MINISTRY OF EDUCATION
TE TĀHUHU O TE MĀTAURANGA

ORIGINAL SENT TO
14 FEB 2018
MINISTERS OFFICE

Education Report: Request to reduce the number of half-days Hornby High School (338) is required under section 65A to be open for instruction in 2018

To:	Hon Chris Hipkins, Minister of Education		
Date:	14 February 2018	**Priority:**	Low
Security Level:	In Confidence	**METIS No:**	1103939
Drafter:	[redacted]		
Key Contact:			
Messaging seen by Communications team:	No	**Round Robin:**	No s 9(2)(a) OIA

Purpose of Report

The purpose of this paper is for you to:

- **Note** that this report seeks your approval of a request from **Hornby High School (338)** for an exception under Section 65D of the Education Act to be open for fewer than the required number of half days in 2018.
- **Agree** that Hornby High School may reduce, by up to six half-days, the number of half-days that it is required to be open for instruction in 2018.

Summary

1. This report requests your approval for Hornby High School to reduce, by up to six, the number of half-days that it is required to be open for instruction in 2018.
2. The school's request stems from logistical issues arising from staging of the school rebuild while continuing to operate on the school campus.
3. Under the Education Act 1989 (the Act) the Minister of Education prescribes the number of half-days on which schools must be open during any year. Except as provided in the Act, every board of trustees must ensure that its school is open for the required number of half-days (section 65A(2)).
4. Section 65C(5) of the Act gives you discretion at any time to prescribe the circumstances in which a board may close its school and not be required to make up the number of half-days lost.

Recommended Actions

The Ministry of Education recommends you:

a. **note** this report seeks your approval of a request from **Hornby High School (338)**) for an exception under Section 65D of the Education Act to be open for fewer than the required number of half days in 2018;

Noted

b. **agree** that Hornby High School may reduce, by up to six half-days, the number of half-days that it is required to be open for instruction in 2018;

Agree / Disagree

c. **sign** the attached letter to the Board of Trustees Chairperson advising her of your decision under section 65C(5) of the Education Act 1989; and

d. **Proactively release** this Education Report as part of the next publication.

Release / Not release

Katrina Casey
Deputy Secretary
Sector Enablement and Support
14/12/2018

Hon Chris Hipkins
Minister of Education
23/2/18

Background

1. Hornby High School is a year 7-15, decile 3, state, co-educational, secondary school in the Wigram electorate of Christchurch. Its 1 July 2017 roll was 668, which included 173 (25.5%) Māori, 129 (19%) Asian and 71 (10.5%) Pasifika students.

2. During 2017 the school dealt with significant challenges for staff and students as the Board and senior management sought to protect student and staff safety and wellbeing during its rebuild programme while maintaining their focus on learning.

3. The Ministry provided additional staffing of 1.0 FTTE for term 2 and 0.70 FTTE for terms 3 and 4 of 2017 to allow the principal to release other senior staff to support him during the rebuild process. Additional staffing has been approved for 2018 as follows: 0.70 FTTE for term 1, 1.0 FTTE for terms 2 and 3, and 0.70 FTTE for term 4.

4. The school also operates a separate year 7/8 technology centre, which is currently on the former Branston Intermediate School site. This will be brought on site within the High School's new buildings during 2018.

5. Section 65D(1) of the Act gives you the following powers:

   The Minister may authorise a board to open any specified school it administers for fewer half-days in any year than required by section 65A(2); and schools may be closed accordingly.

Rebuild programme

6. Hornby High School entered the Christchurch Schools Rebuild (CSR) programme in 2015 and work began in December 2016. It is scheduled to be a 33-month project. This entails an almost complete rebuild of the school that is taking place in the middle of the current school campus, while the school continues to operate. During the course of the rebuild the school will go through four major relocations as classes are re-decanted at the end of each stage, as buildings are completed and others demolished. The staging diagrams are attached as Annex 1.

7. The project is split into two main stages. The first stage (currently underway) includes the largest building on site, which will house Technologies, Arts, Sciences, Student Wellbeing, Whare, student café, learning commons and administration. It also includes construction of a new gymnasium.

8. The main block and gym are expected to be finished this June. The school must then move everything out of A and S blocks so that they can be demolished, as they currently sit across the footprint of the learning spaces to be built as Stage 2.

9. These blocks must be completely vacated by the end of term 2 to ensure that asbestos removal and demolition can take place over the term break.

10. Asbestos removal must be undertaken when staff are offsite for health and safety reasons. If it is not completed in the term 2-3 break it will have to be delayed until the term 3-4 break, which will create a significant delay and increased costs for the overall project.

11. The school advises that relocation cannot occur without disruption to learning, as staff are required to oversee the packing and shifting of resources. The Board has staff wellbeing as one of its 2018 annual goals after seeing an increase in absence for health reasons during 2017 as disruption from the rebuild added stress for some staff.

12. The project budget provides for contractors to physically move resources between spaces but school staff are responsible for packing and unpacking.

13. We have consulted with the Post Primary Teachers' Association (PPTA) regarding this application and they are supportive.

14. The Board and Principal believe that staff need three days free of students at the end of term 2 to ensure that the contractors can alter the vacated spaces for re-occupation and to begin asbestos removal and demolition without delay. There is a short window of time available to engineer the necessary alterations and shifts.

15. The Principal has worked with the Ministry's CSR project managers and no alternative has been found that would allow them to move approximately 70% of the school's teaching and learning spaces while trying to continue with business as usual classes and learning.

Request to reduce half-days of instruction

16. On behalf of the Board of Trustees, the Principal has requested that Hornby High School reduce, by up to six, the number of half-days that it is required to be open for instruction in 2018.

17. The Ministry's CSR Delivery Manager for Hornby High School confirms that the school has numerous tasks to complete within four to five weeks to be ready for the start of term 3. These include:

    a. relocating all administration functions from temporary administration to new west wing, before the end of term 2.

    b. fully vacating temporary administration and converting to teaching spaces during term 2 holidays, including set up ready for teaching in term 3.

    c. fully vacating two main teaching blocks and relocating all functions to new east wing before the last working day (Friday of term 2) so that asbestos removal can commence on the first day of holidays.

Risks

Parent community concerns

18. There is a risk of backlash from parents about additional childcare costs required for the three closure days.

19. To mitigate this the Principal is developing a communications strategy to ensure that parents have as much advance warning of the school closure days as possible. The school uses Facebook, the school website, email and text extensively and will ensure that the community is well informed of the reasons for the closure and plans to mitigate loss of teaching time.

Project delays

20. As at mid-December the project is on schedule for the asbestos work to be done in the term 2-3 break. However, the school would like flexibility with the specific dates, in case there are unexpected delays to the project. The request is therefore couched as 'up to' six half days during 2018.

21. Any change in the dates might increase the risk of community backlash by creating potential uncertainty. The Principal will keep the community well informed of all developments.

