustees

Get [Outlook for iOS](#)

From:
Sent: Wednesday, August 30, 2017 8:31 PM
Subject: Replacing whanau member on BoT
To: Rachel deLima-Brinkley <rachel.delima-brinkley@koraunui.school.nz>
Cc:

Kia ora Rachel
nga mihi i roto i nga ahuatanga o te wa.

I note in this week's newsletter the notice advising that "The Board of Trustees are looking to replace our whanau representative on the board s they have identified this gap.

The Board has suggested selecting Chris Miller as he had the next highest number of votes from our whanau candidates from the Board of Trustees elections last year.

Can you please confirm:

- has a whanau representative resigned from their position on the Board?
- when were parents notified of this resignation (I seem to have missed that notice)?

I attach the following link which outlines the requirements of the Board in terms of notifications should it intend to select (rather than go to a by-election) a replacement.

<http://www.trustee-election.co.nz/board-resources/a-guide-to-board-structure>

I look forward to receiving further notice as a parent, confirming the selection process and the relevant timeframes associated with running a selection process.

Finally to be clear, this is not about the whanau rep the Board is intending to select as a replacement - this is about ensuring the Board is following the structured processes as determined in the education Act.

Hei te wa

Achievement challenges

Achievement challenges are shared goals that are identified and developed by a Community of Learning | Kāhui Ako based on the needs of its learners.

The challenges are created by the Community of Learning and endorsed by the Minister of Education as part of the formation of the Community of Learning. An achievement challenge plan is a working document that guides the progress and direction of a Community of Learning.

Endorsed achievement challenges

Examples of achievement challenges are available for download below. The most recently endorsed achievement challenges are at the top of the list.

NAME	ENDORSED
Tamai [PDF, 978 KB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99063-ACHCHA.pdf]	14/8/2017
Thames Kauaeranga [PDF, 1.2 MB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99087-ACHCHA.pdf]	14/8/2017
Kāhui Ako o te Kōhanga Moa (Inglewood) [PDF, 1.8 MB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99059-ACHCHA.pdf]	8/8/2017
Malvern [PDF, 845 KB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99008-ACHCHA.pdf]	8/8/2017
Mt Maunganui [PDF, 881 KB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99064-ACHCHA.pdf]	8/8/2017
South Rangitikei [PDF, 372 KB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99078-ACHCHA.pdf]	8/8/2017
Glendowie [PDF, 714 KB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99096-ACHCHA.pdf]	7/8/2017
North Porirua [PDF, 759 KB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99068-ACHCHA.pdf]	1/8/2017
Whangaparaoa Peninsula [PDF, 1.2 MB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99095-ACHCHA.pdf]	1/8/2017
Waimea [PDF, 1.4 MB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99142-ACHCHA.pdf]	17/7/2017
Te Puke [PDF, 927 KB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99086-ACHCHA.pdf]	17/7/2017
Whiria Te Tangata [PDF, 1.7 MB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99129-ACHCHA.pdf]	4/7/2017
	7/6/2017

NAME	ENDORSED
Tokomairiro [PDF, 456 KB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99179-ACHCHA.pdf]	
Wakatipu [PDF, 517 KB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99093-ACHCHA.pdf]	7/6/2017
Te Kāhui Ako o Kaipara [PDF, 646 KB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99097-ACHCHA.pdf]	24/5/2017
Ōtāhuhu [PDF, 597 KB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99151-ACHCHA.pdf]	21/5/2017
Invercargill [PDF, 310 KB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99146-ACHCHA.pdf]	21/5/2017
Waiheke [PDF, 4.3 MB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99088-ACHCHA.pdf]	11/4/2017
Whānau ki te Ako: Albany / Greenhithe [PDF, 1.2 MB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99128-ACHCHA.pdf]	21/3/2017
Kaipātiki [PDF, 868 KB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99120-ACHCHA.pdf]	7/3/2017
Rangitaiki / Kawerau [PDF, 1.2 MB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99038-ACHCHA.pdf]	6/3/2017
Matamata [PDF, 1.6 MB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99104-ACHCHA.pdf]	14/2/2017
Orewa [PDF, 1 MB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99069-ACHCHA.pdf]	14/2/2017
Waimariri-iri [PDF, 617 KB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99027-ACHCHA.pdf]	1/2/2017
South Auckland Catholic Schools [PDF, 751 KB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99101-ACHCHA.pdf]	25/1/2017
Kōtuitui [PDF, 1.8 MB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99062-ACHCHA.pdf]	8/12/2016
Te Roopu Pourewa [PDF, 1.2 MB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99100-ACHCHA.pdf]	8/12/2016
Northcote [PDF, 932 KB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99067-ACHCHA.pdf]	8/12/2016
Christchurch Catholic [PDF, 634 KB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99044-ACHCHA.pdf]	8/12/2016
Far North [PDF, 1.6 MB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99051-ACHCHA.pdf]	8/12/2016
Te Arahura [PDF, 1.7 MB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99060-ACHCHA.pdf]	8/12/2016

NAME	ENDORSED
North Shore Catholic [PDF, 1.3 MB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99126-ACHCHA.pdf]	8/12/2016
Manaiakalani [PDF, 1.3 MB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99031-ACHCHA.pdf]	6/12/2016
Ōtūmoetai [PDF, 924 KB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99036-ACHCHA.pdf]	29/11/2016
West Papatoetoe [PDF, 1 MB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99102-ACHCHA.pdf]	29/11/2016
Steiner Waldorf [PDF, 1.2 MB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99110-ACHCHA.pdf]	26/11/2016
Maungakiekie [PDF, 760 KB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99014-ACHCHA.pdf]	14/11/2016
Palmerston North East [PDF, 1.1 MB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99052-ACHCHA.pdf]	14/11/2016
Porirua East [PDF, 984 KB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99074-ACHCHA.pdf]	14/11/2016
Puketeraki [PDF, 3.9 MB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99077-ACHCHA.pdf]	14/11/2016
Hakaterere [PDF, 1.1 MB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99043-ACHCHA.pdf]	2/11/2016
Opuke [PDF, 792 KB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99009-ACHCHA.pdf]	2/11/2016
Pukekohe [PDF, 1.6 MB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99075-ACHCHA.pdf]	26/10/2016
Henderson [PDF, 1.8 MB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99029-ACHCHA.pdf]	26/10/2016
Waiuku [PDF, 1.8 MB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99033-ACHCHA.pdf]	12/10/2016
He Waka Eke Noa (NW Hamilton) [PDF, 2.1 MB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99035-ACHCHA.pdf]	15/09/2016
Ngā Ākonga ki Whakatū [PDF, 1.2 MB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99042-ACHCHA.pdf]	15/09/2016
Buller [PDF, 947 KB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99007-ACHCHA.pdf]	15/09/2016
Dannevirke [PDF, 683 KB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99047-ACHCHA.pdf]	15/09/2016
Auckland Central Catholic [PDF, 6.2 MB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99030-ACHCHA.pdf]	15/09/2016

NAME	ENDORSED
Top of the South Island (Area Schools) [PDF, 994 KB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99023-ACHCHA.pdf]	15/09/2016
Devonport [PDF, 4.1 MB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99048-ACHCHA.pdf]	13/09/2016
Tauranga Peninsula [PDF, 426 KB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99085-ACHCHA.pdf]	6/09/2016
Te Puna o Kemureti [PDF, 1.7 MB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99034-ACHCHA.pdf]	9/8/2016
Rotorua East [PDF, 635 KB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99017-ACHCHA.pdf]	10/7/2016
Opotiki [PDF, 1.1 MB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99037-ACHCHA.pdf]	30/6/2016
Kaikoura [PDF, 565 KB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99025-ACHCHA.pdf]	20/6/2016
Mt Roskill (Puketāpapa) [PDF, 771 KB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99032-ACHCHA.pdf]	30/5/2016
Matariki (Napier) [PDF, 480 KB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99002-ACHCHA.pdf]	12/5/2016
Kelston [PDF, 985 KB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99011-ACHCHA.pdf]	12/5/2016
Waitakere [PDF, 803 KB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99092-ACHCHA.pdf]	14/4/2016
Napier City [PDF, 1.1 MB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99003-ACHCHA.pdf]	24/2/2016
Hauraki [PDF, 639 KB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99015-ACHCHA.pdf]	24/2/2016
Rotorua Central [PDF, 387 KB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99019-ACHCHA.pdf]	24/2/2016
Southern Area Schools [PDF, 861 KB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99010-ACHCHA.pdf]	24/2/2016
Taupō [PDF, 3.4 MB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99020-ACHCHA.pdf]	24/2/2016
Waimate [PDF, 1.9 MB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99040-ACHCHA.pdf]	24/2/2016
Whakatane [PDF, 530 KB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99016-ACHCHA.pdf]	24/2/2016
Auckland Central [PDF, 1.2 MB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99001-ACHCHA.pdf]	18/11/2015
	18/11/2015