Loss of classroom time

22. The loss of three days of classroom teaching time may raise concerns from parents and students, particularly those in the senior school preparing for exams.

23. The Principal is confident that teachers can sustain learning for the three days with no significant negative impact on student learning. He says that as a Manaiakalani Outreach school, their e-learning pedagogies and systems are well developed.

24. If project delays result in the school closing later in the school year, parent concerns about loss of classroom time for senior students may increase. The principal will work with staff and parents to mitigate this risk.

Precedent

25. There is a risk that granting the school's request will create a precedent for other schools in the CSR programme.

26. All requests are considered on a case by case basis in the CSR programme. The Ministry will always explore all possible options to avoid a Board having to close a school for instruction.

Conclusion

27. The Ministry considers that the Board's request to close the school for up to six half days this school year is reasonable in all the circumstances.

28. We are confident that the Board and Principal will have plans in place to mitigate any risks arising from this.

Proactive Release

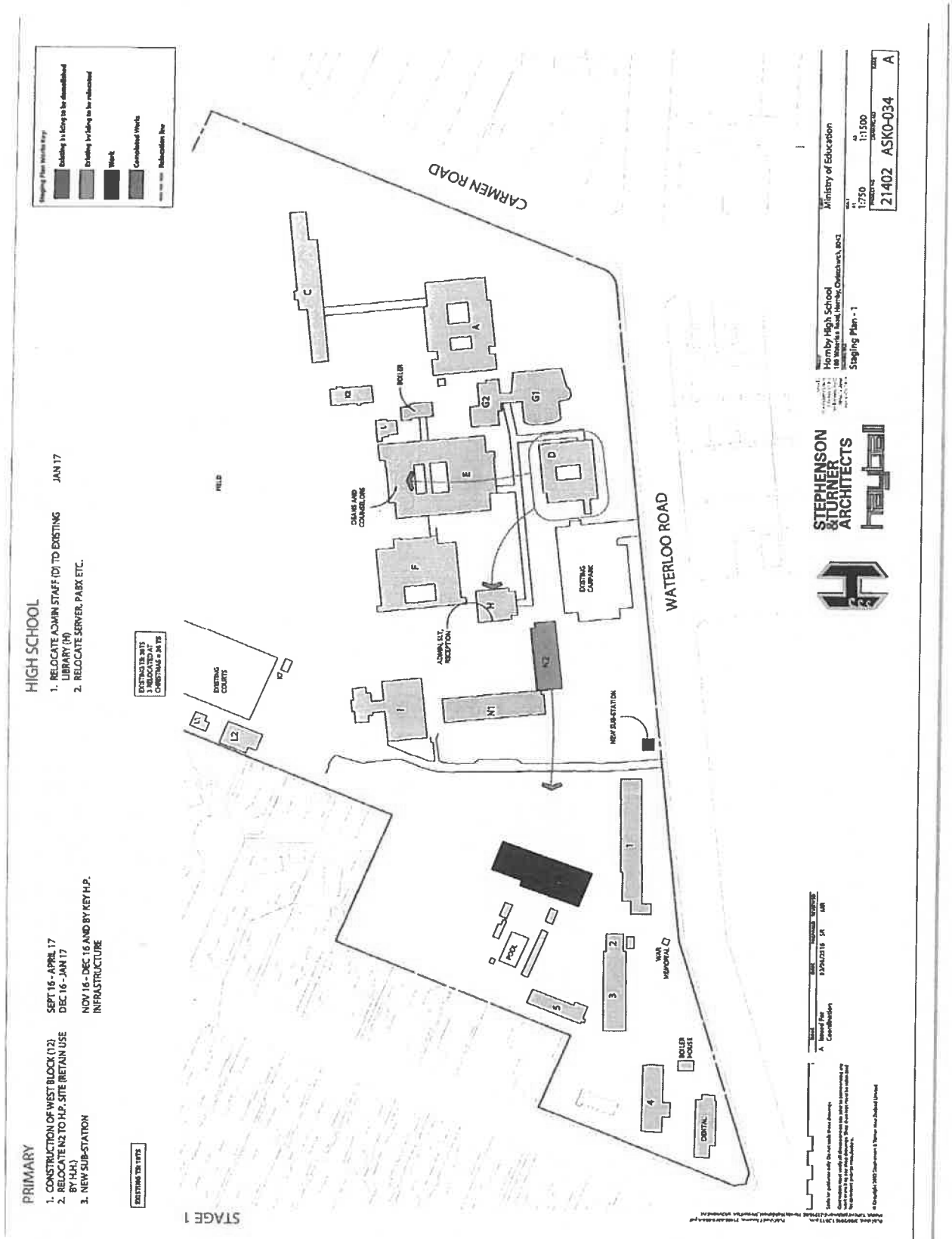
29. It is intended that this Education Report is proactively released as per your expectation that information be released as soon as possible. Any information which may need to be withheld will be done so in line with the provisions of the Official Information Act 1982.

Annexes

Annex 1: Staging diagrams

Annex 2: Request to reduce the number of half days for Hornby High School – Board Letter