NAME	ENDORSED
Lower Maitaura Valley [PDF, 546 KB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99028-ACHCHA.pdf]	
Lynfield [PDF, 965 KB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99012-ACHCHA.pdf]	18/11/2015
Marlborough Sounds [PDF, 466 KB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99004-ACHCHA.pdf] (Picton)	18/11/2015
Māwhera [PDF, 826 KB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99026-ACHCHA.pdf] (Greymouth)	18/11/2015
Nelson City (Version 2) [PDF, 196 KB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99005-ACHCHA.pdf]	18/11/2015
Nelson City (Original) [PDF, 5 MB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/ORIGINAL-99005-ACHCHA.pdf]	
[]	
Te Atatu [PDF, 5 MB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99013-ACHCHA.pdf]	18/11/2015
Westland [PDF, 868 KB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99024-ACHCHA.pdf]	18/11/2015
Rotorua Catholic Faith Based [PDF, 374 KB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99018-ACHCHA.pdf]	2/10/2015
Mid Bays [PDF, 343 KB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99000-ACHCHA.pdf] (Auckland)	5/8/2015
Piritahi (2BCoS) [PDF, 1.1 MB] [/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/AC/99006-ACHCHA.pdf]	28/7/2015

Identifying achievement challenges

Communities of Learning identify achievement challenges that are a priority for their community. Achievement challenges should be common to all or most of the schools within a community, but may be apparent in different ways in different schools, along the learning pathway. Most Communities of Learning identify 3–5 challenges to address.

The following questions may be helpful starters.

- What is our vision of success for our students?
- What are the common challenges across our Community of Learning?
- What do we know about possible reasons for these challenges and how do we know?
- What support will be needed and what resources are available to help?

Understanding links and reasons for the challenges will help define your achievement challenges and set out your goals and objectives towards addressing them.

Further information

- See the the Basket of Evidence (Appendix 1 [Tips and Starters guide \[PDF, 310 KB\]](#) [\[/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/IESCommunitiesOfSchoolsTipsAndStarters-web-enabledV2.pdf\]](#)) to help identify relevant achievement challenges as well as supporting evidence.
- See page 8 [Community of Learning Guide for Schools and Kura \[PDF, 777 KB\]](#) [\[/assets/Documents/Ministry/Investing-in-Educational-Success/Communities-of-Schools/Communities-of-Learning-Guide-for-Schools-and-Kura-web-enabled.pdf\]](#).

Last reviewed: 31 August 2017

Management Report 31 July 2017

Commentary

Income

You have received 3 out of 4 Operation Grant deposits so far this year.

Your next Operating Grant instalment is due in October.

As at 31 July 2017 we note Grant Income is 68% of what was budgeted for.

Your Local Funds and Interest are 136% of what was budgeted for.

Your Trading and Other Accounts have contributed a surplus of \$42,965 for the year to date.

Expenditure

As at 31 July 2017 you have spent 53% of what you had budgeted for the year.

This compares with 58% of the calendar year gone.

Financial Position

Actual Available Funds as at 31 December 2016 were \$136,326

Budgeted Available Funds at 31 December 2017 are \$184,094

Actual Available Funds as at 31 July 2017 are \$389,958

Budgeted Available Funds as at 31 July 2017 are \$267,063

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

Banking Staffing

Banking Staffing as at Sue Report Number 0818 is under used by 5.65 (\$15,103).

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.

	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Budget	Sep Budget	Oct Budget	Nov Budget	Dec Budget	Total	Variance
Learning Resources														
Professional Development	2,431	0	0	2,025	909	1,157	775	2,428	2,428	2,428	2,428	2,428	19,437	9,694
Library	1,933	350	48	(107)	41	8	3	79	79	79	79	79	2,671	(1,721)
Teaching Resources	298	648	2,507	3,085	172	1,766	1,272	1,354	1,354	1,354	1,354	1,354	16,518	(268)
Personnel	10,414	33,054	39,859	30,201	31,041	34,654	27,751	25,856	25,856	25,856	25,856	25,856	336,254	(25,982)
Information And Communicatir	2,978	2,500	2,500	3,141	2,573	2,578	2,071	2,787	2,787	2,787	2,787	2,787	32,276	1,172
Prime Minister's Award	0	0	0	0	0	0	0	8,333	8,333	8,333	8,333	8,333	41,665	58,335
Operating Leases	635	1,163	0	635	1,503	(682)	626	1,042	1,042	1,042	1,042	1,042	9,090	3,410
Extra Activities	1,112	(881)	834	1,821	40	73	36	0	0	0	0	0	3,035	(3,035)
Other Accounts														
Kcc Before/after/holiday	19,801	36,834	45,748	40,801	36,279	39,554	32,534	41,879	41,879	41,879	41,879	41,879	460,946	41,605
	(22,354)	(6,374)	(4,442)	2,584	(12,636)	387	(21,997)	(1,863)	(1,863)	(1,863)	(1,863)	(1,863)	(46,773)	24,419
	5,020	(6,374)	(4,442)	2,584	(12,636)	387	(21,997)	(1,863)	(1,863)	(1,863)	(1,863)	(1,863)	(46,773)	24,419
Total Expenditure	768,534	33,884	65,409	66,871	44,928	65,542	31,908	63,597	63,597	63,597	63,597	68,947	704,825	63,709
Net Surplus/(deficit)	27,268	(4,626)	54,712	58,563	28,626	(44,968)	92,227	(45,475)	(45,475)	81,623	(45,475)	(50,825)	133,199	105,931
Other Cash Outgoings														
Capital Items	303	0	0	0	17	891	798	0	0	0	0	0	2,009	(9)
Lease & Loan Payments	0	616	0	0	629	0	0	0	0	0	0	0	1,245	(1,245)
	303	616	0	0	646	891	798	0	0	0	0	0	3,254	(1,254)
Available Funds per last year's financial statements														
Projected Surplus / (Deficit)	Budgeted	Forecast												
	136,328	136,328												
	27,268	133,199												
	(2,000)	(3,254)												
	22,500	27,438												
Bank staffing overuse (unbudgeted)														
Future commitments i.e asset replacement/Board funded capital works														
Projected closing Available Funds	184,096	293,711												

* School to complete if applicable

* School to complete if applicable

* This Available Funds Forecast is a starting point created from your most recent data. It is essential that this is adjusted by you to reflect your future circumstances as you are the only ones who will have this information. EG Roll decline, planned over expenditure, potential unrealised revenue.