Annex 1: Staging diagrams

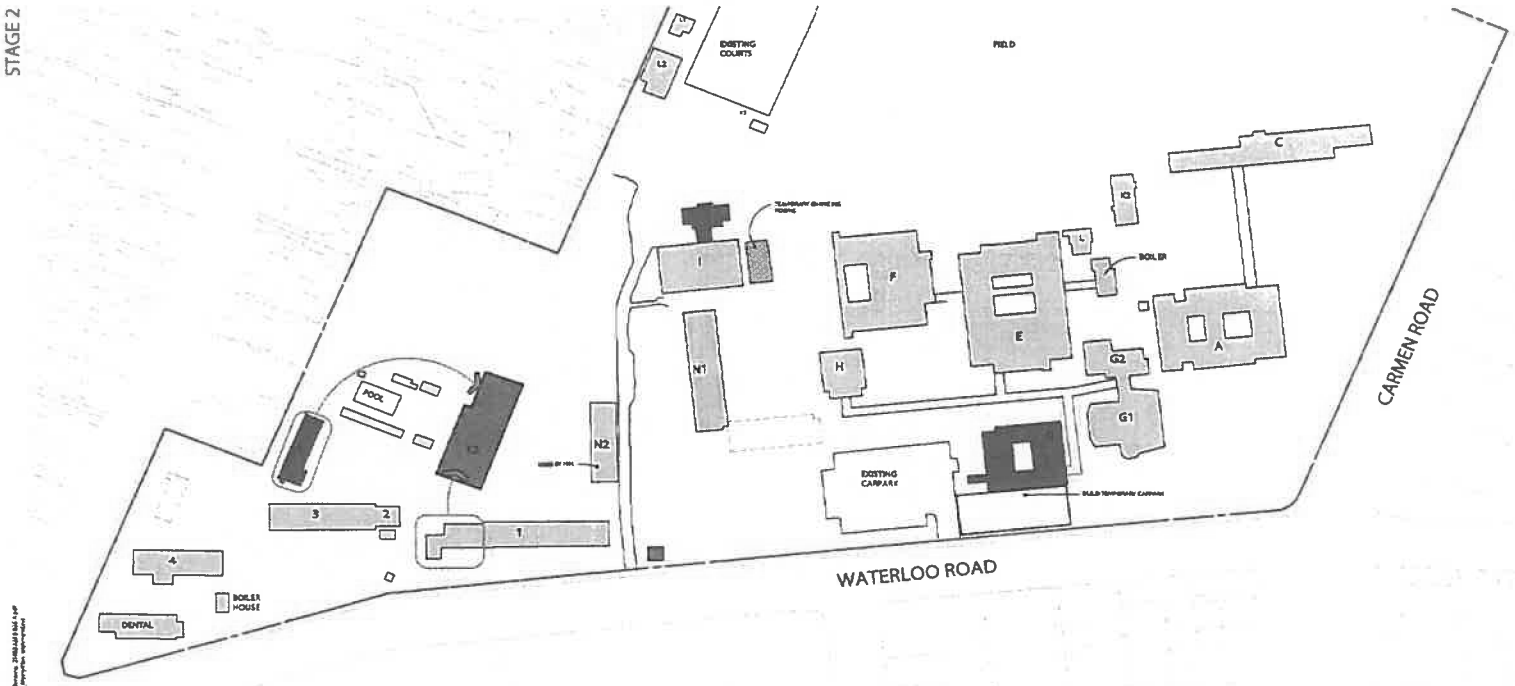


PRIMARY

1. RELOCATE ADMIN TO WEST BLOCK (12)	APRIL 17
2. RELOCATE HALL/LIBRARY (5) TO WEST BLOCK (12)	APRIL 17
3. DEMO BLOCK 5	MAY 17

HIGH SCHOOL

1. DEMO ADMIN 3LOCK (D) AND PARTIAL DEMOLITION OF WALKWAY	FEB 17
2. PROVIDE TEMPORARY CHANGING FACILITIES	FEB 17
3. DEMO GYM EXISTING CHANGING ROOMS	MAR 17
4. BUILD TEMP CARPARK	FEB - MAR 17



Rev	Issued For	Date	Drawn	Approved
A	Issued For Coordination	02/06/2016	SR	MR

Scale for guidance only. Do not scale these drawings.

Contractors must verify all dimensions on site prior to commencing any work or shop drawings. Work to figured dimensions only.

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haybail

Hornby High School
188 Wiseleys Road, Hornby, Christchurch, 8042

Ministry of Education

Staging Plan - 2

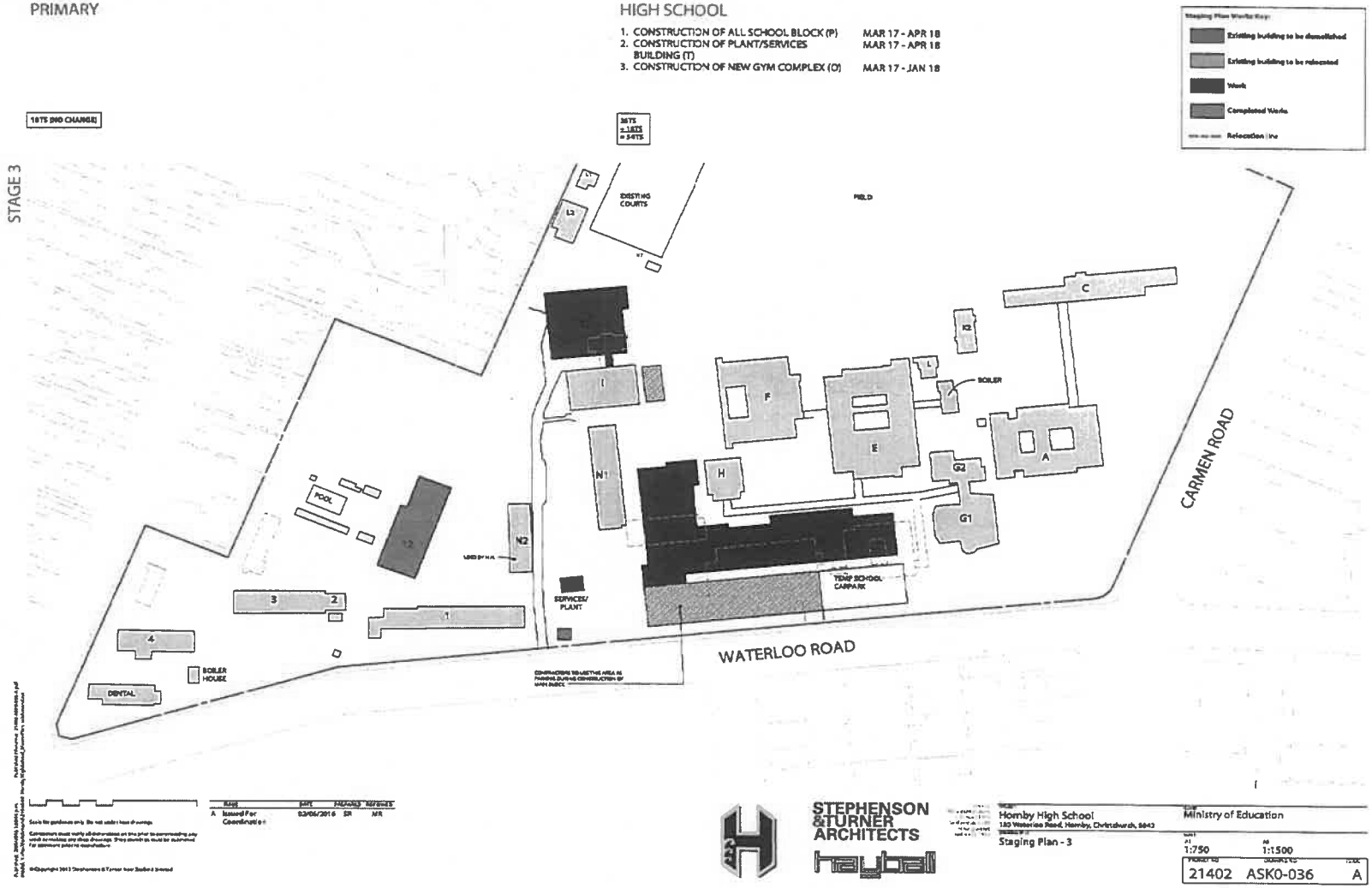
A1	A3
1:750	1:1500

Project No.	Drawing No.	Rev.
21402	ASK0-035	A

PRIMARY

HIGH SCHOOL

1. CONSTRUCTION OF ALL SCHOOL BLOCK (P) MAR 17 - APR 18
2. CONSTRUCTION OF PLANT/SERVICES BUILDING (T) MAR 17 - APR 18
3. CONSTRUCTION OF NEW GYM COMPLEX (O) MAR 17 - JAN 18



Issue	Date	Initials	Reference
A Issued For Coordination	03/06/2016	SR	MR

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haybell

Hornby High School
180 Waterloo Road, Hornby, Christchurch, 8643

Ministry of Education

Staging Plan - 3

1:750 (A1) 1:1500 (A3)

21402 ASK0-036 A

PRIMARY

HIGH SCHOOL

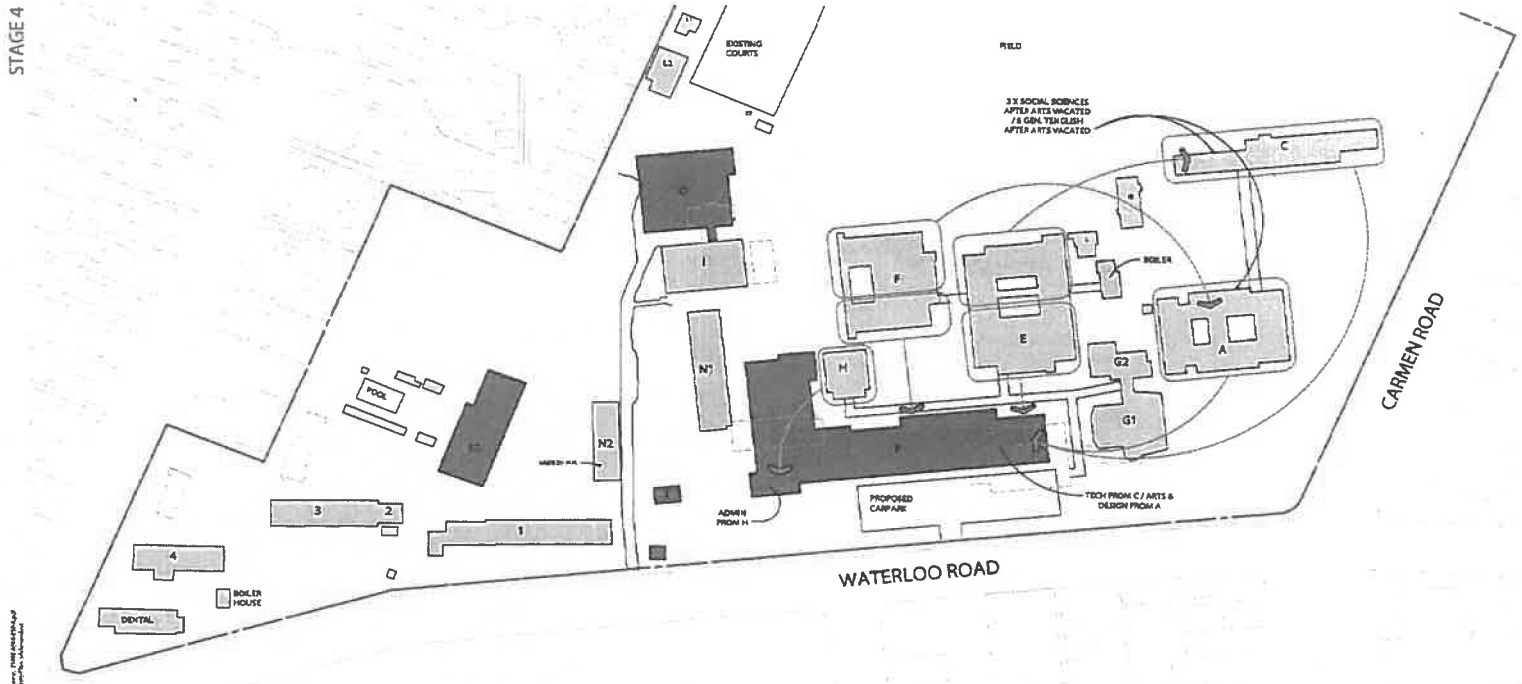
1. REMOVE TEMPORARY CHANGING ROOMS — MAR18
2. MAKE GOOD ALL OF H.H. CARPARK — MAY - JUNE 18
3. RELOCATE ADMIN INTO NEW P BLOCK — MAY 18
4. RELOCATE TEACHING SPACE FROM E, F AND A BLOCKS INTO P BLOCK — MAY 18
5. RELOCATE SOCIAL SCIENCES AND ENGLISH INTO A AND C BLOCK AFTER THEY HAVE BEEN VACATED — MAY 18

18TE (NO CHANGE)

84TS (NO CHANGE)

Staging Plan Works Key:
- Existing building to be demolished
- Existing building to be relocated
- Work
- Completed Works
- Relocation line

STAGE 4



Issue	Date	Approved	Designed
A Issued For Coordination	03/06/2016	SH	MR

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Contractors must verify all dimensions on site prior to commencing any work or shop drawings. Shop drawings must be submitted prior to manufacture.