Koraunui School



Items of Significance 31 July 2017

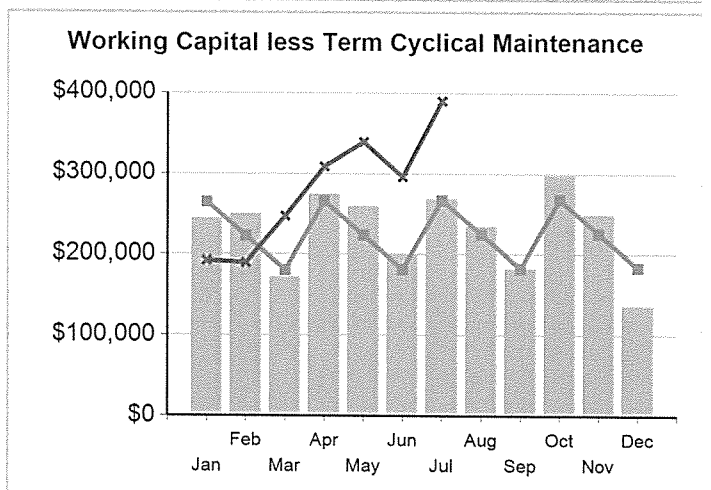
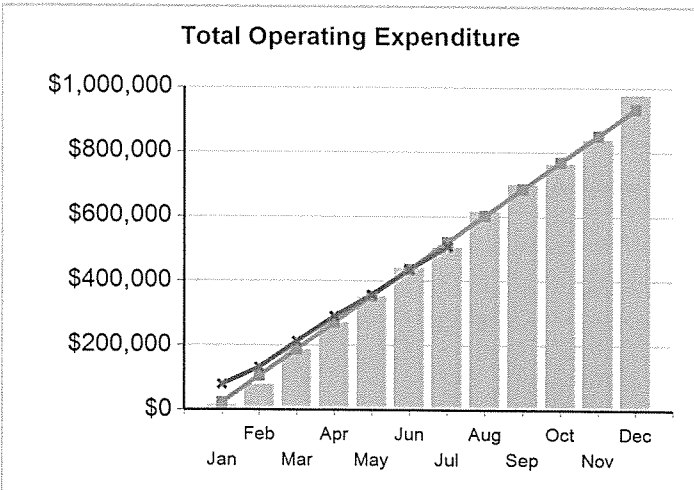
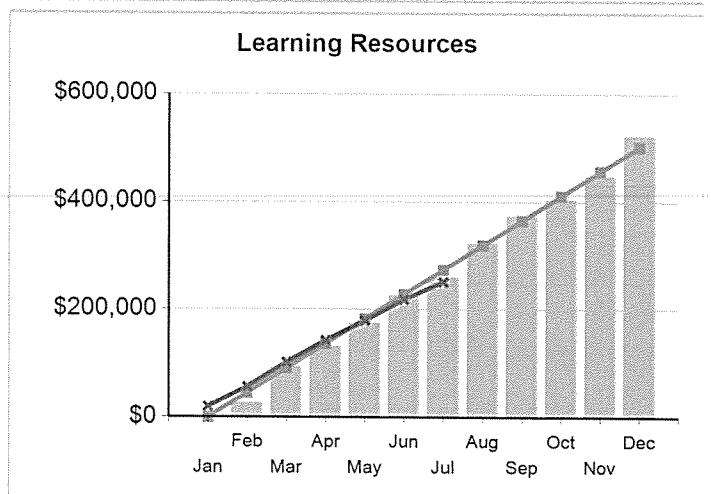
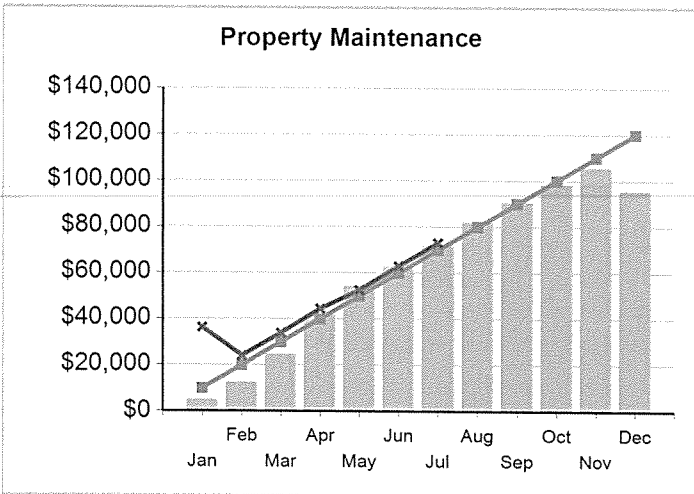
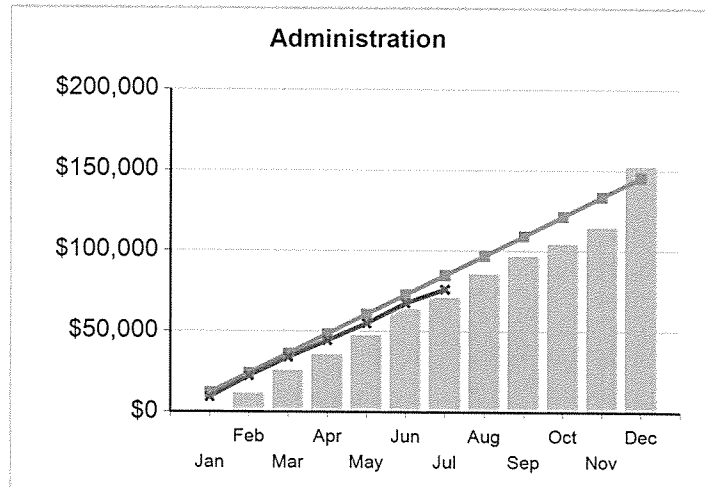
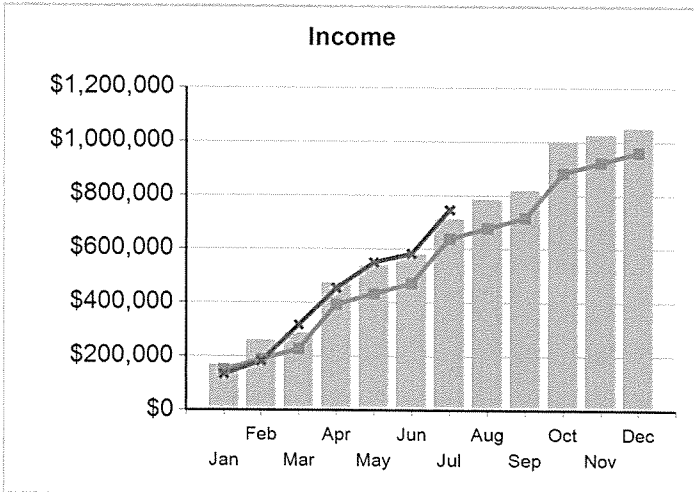
Commentary

Description	Code	YTD	Budget	Variance	%	Note
Income						
Special Grants	0157	109	11,500	11,391	1	
Expenditure						
Board Expenses	1150	2,853	1,000	(1,853)	285	
Equipment R&M	2430	2,283	700	(1,583)	326	
Lib Estab	3130	1,929	200	(1,729)	965	
Personnel Recruitment	3320	2,973	0	(2,973)	0	Not Budgeted
Additional Teachers	3410	31,345	0	(31,345)	0	Not Budgeted
Curious Minds Grant	4915	1,886	0	(1,886)	0	Not Budgeted
Financial Position						
Capital Items Purchases	C600	1,698	0	(1,698)	0	Not Budgeted

Koraunui School

Graphical Analysis 31 July 2017

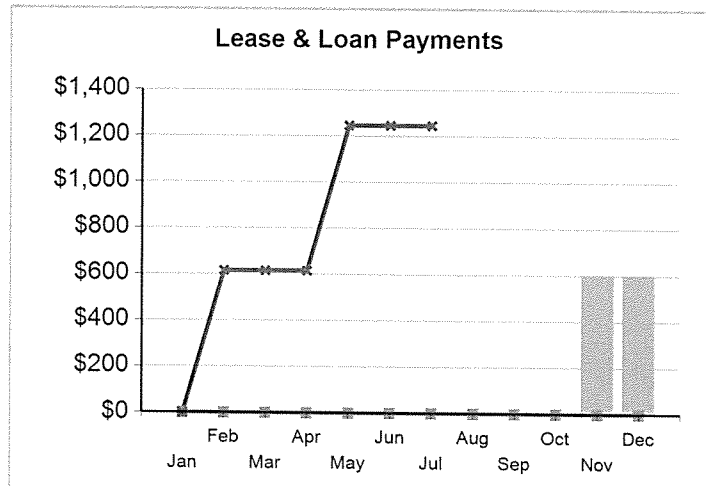
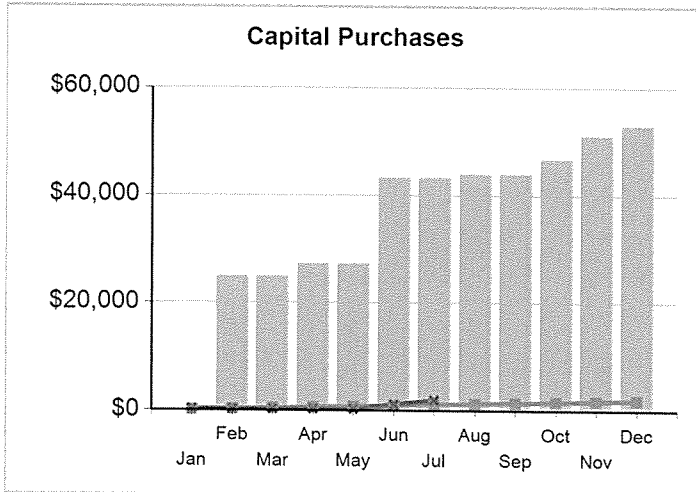
Overview



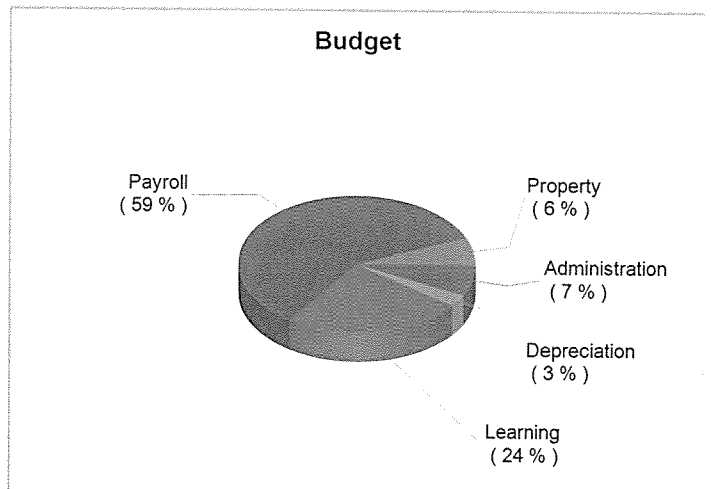
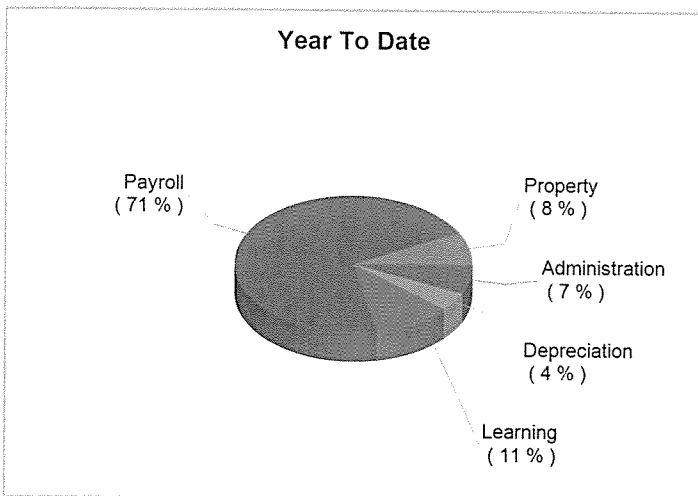
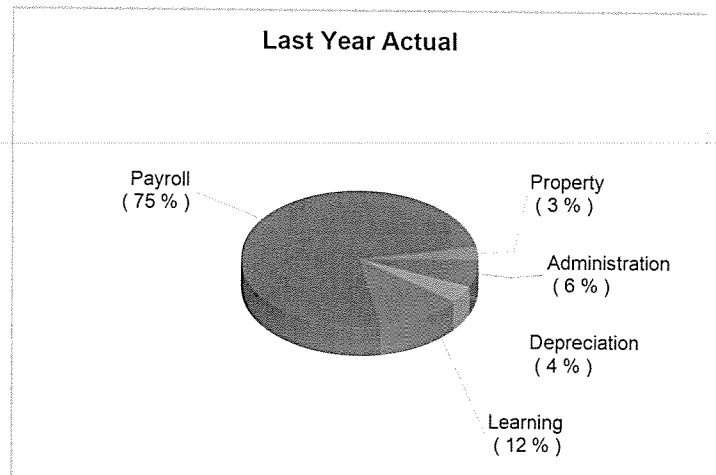
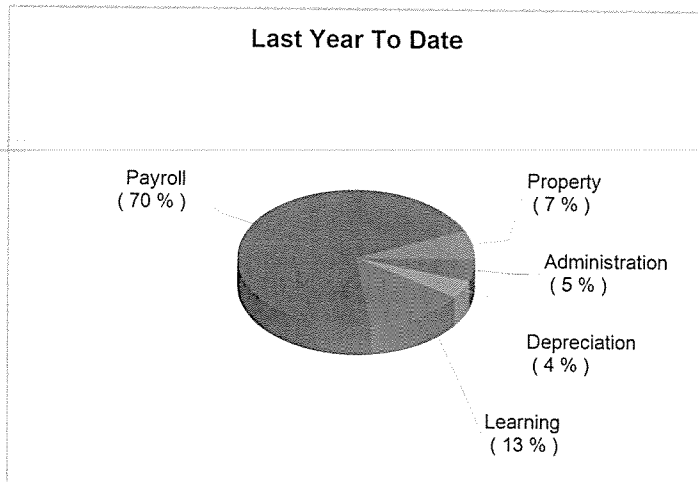
2017 Budget
 2017 Actual
 2016 Actual

Graphical Analysis 31 July 2017

Overview



—■— 2017 Budget —×— 2017 Actual █ 2016 Actual



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

Koraunui School



Income Statement 31 July 2017

Summary

2016		Description	Code	2017				
YTD	Year			Month	YTD	Budget	Variance	%
Income								
476,070	694,235	Government Grants		132,992	459,064	680,002	(220,938)	68
1,924	5,942	Investment Income		588	2,936	4,000	(1,064)	73
61,463	89,880	Fundraising		(1,847)	133,407	107,000	26,407	125
67,717	100,107	Activities		4,709	12,711	3,500	9,211	363
(186)	(8,905)	Extra-Curricular Activities		(12,981)	4,719	0	4,719	0
3,615	(10,939)	Camps And Trips		630	1,968	0	1,967	0
931	1,206	Stationery Surplus / (Deficit)		44	5,506	1,300	4,206	424
\$611,534	\$871,526	Total Income		\$124,136	\$620,311	\$795,802	(\$175,491)	78%
Administration								
1,823	4,408	Communication Expenses		271	1,785	4,250	2,466	42
3,071	8,785	Board Of Trustee Expenses		0	3,140	6,400	3,260	49
0	4,870	Audit Costs		0	430	5,350	4,920	8
4,341	7,554	Consumables		658	5,436	6,450	1,015	84
48,408	101,174	Staff Expenses		5,005	47,512	87,761	40,249	54
10,321	20,890	General		2,334	15,170	29,714	14,542	51
2,800	4,800	Operating Leases		400	2,800	5,800	3,000	48
\$70,764	\$152,481			\$8,668	\$76,273	\$145,725	\$69,452	52%
Property Maintenance								
4,283	8,519	Cleaning & Sanitation		670	4,210	7,600	3,391	55
7,674	17,023	Energy		1,957	11,001	14,488	3,486	76
698	1,594	Rates		533	1,400	1,300	(100)	108
877	935	Grounds		726	2,005	1,500	(505)	134
5,802	12,763	Repairs & Maintenance		583	7,766	10,430	2,664	74
43,259	71,357	Staff Wages		5,615	41,119	69,294	28,175	59
9,100	(16,541)	Cyclical Maintenance		0	5,560	15,500	9,940	36
\$71,693	\$95,651			\$10,084	\$73,060	\$120,112	\$47,051	61%
Depreciation								
17,500	32,396	Depreciation	2910	2,619	18,062	22,500	4,438	80
\$17,500	\$32,396			\$2,619	\$18,062	\$22,500	\$4,438	80%

Koraunui School



Income Statement 31 July 2017

Summary

2016		Description	Code	2017				
YTD	Year			Month	YTD	Budget	Variance	%
Learning Resources								
12,070	14,088	Professional Development		775	7,296	29,131	21,835	25
3,579	5,617	Library		3	2,276	950	(1,326)	240
17,327	29,199	Teaching Resources		1,272	9,749	16,250	6,502	60
203,836	428,706	Personnel		27,751	206,975	310,272	103,298	67
17,121	32,769	Information And Communication Technol		2,071	18,339	33,448	15,110	55
0	0	Prime Minister's Award		0	0	100,000	100,000	0
6,448	10,882	Operating Leases		626	3,878	12,500	8,622	31
0	1,058	Extra Activities		36	3,036	0	(3,036)	0
\$260,381	\$522,319			\$32,534	\$251,549	\$502,551	\$251,005	50%
Other Accounts								
(15,742)	(3,579)	Kcc Before/After/Holiday		(21,997)	(37,459)	(22,354)	15,104	168
(\$15,742)	(\$3,579)			(\$21,997)	(\$37,459)	(\$22,354)	\$15,104	168%
\$404,596	\$799,268	Total Expenditure		\$31,907	\$381,486	\$768,534	\$387,048	50%
\$206,938	\$72,258	Net Surplus / (Deficit)		\$92,229	\$238,825	\$27,268	\$211,557	
Other Outgoing Cash								
43,325	52,962	Capital Items - Cash Additions		798	2,010	2,000	(10)	101%
0	603	Lease/Loan Payments		0	1,246	0	(1,246)	0%
0	1,500	Cyclical Maintenance		0	22,917	0	(22,917)	0%
\$43,325	\$55,065			\$798	\$26,173	\$2,000	(\$24,173)	