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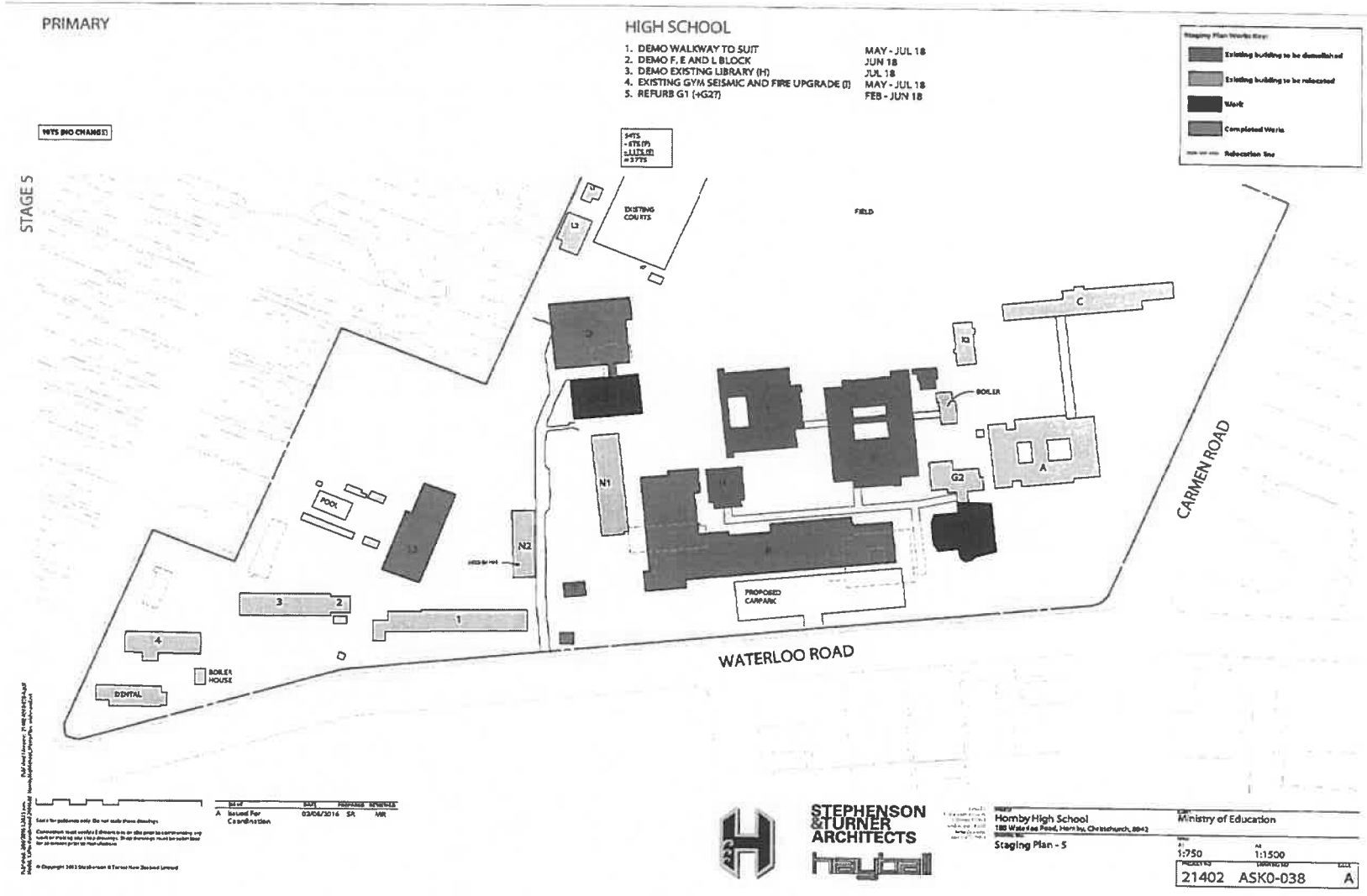
183 Waterloo Road, Hornby, Christchurch, 8042

Staging Plan - 4

Ministry of Education

1:750 A1 1:1500

21402 ASK0-037 A


PRIMARY
HIGH SCHOOL
1. DEMO WALKWAY TO SUIT MAY - JUL 18
2. DEMO F, E AND L BLOCK JUN 18
3. DEMO EXISTING LIBRARY (H) JUL 18
4. EXISTING GYM SEISMIC AND FIRE UPGRADE (I) MAY - JUL 18
5. REFURB G1 (+G27) FEB - JUN 18
Staging Plan Works Key:
Existing building to be demolished
Existing building to be relocated
Work
Completed Works
Relocation line
NTS (NO CHANGE)
STAGE 5
EXISTING COURTS
FIELD
CARMEN ROAD
WATERLOO ROAD
POOL
BOILER HOUSE
DENTAL
BOILER
PROPOSED CARPARK
Issue
A Issued For Consultation 03/06/2016 SA MR
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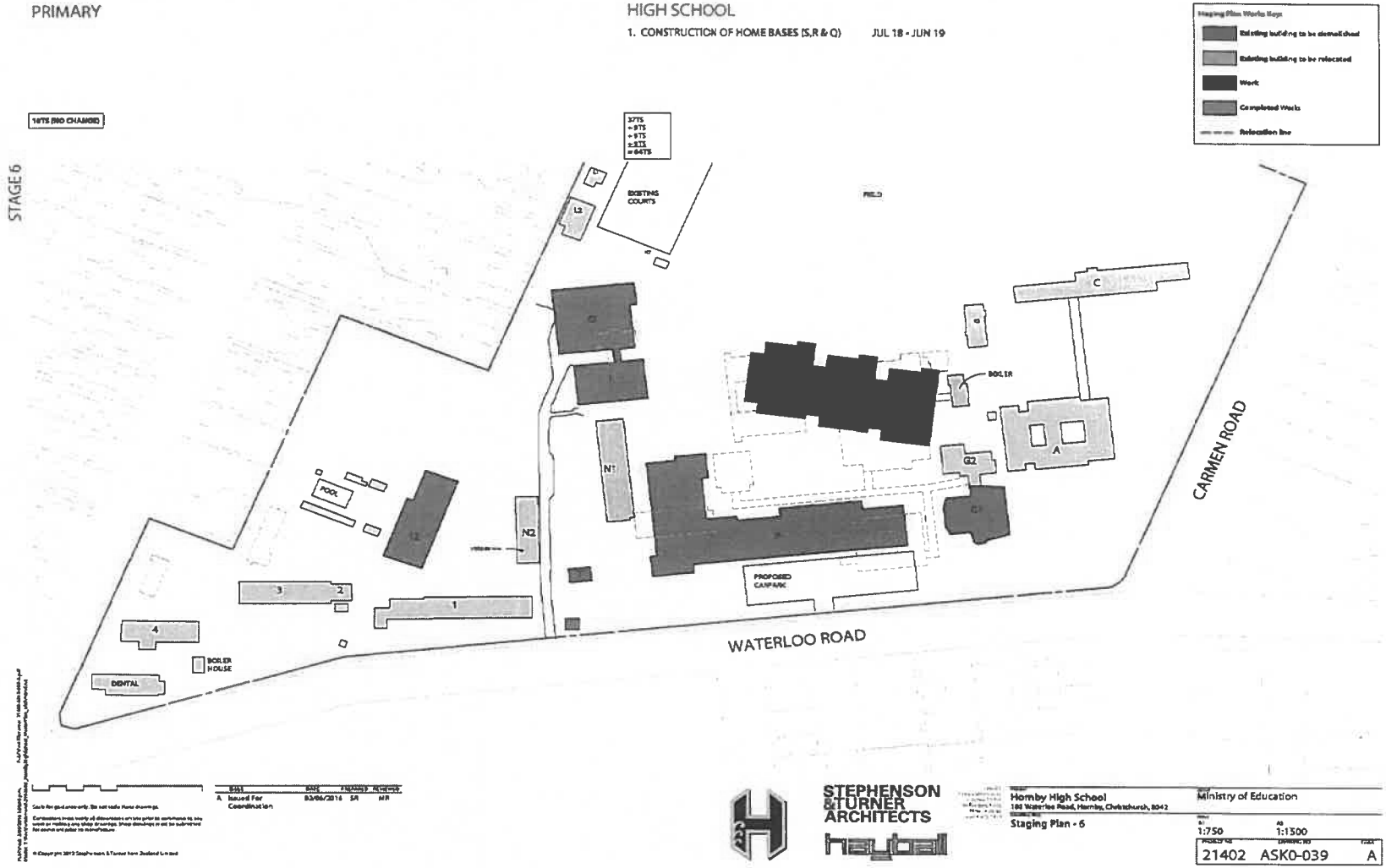
Hornby High School
180 Waterloo Road, Hornby, Christchurch, 8042
Staging Plan - 5
Ministry of Education
1:750
1:1500
21402 ASK0-038 A