Koraunui School



Balance Sheet 31 July 2017

Summary

2016		Description	Code	2017
July	December			July
Current Assets				
0	215,403	ASB 12-3478-0015483-00	9000	536,520
4,349	5,745	KPG 467-00	9005	0
69,467	0	Westpac TDP #1	9010	0
55,287	0	Westpac TDP #2	9011	0
13,216	76,992	Westpac 211-00	9015	0
316,517	2,405	Westpac 211-25	9016	0
550	650	Petty Cash	9029	650
118	3,325	Accounts Receivable	9115	0
0	6,685	Prepayments	9117	1,716
\$459,504	\$311,205			\$538,886
Current Liabilities				
18,565	11,722	Leave Accrual	9314	11,722
0	5,600	Accrued Audit Fee	9319	0
0	2,500	Revenue Rec In Adv	9321	0
25,125	23,625	Cyclical Maintenance Provision	9329	708
0	2,544	TRL Leases	9345	2,544
185	14,160	Accounts Payable		12,788
15,286	(2,866)	Goods and Services Tax		20,317
0	2,079	MOE Funded Projects		822
35,343	41,516	Hippy		15,513
12,165	14,198	Funds Held In Advance		19,155
\$106,669	\$115,078			\$83,569
Working Capital				
\$352,835	\$196,127			\$455,317
Non-Current Assets				
116,540	119,431	Fixed Assets		103,379
\$116,540	\$119,431			\$103,379
Non-Current Liabilities				
83,941	59,800	Cyclical Maintenance Provision	9429	65,360
0	5,002	TRL Leases	9445	3,757
\$83,941	\$64,802			\$69,117
Net Assets				
\$385,434	\$250,756			\$489,579
Public Equity				
178,496	178,498	Public Equity At The Start Of The Year	9500	250,754
206,938	72,258	Net Surplus / (Deficit)		238,825
\$385,434	\$250,756			\$489,579

Koraunui School



Income Statement 31 July 2017

Income

2016		Description	Code	Month	YTD	2017			
YTD	Year					Budget	Variance	%	
Government Grants									
Ministry Of Education									
376,602	517,059	Operation Grant	0104	129,634	375,858	508,393	(132,535)	74	
0	480	TRL Leases	0156	0	960	0	960	0	
5,750	12,104	Special Grants	0157	0	109	11,500	(11,391)	1	
61,990	121,900	Special Needs	0159	1,073	73,432	149,109	(75,677)	49	
6,275	11,675	ESOL	0160	0	4,594	11,000	(6,406)	42	
0	751	Teacher Relief	0164	2,285	4,111	0	4,111	0	
6,850	8,773	Other MOE Grants	0165	0	0	0	0	0	
18,603	21,494	MOE PD Funding	0170	0	0	0	0	0	
\$476,070	\$694,236			\$132,992	\$459,064	\$680,002	(\$220,938)	68%	

Investment Income

Investment Income									
1,924	5,942	Interest Received	0191	588	2,936	4,000	(1,064)	73	
\$1,924	\$5,942			\$588	\$2,936	\$4,000	(\$1,064)	73%	

Income Statement 31 July 2017

Income

Description	Code	July			2017					
		Income	Expenditure	Net	Income	Expenditure	Net	Budget	Variance	%
Local Funds										
Fundraising										
IPENZ	0205	0	0	0	2,500	497	2,003	0	2,003	0
Prime Minister's Award	0208	0	0	0	100,000	0	100,000	100,000	0	100
Parent Donations	0210	90	0	90	1,180	0	1,180	3,000	(1,820)	39
KPG Donations	0212	0	1,500	(1,500)	0	1,500	(1,500)	0	(1,500)	0
Other Donations & Gran	0214	0	0	0	1,657	0	1,657	4,000	(2,343)	41
Entertainment Books	0225	0	0	0	504	0	504	0	504	0
Curious Minds Grant	0229	0	437	(437)	30,000	437	29,563	0	29,563	0
		\$90	\$1,937	(\$1,847)	\$135,841	\$2,434	\$133,407	\$107,000	\$26,407	125%
Activities										
Staff Purchases	0265	0	0	0	638	758	(120)	0	(120)	0
Hall Hire	0275	78	0	78	743	0	743	1,000	(257)	74
Scholastic Books	0285	44	215	(171)	393	564	(171)	0	(171)	0
Other Income	0295	8,518	3,716	4,802	16,354	4,096	12,259	2,500	9,759	490
		\$8,640	\$3,930	\$4,710	\$18,128	\$5,417	\$12,711	\$3,500	\$9,211	363%

Koraunui School

Income Statement 31 July 2017

Income

Description	Code	July			2017					
		Income	Expenditure	Net	Income	Expenditure	Net	Budget	Variance	%
Extra-Curricular Activities										
2pm Club	0302	166	0	166	419	0	419	0	419	0
Athletics	0306	0	0	0	65	0	65	0	65	0
Basketball	0308	183	0	183	884	952	(68)	0	(68)	0
Cross Country	0310	3	0	3	73	183	(110)	0	(110)	0
HC Sports Fest	0312	0	0	0	41	65	(24)	0	(24)	0
Kids Kitchen	0314	0	0	0	0	28	(28)	0	(28)	0
Netball	0316	73	80	(7)	681	630	51	0	51	0
Pasifika	0318	138	328	(190)	149	408	(259)	0	(259)	0
Polyfest Jul	0320	25,702	38,789	(13,086)	61,062	53,657	7,405	0	7,405	0
Cultural Day	0321	(5)	115	(120)	26	115	(89)	0	(89)	0
Swimming	0322	0	0	0	315	2,779	(2,464)	0	(2,464)	0
Touch Rugby	0324	31	0	31	665	539	126	0	126	0
Tough Guy	0326	39	0	39	451	551	(100)	0	(100)	0
Triathlon	0328	0	0	0	1,632	1,672	(40)	0	(40)	0
Waterpolo	0332	0	0	0	0	165	(165)	0	(165)	0
		\$26,332	\$39,311	(\$12,980)	\$66,463	\$61,744	\$4,719	\$0	\$4,719	0%
Camps And Trips										
Beach Trip 9/2	0402	0	0	0	560	678	(118)	0	(118)	0
Camp/Yr6 Funds	0404	932	0	932	4,391	1,241	3,149	0	3,149	0
Jnr Beach Trip 18/3	0406	26	0	26	26	44	(18)	0	(18)	0
Capital E Trip	0408	0	0	0	904	2,750	(1,845)	0	(1,845)	0
Whanau Trips	0412	346	705	(359)	3,203	2,453	749	0	749	0
Zealandia Trip	0418	31	0	31	50	0	50	0	50	0
		\$1,335	\$705	\$630	\$9,135	\$7,167	\$1,968	\$0	\$1,968	0%
Total Local Funds		\$36,397	\$45,884	(\$9,487)	\$229,567	\$76,762	\$152,806	\$110,500	\$42,306	138%
Total Income		\$169,976	\$45,884	\$124,092	\$691,573	\$76,768	\$614,805	\$794,502	(\$179,697)	77%

Koraunui School



Income Statement 31 July 2017

Expenditure

2016		Description	Code	2017				
YTD	Year			Month	YTD	Budget	Variance	%
Administration								
Communication Expenses								
(2)	204	Postage & Freight	1010	0	131	250	119	52
1,826	4,204	Phone, Fax, Internet	1015	271	1,653	4,000	2,347	41
\$1,824	\$4,408			\$271	\$1,784	\$4,250	\$2,466	42%
Board Of Trustee Expenses								
0	3,540	Board Meeting Fees	1120	0	100	5,000	4,900	2
61	661	Board Minutes Secretary	1130	0	187	400	213	47
2,266	2,266	Board Elections	1140	0	0	0	0	0
744	2,318	Board Expenses	1150	0	2,853	1,000	(1,853)	285
\$3,071	\$8,785			\$0	\$3,140	\$6,400	\$3,260	49%
Audit Costs								
0	4,870	Audit Fees	1210	0	430	5,350	4,920	8
\$0	\$4,870			\$0	\$430	\$5,350	\$4,920	8%
Consumables								
599	1,041	Stationery	1310	0	547	950	403	58
3,742	6,514	Photocopier Consumables	1320	658	4,888	5,500	612	89
\$4,341	\$7,555			\$658	\$5,435	\$6,450	\$1,015	84%
Staff Expenses								
8,684	18,963	Resource Manager	1420	902	8,566	16,677	8,111	51
20,373	43,633	Community Liaison	1430	2,399	20,865	44,412	23,547	47
5,452	11,915	Clerical	1460	673	5,684	11,854	6,170	48
13,899	26,664	Bursar	1470	1,031	12,397	14,818	2,421	84
\$48,408	\$101,175			\$5,005	\$47,512	\$87,761	\$40,249	54%
General								
0	1,734	ACC Levies	1505	0	0	2,300	2,300	0
0	2,800	Accounting Fees	1510	850	5,950	10,700	4,750	56
0	81	Bank Charges	1530	40	208	25	(183)	830
0	0	EftPos Charges	1535	49	284	0	(284)	0
40	359	Admin PD	1540	0	0	500	500	0
509	950	Principal's Expenses	1550	0	(466)	1,000	1,466	(47)
2,880	2,917	Minor Capital Expenditure	1555	0	216	2,000	1,784	11
3,677	4,625	Insurance	1560	0	4,740	5,689	949	83
32	62	Civil Defense & First Aid	1580	11	11	200	189	5
237	511	Staff Dinners	1582	(78)	(78)	500	578	(16)
1,017	1,817	Staffroom Supplies	1585	180	1,076	2,000	924	54
1,929	3,229	Computer User Group	1590	1,147	2,447	4,500	2,053	54
0	1,631	General Expenditure	1595	135	476	300	(176)	159
0	173	Finance Costs	1597	0	308	0	(308)	0
\$10,321	\$20,889			\$2,334	\$15,172	\$29,714	\$14,542	51%

Koraunui School



Income Statement 31 July 2017

Expenditure

2016		Description	Code	2017					
YTD	Year			Month	YTD	Budget	Variance	%	
Administration									
Operating Leases									
2,800	4,800	Photocopier Rental	1910	400	2,800	4,800	2,000	58	
0	0	Duplicator Lease	1920	0	0	1,000	1,000	0	
\$2,800	\$4,800			\$400	\$2,800	\$5,800	\$3,000	48%	
\$70,764	\$152,481	Total Administration		\$8,668	\$76,273	\$145,725	\$69,452	52%	

Koraunui School

Income Statement 31 July 2017

Expenditure

2016		Description	Code	Month	2017			
YTD	Year				YTD	Budget	Variance	%
Property Maintenance								
Cleaning & Sanitation								
1,166	2,460	Hygiene Supplies	2005	239	1,211	1,725	514	70
1,769	3,337	Cleaning Supplies	2010	217	1,573	3,475	1,902	45
1,348	2,723	Rubbish Removal	2020	214	1,425	2,400	975	59
\$4,283	\$8,520			\$670	\$4,209	\$7,600	\$3,391	55%
Energy								
5,488	10,693	Electricity	2101	1,382	7,366	11,200	3,834	66
583	2,677	Gas	2130	575	716	1,686	970	42
1,602	3,654	Water Rates	2150	0	2,920	1,602	(1,318)	182
\$7,673	\$17,024			\$1,957	\$11,002	\$14,488	\$3,486	76%
Rates								
698	1,594	Sewerage Rates	2210	533	1,400	1,300	(100)	108
\$698	\$1,594			\$533	\$1,400	\$1,300	(\$100)	108%
Grounds								
505	564	Grounds Materials	2310	726	973	1,000	27	97
371	371	Pool	2340	0	1,032	500	(532)	206
\$876	\$935			\$726	\$2,005	\$1,500	(\$505)	134%
Repairs & Maintenance								
3,454	7,036	Maintenance	2410	237	1,974	6,000	4,026	33
537	1,086	Equipment R&M	2430	346	2,283	700	(1,583)	326
295	669	Security System R&M	2440	0	814	500	(314)	163
0	1,354	Minor Capital Works	2450	0	1,560	300	(1,260)	520
385	385	Vandalism	2460	0	425	1,000	575	42
1,132	2,233	Security	2495	0	710	1,930	1,220	37
\$5,803	\$12,763			\$583	\$7,766	\$10,430	\$2,664	74%
Staff Wages								
28,208	40,123	Caretaker	2520	2,961	19,538	39,589	20,051	49
15,052	31,234	Cleaner	2530	2,654	21,581	29,705	8,124	73
\$43,260	\$71,357			\$5,615	\$41,119	\$69,294	\$28,175	59%

Koraunui School



Income Statement 31 July 2017

Expenditure

2016		Description	Code	Month	YTD	2017			
YTD	Year					Budget	Variance	%	
Property Maintenance									
Cyclical Maintenance									
9,100	(16,541)	Cyclical Maintenance Expense	2991	0	5,560	15,500	9,940	36	
\$9,100	(\$16,541)			\$0	\$5,560	\$15,500	\$9,940	36%	
\$71,693	\$95,651	Total Property		\$10,086	\$73,060	\$120,112	\$47,052	61%	

Depreciation

Depreciation									
17,500	32,396	Depreciation	2910	2,619	18,062	22,500	4,438	80	
\$17,500	\$32,396			\$2,619	\$18,062	\$22,500	\$4,438	80%	

Koraunui School



Income Statement 31 July 2017

Expenditure

2016		Description	Code	2017					
YTD	Year			Month	YTD	Budget	Variance	%	
Learning Resources									
Professional Development									
11,574	13,469	Staff Development	3010	775	5,893	28,031	22,138	21	
497	619	Subscriptions	3020	0	1,403	1,100	(303)	128	
\$12,071	\$14,088			\$775	\$7,296	\$29,131	\$21,835	25%	
Library									
2,552	2,808	Library Consumables	3110	3	347	100	(247)	347	
630	630	Library Computer User Group	3120	0	0	650	650	0	
397	2,180	Lib Estab	3130	0	1,929	200	(1,729)	965	
\$3,579	\$5,618			\$3	\$2,276	\$950	(\$1,326)	240%	
Teaching Resources									
415	523	Assessment Resources	3305	0	523	800	277	65	
3,750	6,139	Classroom Consumables	3310	90	2,917	2,000	(917)	146	
0	900	Copyright	3315	0	0	950	950	0	
0	0	Personnel Recruitment	3320	991	2,973	0	(2,973)	0	
13	13	Gifted Kids	3325	0	0	0	0	0	
15	2,555	Minor Capital Expenditure	3335	0	0	1,500	1,500	0	
4,064	9,416	PB4L / KiVa	3340	0	1,880	2,000	120	94	
708	708	Photocopy Paper	3345	2	3	1,100	1,097	0	
3,522	3,522	STEM	3350	0	0	2,000	2,000	0	
1,276	1,163	Special Needs Resources	3355	59	472	1,000	528	47	
0	0	ESOL	3358	4	50	0	(50)	0	
141	220	Study Centre Food	3360	8	74	300	226	25	
33	33	Study Centre Resources	3365	0	156	0	(156)	0	
0	0	Tchr Equipment Repair	3370	0	0	300	300	0	
2,096	2,156	Visual Arts	3380	0	34	2,300	2,266	1	
480	480	Whanau Tikanga	3385	0	202	500	298	40	
375	662	Junior Team	3390	114	178	500	322	36	
127	223	Middle Team	3391	2	33	500	467	7	
314	487	Senior Team	3392	2	253	500	247	51	
\$17,329	\$29,200			\$1,272	\$9,748	\$16,250	\$6,502	60%	
Personnel									
31,350	62,521	Additional Teachers	3410	3,517	31,345	0	(31,345)	0	
0	0	Appraisal	3415	0	0	3,000	3,000	0	
0	1,573	ESOL TA	3420	0	0	6,804	6,804	0	
3,143	4,745	Relievers Support	3430	55	734	4,500	3,766	16	
42,028	81,720	Relievers Teaching	3435	8,530	45,822	39,600	(6,222)	116	
123,495	271,810	Special Needs Sp	3440	15,397	127,017	164,808	37,791	77	
0	0	Special Programmes	3445	0	0	83,538	83,538	0	
0	0	Specialist Intervention	3450	0	0	1,000	1,000	0	
3,820	6,085	Study Center Assistant	3455	252	1,754	7,022	5,268	25	
0	252	Study Center Tutor	3460	0	302	0	(302)	0	
\$203,836	\$428,706			\$27,751	\$206,974	\$310,272	\$103,298	67%	

Koraunui School



Income Statement 31 July 2017

Expenditure

2016		Description	Code	Month	YTD	2017			
YTD	Year					Budget	Variance	%	
Learning Resources									
Information And Communication Technology									
17,121	32,223	IT Tech Support	3510	1,875	17,030	32,698	15,668	52	
0	0	IT Equip Repair	3520	50	608	300	(308)	203	
0	545	IT Consumables	3530	146	700	450	(250)	156	
\$17,121	\$32,768			\$2,071	\$18,338	\$33,448	\$15,110	55%	
Prime Minister's Award									
0	0	Expenses	3610	0	0	100,000	100,000	0	
\$0	\$0			\$0	\$0	\$100,000	\$100,000	0%	
Operating Leases									
4,246	6,886	Projector Leases	3910	221	1,652	8,000	6,348	21	
2,203	3,996	Laptop Rental	3920	405	2,226	4,500	2,274	49	
\$6,449	\$10,882			\$626	\$3,878	\$12,500	\$8,622	31%	