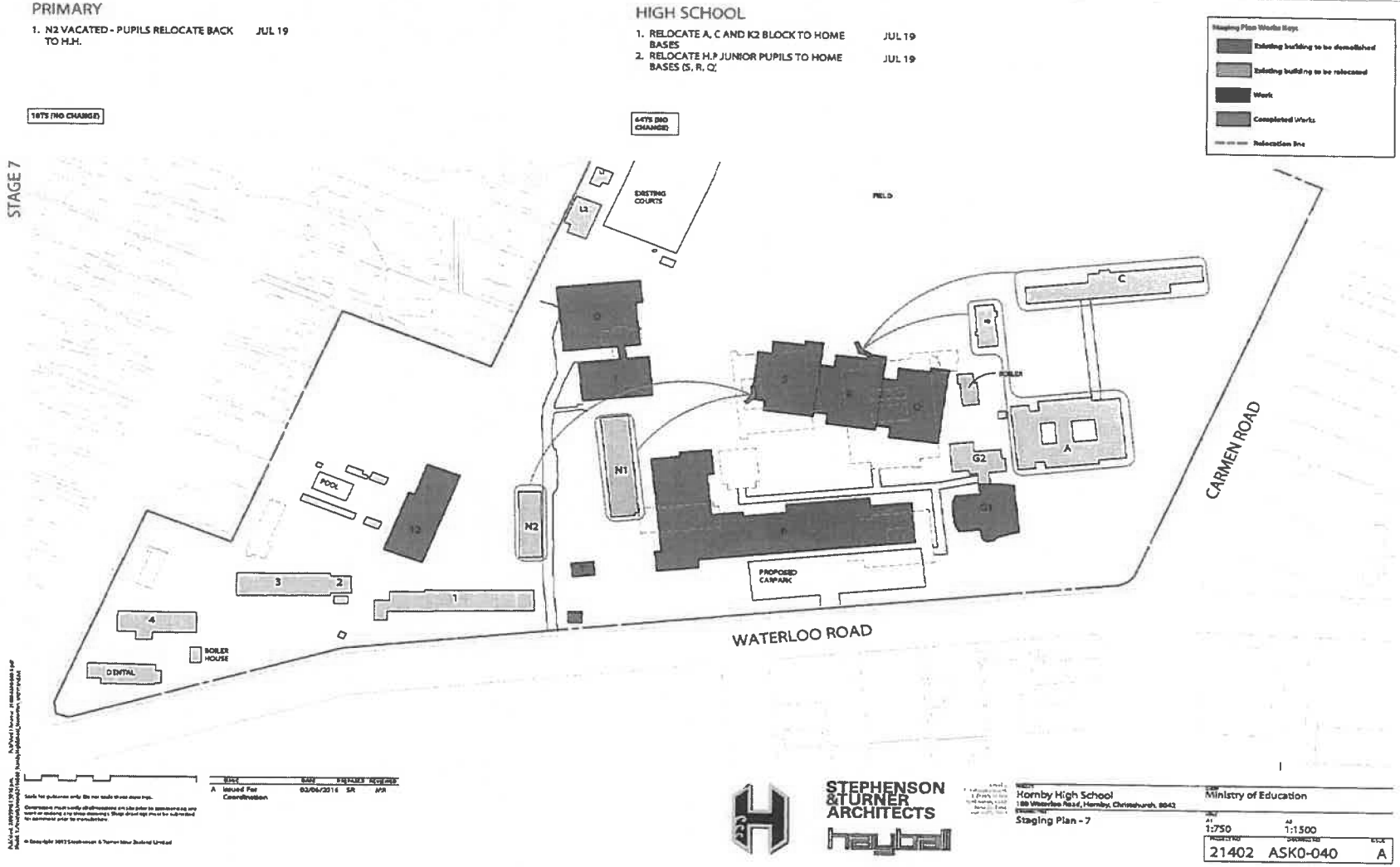

PRIMARY
HIGH SCHOOL
1. CONSTRUCTION OF HOME BASES (S,R & Q) JUL 18 - JUN 19
Staging Plan Works Keys
Existing building to be demolished
Existing building to be relocated
Work
Completed Works
Relocation line
STAGE 6
16TS (NO CHANGE)
37TS
+ 9TS
+ 9TS
= 55TS
+ 9TS
= 64TS
EXISTING COURTS
FIELD
L2
C
T
BOILER
N1
N2
G2
A
C1
CARMEN ROAD
PROPOSED CARPARK
WATERLOO ROAD
BOILER HOUSE
DENTAL
Issue
A Issued For Coordination
Date
03/06/2016
Planner
SR
Reviewer
MR
STEPHENSON &TURNER ARCHITECTS
Hornby High School
100 Waterloo Road, Hornby, Christchurch, 8042
Staging Plan - 6
Ministry of Education
1:750
1:1300
21402
ASK0-039
A