Koraunui School



Income Statement 31 July 2017

Expenditure

Description	Code	July			2017					
		Income	Expenditure	Net	Income	Expenditure	Net	Budget	Variance	%
Learning Resources										
Extra Activities										
Students Fundraising	4902	0	0	0	120	120	0	0	0	0
Whitebait Trip	4904	0	0	0	0	174	174	0	(174)	0
Sports Teams	4905	0	0	0	0	1,084	1,084	0	(1,084)	0
Shows/Performers	4910	21	0	(21)	275	250	(25)	0	25	0
Curious Minds Grant	4915	0	0	0	0	1,886	1,886	0	(1,886)	0
Science Activities	4920	26	26	0	1,712	1,634	(79)	0	79	0
Kapahaka Secondary Fes	4925	200	257	57	261	257	(4)	0	4	0
		\$247	\$283	\$36	\$2,368	\$5,404	\$3,036	\$0	(\$3,036)	0%
Total Learning Resources		\$3,306	\$35,838	\$32,532	\$6,815	\$258,365	\$251,549	\$502,551	\$251,002	50%

Koraunui School



Income Statement 31 July 2017

Trading

2016		Description	Code	Month	YTD	2017			
YTD	Year					Budget	Variance	%	
Stationery									
Income									
7,384	8,019	Stationery Sales	8001	98	8,785	8,000	785	110	
\$7,384	\$8,019			\$98	\$8,785	\$8,000	\$785	110%	
Cost Of Goods Sold									
6,453	6,813	Stationery Purchases	8020	54	3,279	6,700	3,421	49	
\$6,453	\$6,813			\$54	\$3,279	\$6,700	\$3,421	49%	
\$931	\$1,206	Total		\$44	\$5,506	\$1,300	\$4,206	424%	

Koraunui School



Income Statement 31 July 2017

Other

2016		Description	Code	Month	YTD	2017			
YTD	Year					Budget	Variance	%	
Kcc Before/After/Holiday									
Income									
76,736	136,952	KCC Fee Income (incl WINZ)	8301	12,387	96,317	125,000	(28,683)	77	
17,500	33,837	KCC Grant Income	8305	26,140	26,140	33,850	(7,710)	77	
\$94,236	\$170,789			\$38,527	\$122,457	\$158,850	(\$36,393)	77%	
Expenditure									
55,888	115,495	KCC Wages	8320	9,095	58,404	114,796	56,392	51	
6,701	14,442	KCC Coordinator	8325	852	7,493	0	(7,493)	0	
145	145	KCC Prof Development	8330	0	913	350	(563)	261	
1,943	3,775	KCC Food	8335	190	1,991	3,350	1,359	59	
7,744	13,586	KCC Other	8340	1,953	7,096	1,000	(6,096)	710	
6,073	19,767	KCC Venue Costs	8345	4,440	9,102	17,000	7,898	54	
\$78,494	\$167,210			\$16,530	\$84,999	\$136,496	\$51,497	62%	
\$15,742	\$3,579	Total		\$21,997	\$37,459	\$22,354	\$15,104	168%	

Koraunui School



Income Statement 31 July 2017

Carried

2016		Description	Code	Month	YTD	2017		
YTD	Year					Budget	Variance	%
Hippy								
Income								
58,220	104,796	Hippy MSD Grant	7401	0	0	0	0	0
\$58,220	\$104,796			\$0	\$0	\$0	\$0	0%
Expenditure								
0	149	Hippy ACC Levies	7420	0	0	0	0	0
0	0	Hippy Administration	7422	0	0	0	0	0
0	11	Hippy Advertising/Promotion	7423	0	41	0	(41)	0
766	766	Hippy Affiliation Fee	7424	0	0	0	0	0
51	813	Hippy General Expenses	7426	0	31	0	(31)	0
484	1,022	Hippy Group Meetings	7427	0	183	0	(183)	0
0	0	Hippy Occupancy	7430	0	50	0	(50)	0
1,515	2,038	Hippy PD - Travel, Accom	7431	0	328	0	(328)	0
0	1,316	Hippy Printing	7432	0	768	0	(768)	0
1,901	2,439	Hippy Resources	7433	0	1,917	0	(1,917)	0
0	49	Hippy Staff Training	7434	0	333	0	(333)	0
666	741	Hippy Stny & Postage	7435	0	152	0	(152)	0
0	0	Hippy Supervision	7436	0	240	0	(240)	0
3,000	3,000	Hippy Support & Assistance	7437	0	0	0	0	0
317	586	Hippy Telecommunications	7438	0	209	0	(209)	0
1,372	2,474	Hippy Travel	7439	0	733	0	(733)	0
29,853	56,089	Hippy Wages - Coordinator	7440	0	16,576	0	(16,576)	0
7,616	16,453	Hippy Wages - Tutors	7441	0	4,443	0	(4,443)	0
\$47,541	\$87,946			\$0	\$26,004	\$0	(\$26,004)	0%
24,665	24,665	Carried Fwd Balance		0	41,516	0	41,516	0
\$35,343	\$41,516	Total		\$0	\$15,513	\$0	\$15,512	0%

Koraunui School



Income Statement 31 July 2017

Expenditure

2016		Description	Code	Month	YTD	2017		
YTD	Year					Budget	Variance	%

Capital Items

Cash Additions

43,325	52,876	Capital Items Purchases	C600	798	1,698	0	(1,698)	0
0	86	Library Books	C679	0	312	2,000	1,688	16
\$43,325	\$52,962			\$798	\$2,010	\$2,000	(\$10)	101%

Non Cash Additions

0	8,150	TRL Leases	C685	0	0	0	0	0
\$0	\$8,150			\$0	\$0	\$0	\$0	0%
\$43,325	\$61,112	Total Additions		\$798	\$2,009	\$2,000	(\$9)	100%

90,715	90,715	Opening Balance	9370	0	119,431	119,431	0	100
(17,500)	(32,396)	Depreciation	C750	(2,619)	(18,062)	(22,500)	(4,438)	80
\$116,540	\$119,431	Total Capital Items		(\$1,821)	\$103,379	\$98,931	(\$4,448)	104%

Lease and Loan Payments

0	603	TRL Leases		0	1,246	0	(1,246)	0
\$0	\$603			\$0	\$1,246	\$0	(\$1,246)	0%

Koraunui School



Income Statement 31 July 2017

Expenditure

2016		Description	Code	Month	YTD	2017			
YTD	Year					Budget	Variance	%	
Moe Funded Projects									
52,956	52,956	Library Relocation	D01	0	52,956	0	52,956	0	
52,956	52,956	Library Relocation	D01E	0	52,956	0	(52,956)	0	
\$0	\$0			\$0	\$0	\$0	\$0	0%	
0	7,479	Resurface Decks	D02	0	8,177	0	8,177	0	
0	0	Resurface Decks Expenditure	D02E	0	8,177	0	(8,177)	0	
\$0	\$7,479			\$0	\$0	\$0	\$0	0%	
0	0	Preparation Of 10Ypp	D03	0	0	0	0	0	
0	5,400	Preparation Of 10Ypp	D03E	0	5,400	0	(5,400)	0	
\$0	(\$5,400)			\$0	(\$5,400)	\$0	(\$5,400)	0%	
0	0	Boiler Blk 1	D04	0	7,460	0	7,460	0	
0	0	Boiler Blk 1 Expenditure	D04E	0	0	0	0	0	
\$0	\$0			\$0	\$7,460	\$0	\$7,460	0%	
0	0	Underground Heating Pipework	D05	0	26,213	0	26,213	0	
0	0	Underground Heating Expenditure	D05E	14,000	27,000	0	(27,000)	0	
\$0	\$0			(\$14,000)	(\$787)	\$0	(\$787)	0%	
0	0	Deck Enclosure	D06	0	0	0	0	0	
0	0	Deck Enclosure Expenditure	D06E	0	450	0	(450)	0	
\$0	\$0			\$0	(\$450)	\$0	(\$450)	0%	
\$0	\$2,079	Net Position		(\$14,000)	\$822	\$0	\$823	0%	

Koraunui School



Income Statement 31 July 2017

Department

2016		Description	Code	Month	YTD	2017		Variance	%
YTD	Year					Budget			
PRIME MINISTER'S AWARD									
Income									
0	0	Prime Minister's Award	0208	0	100,000	100,000	0	100	
\$0	\$0			\$0	\$100,000	\$100,000	\$0	100%	
Expenditure									
0	0	Expenses	3610	0	0	100,000	100,000	0	
\$0	\$0			\$0	\$0	\$100,000	\$100,000	0%	
\$0	\$0			\$0	\$100,000	\$0	\$100,000		

Short Form Agreement for Consultant Engagement for Project Management Services

Between: The Koraunui School, Board of Trustees

.....
(including its successors, "the Client")

and: Ashby Property Management Ltd

.....
(including its successors, "the Consultant")

Collectively referred to herein as the "Parties" and individually as a "Party"

Project: Block 2 – Provide Warm Water to Student Toilets	Location: Koraunui School, 19 Kairimu Street, Stokes Valley
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Client's Representative:

Name: Dianne Wright

Title: Acting Principal

Contact Details: principal@koraunui.school.nz

Consultant's Representative:

Name: Lee Ashby

Title: Director

Contact Details: office@ashbyprop.co.nz

Scope & nature of the Services:

Refer to Schedule 1 and submitted proposal attached (if received)

Programme for the Services:

Refer to Schedule 1 Refer to Schedule 1 and submitted proposal (if received)

Fees & timing of payments:

Refer to Schedule 2

Information or services to be provided by the Client:

Refer to Schedule 1

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), including clauses 2, 3, 9 and 10 and any variations noted below. Once signed, 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.