PRIMARY

1. N2 VACATED - PUPILS RELOCATE BACK TO H.H. — JUL 19

HIGH SCHOOL

1. RELOCATE A, C AND K2 BLOCK TO HOME BASES — JUL 19
2. RELOCATE H, P JUNIOR PUPILS TO HOME BASES (S, R, Q) — JUL 19



Issue	Date	Prepared	Reviewed
A Issued For Coordination	02/06/2014	SA	MSI

STEPHENSON &TURNER ARCHITECTS

Hornby High School
189 Waterloo Road, Hornby, Christchurch, 8042

Staging Plan - 7

Ministry of Education

A1 1:750 A3 1:1500

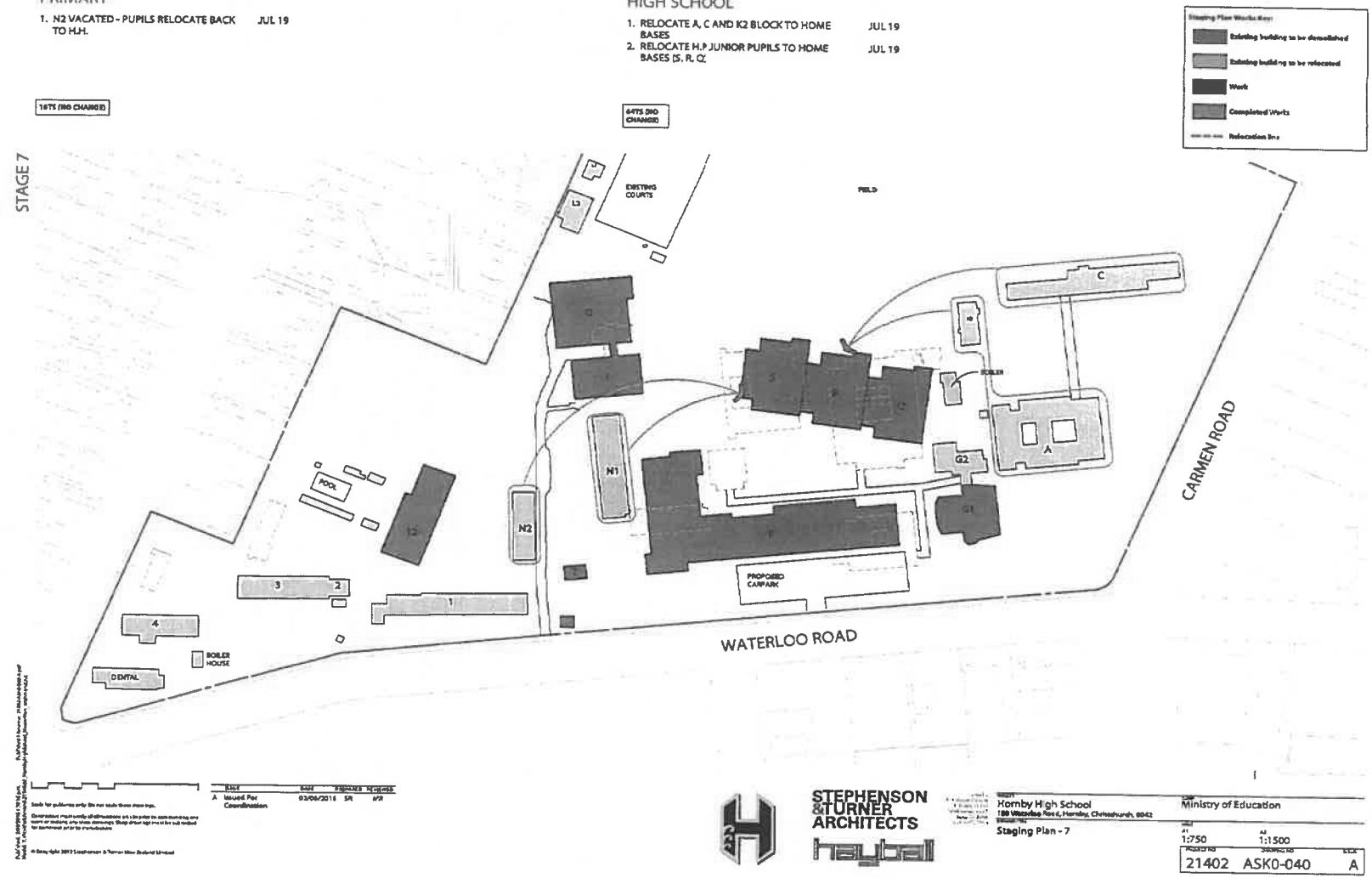
Project No 21402 Drawing No ASK0-040 Rev A

PRIMARY

1. N2 VACATED - PUPILS RELOCATE BACK TO H.H. JUL 19

HIGH SCHOOL

1. RELOCATE A, C AND K2 BLOCK TO HOME BASES JUL 19
2. RELOCATE H, P JUNIOR PUPILS TO HOME BASES (S, R, Q) JUL 19



Staging Plan Works Key
- Existing building to be demolished
- Existing building to be relocated
- Work
- Completed Works
- Relocation line

Issue	Date	Initials	Notes
A Issued For Coordination	03/06/2019	SR	MP

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hayball

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180 Waterloo Road, Hornby, Christchurch, 8042