Variations to the Short Form Model Conditions of Engagement (overleaf):

Refer to the annexed Ministry of Education's Amendments to the Short Form Model Conditions of Engagement (appended to this Agreement).

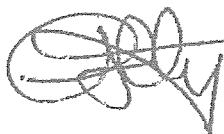
Client authorised signatory (ies):



Print name: Dianne Wright

Date: 01-09-17

Consultant authorised signatory (ies):



Print name: Lee Ashby

Date:

24-08-17

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).

Project Delivery

- 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.

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

Standard Specification

Standard Specification for Project Management

- 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

Confirmation of the Project Manager's Services

- 5.3 When appointed the Consultant shall work with the Client's Representative (and sometimes the Ministry) to confirm their role and responsibilities.

Other information or Services provided by the Client

Additional Services provided by the Client

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

Hazards known to the Client

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

Additional documents

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

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)

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

Topic	Requirement	Supplier's Declaration
RFQ response:	The Supplier has prepared this quotation: - independently to supply the services or works	Confirmed
Collection of further information:	The Supplier authorises the Client to: - collect any information about the Supplier, except commercially sensitive pricing information, from any relevant third party, including a referee, or previous or existing client - to use such information in the evaluation of the Proposal. The Supplier agrees that all such information will be confidential to the Client.	Confirmed
Deliverables:	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.	Confirmed
Conditions of Engagement	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).	Confirmed
Conflict of interest:	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. Where a Conflict of Interest arises during the RFQ process the Supplier will report it immediately to the Client's Contact Person.	Confirmed
Ethics:	The Supplier warrants that in submitting this quotation it has not: - entered into any improper, illegal, collusive or anti-competitive arrangements with any competitor - 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) - has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative	Confirmed

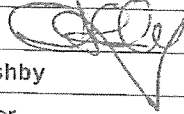
Supplier's Declaration

Topic	Requirement	Supplier's Declaration
	of the Client.	
Offer validity period:	The Supplier confirms that this quotation, including the price, remains open for acceptance for a period of three months from the Closing Date.	Confirmed
Declaration:	<p>The Supplier declare that in preparing this quotation it:</p> <ul style="list-style-type: none"> - 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. <p>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.</p>	Confirmed

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:	24.08.17

Pricing

General pricing guidance

- 3.1 In submitting the pricing:
- Suppliers must use the pricing template provided below.
 - 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.
 - Where assumptions may influence the price the impact of the assumption on the price must be clearly stated.
 - Prices must be stated in \$NZD exclusive of GST.
 - The pricing structure must be transparent, with all assumptions clearly stated. There must be no hidden costs.
 - 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 to be agreed with the Client for their proposed named (key) personnel

Additional Services may also be negotiated as a "Fixed price" tender with Client.

Named Personnel (Title)	Hourly rate (\$)
Simon Ramage	\$145.00

Payment Schedule

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

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 (\$1,350.00) (based on project(s) budget (\$15,000.00))	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

Pricing assumptions

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:

Appendices Project Management Services

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

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)

Report back – Technology Portfolio

Date 2 September 2017
Author Craig Press
Subject (1) Report back about attendance at the Strategic Thinking Roadmap Workshop
(2) Consultation on Digital Curriculum

1 Strategic Thinking Roadmap workshop

Background

I attended a Strategic Thinking Roadmap Workshop on 20 June 2017 at Aotea College. It was a free workshop for Board members run by [the Connected Learning Advisory \(Learning Advisory\)](#).

The Learning Advisory is contracted by the Ministry of Education to support schools to manage and use digital technologies for learning.

The Strategic Thinking Roadmap

The [Strategic Thinking Roadmap](#) (the Roadmap) provides planning strands, reflective questions, exemplars and templates to support the development of e-learning plans. This is to support integrating technology in each school's efforts to achieve successful teaching and learning.

A graphic summary of the different parts of the Roadmap is available on slide 1 of the [presentation](#) from the workshop.

The Roadmap focuses on three steps for producing a digital technologies / e-learning action plan:

1. Form a view of a future state;
2. Consider 8 strands for future digital planning:
 - intentional leadership
 - genuine learning partnerships
 - powerful pedagogy
 - purposeful curriculum
 - expanded teacher capacity
 - innovative learning environments
 - robust digital infrastructure
 - cohesive digital services
3. Develop an action plan

The components of digital action plans are:

- a vision for using digital technologies;
- an assessment of where the school is at;
- an approach to moving from the current to the future state;
- specific goals and actions and how they will be achieved; and
- a process for monitoring progress and evaluating the impact of the plan.

Related templates and resources

The Learning Advisory has developed resources for the three core steps in the planning process as follows:

- A [planning conversations template](#) and a [list of reflective questions](#) which help to identify the current state of digital technologies and e-learning in a school and the enabling factors and barriers to achieving the desired future state;
- A [Roadmap Discussion Summary](#) for capturing the details of discussions about the future state;
- A [Goals and Actions template](#) drawing on the 8 planning streams; and
- An [action plan template](#).

Next steps

The framework provided by the Roadmap is comprehensive and could provide a spring board for the Board to begin work on a digital technologies and e-learning action plan.

Developing such a plan would also provide a stronger basis for understanding the school's technology needs so that this could be incorporated in the Board's financial planning.

However, this would require significant engagement and work by Board members.

I recommend that the Board agree to hold a work shop to work through the roadmap resources and to develop a 'digital learning planning and vision strategy'.

The plan would draw on the Learning Advisory's approach augmented by some simple questions:

- What type of online access will be provided to tamariki at school?
- What hardware and software is required to provide that access?
- What ancillary digital technologies are required in a modern learning environment?
- How do we ensure that relevant online learning is incorporated and taken-up as part of each pupil's learning plan?
- What are our principles for identifying what is appropriate online collaborative and learning between pupils, and between teachers

I suggest that a workshop is held early in the new year when the final form of the Digital Curriculum (see next item) will be clearer.

2. draft Digital Technologies for the National Curriculum

Minister Kaye has recently launched [draft changes to the digital technologies content in the National Curriculum](#). Submissions closed on 3 September 2017.

The reorganised technology learning area retains **three strands: technological practice, technological knowledge, and nature of technology** but **five new technological areas**:

- Computational thinking for digital technologies
- Designing and developing digital outcomes

- Designing and developing materials outcomes
- Designing and developing processed outcomes
- Design and visual communication.

High level themes signalled in [Minister Kaye's press statement](#) and the consultation document are:

- the proposed changes are about further building digital skills and fluency and 'strengthening' the digital technologies content in the National Curriculum;
- the new content covers two key areas 'computational thinking' and 'designing and developing digital outcomes', and is designed to be flexible as new developments and technologies as they emerge.
- 'computational thinking is about understanding the computer science principles that underlie all digital technologies, and learning how to develop instructions, such as programming, to control these technologies'
- 'designing and developing digital outcomes' is about understanding that digital systems and applications are created for humans by humans, and developing knowledge and skills in using different digital technologies to create digital content across a range of digital media.

Comment

The consultation document is detailed and technical, and I have found it difficult to understand what the proposed changes could mean for our kura.

I am aware of some feedback in the media that the new requirements could place additional demands on schools which will not be addressed by the associated boost in funding to raise teacher capability.

At this stage, I suggest we wait to see what guidance or comment is issued by the NZSTA or the Ministry. Monitoring comments from other stakeholders, such as the NZEI, may also be informative.

At a practical level, it could be necessary to clarify if there is an emerging requirement, either implicit or explicit, that every pupil (above a certain age) will have online access at school. It would also be helpful to receive guidance about what level of technical expertise will be required to deliver the new content.