Staging Plan - 7

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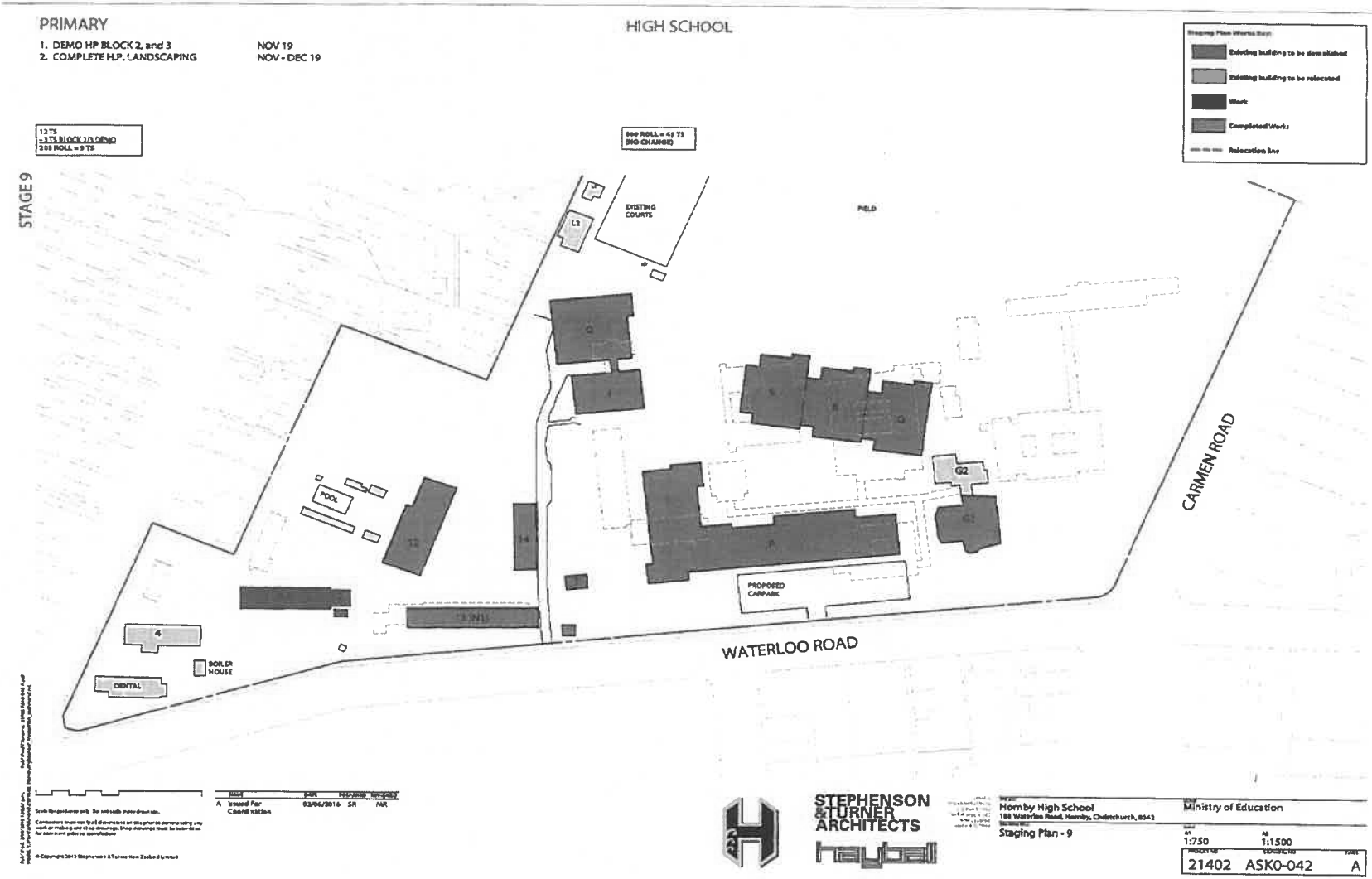
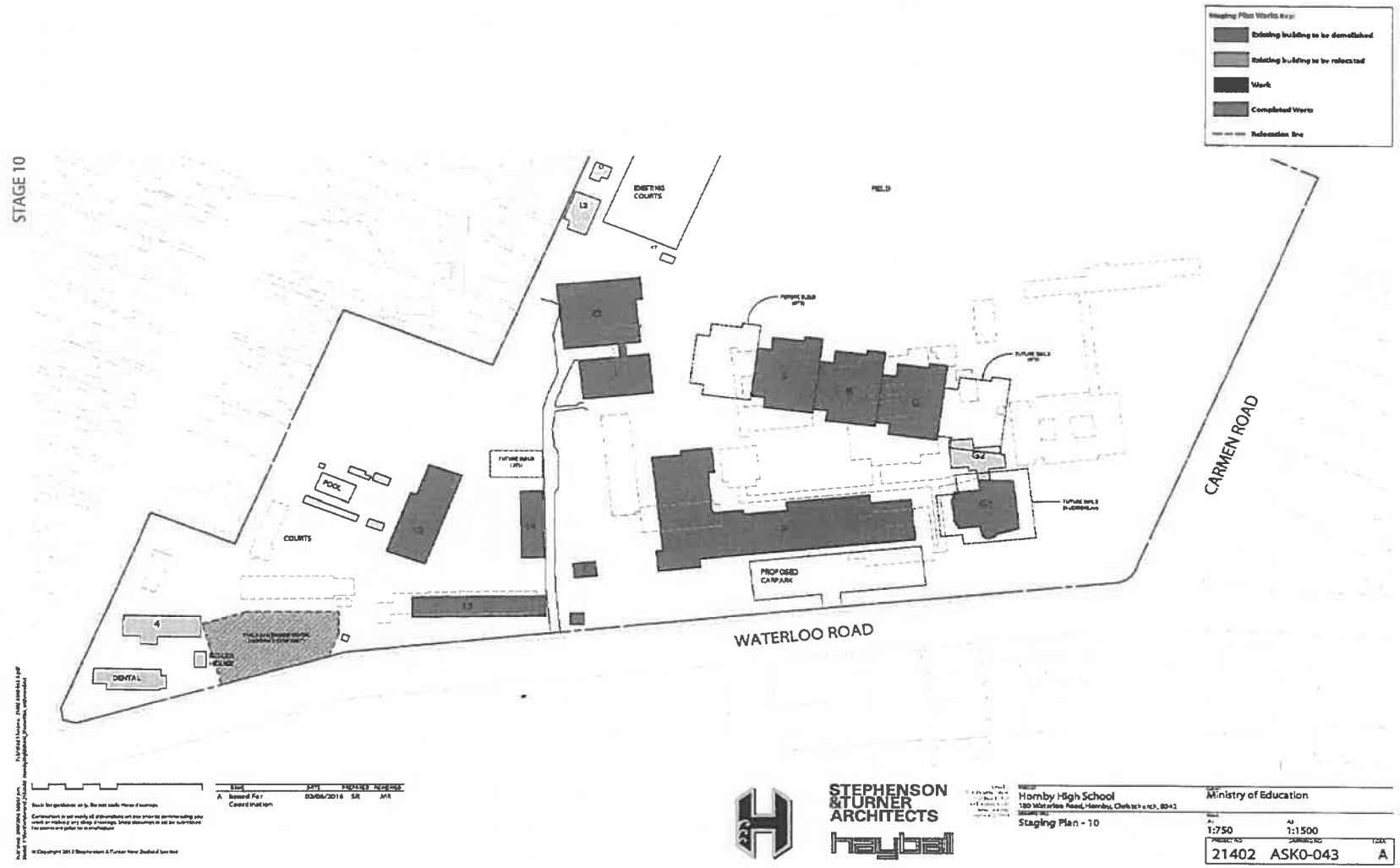
A1 1:750 A3 1:1500

Project No. 21402 Drawing No. ASK0-040 Issue A


PRIMARY
1. DEMO HP BLOCK 2, and 3
2. COMPLETE H.P. LANDSCAPING
NOV 19
NOV - DEC 19
HIGH SCHOOL
12 TS
- 3 TS BLOCK 2/3 DEMO
9 TS
600 ROLL = 45 TS
(NO CHANGE)
Existing building to be demolished
Existing building to be relocated
Work
Completed Works
Relocation line
STAGE 9
EXISTING COURTS
FIELD
POOL
PROPOSED CARPARK
CARMEN ROAD
WATERLOO ROAD
BOILER HOUSE
DENTAL
A Issued For Coordination 03/06/2016 SR NR
STEPHENSON &TURNER ARCHITECTS
haybell
Hornby High School
188 Waterloo Road, Hornby, Christchurch, 8042
Ministry of Education
Staging Plan - 9
A1 1:750
A3 1:1500
21402 ASK0-042 A


STAGE 10
Existing building to be demolished
Existing building to be relocated
Work
Completed Works
Relocation line
EXISTING COURTS
FIELD
CARMEN ROAD
WATERLOO ROAD
COURTS
POOL
PROPOSED CARPARK
DENTAL
A Issued For Consent/Information 03/06/2016 SR JVR
STEPHENSON &TURNER ARCHITECTS
hayball
Hornby High School
180 Waterloo Road, Hornby, Christchurch, 8042
Ministry of Education
Staging Plan - 10
A1 1:750
A3 1:1500
21402 ASK0-043 A

Annex 2: Request to reduce the number of half days for Hornby High School

8 December 2017

Sue

We would like to apply for special dispensation to close Hornby High School for three additional days at the end of term 2 2018 (and not add these to days of instruction at the end of the year).

The circumstances behind this special request are as follows.

Hornby High School is in the midst of an almost complete school rebuild. This is taking place directly in the middle of the current school campus, while we continue to operate as a school.

The project is split into two stages. The first (currently underway) is the build of the largest building on the site, (termed 'P' Block by the contractors). This building will house Technologies, Arts, Sciences, Student wellbeing, Whare, student cafe, learning commons and administration. This first stage also includes the construction of a new gymnasium.

I have attached the staging diagrams to assist with clarity.

The main block and gym are expected to be finished in June 2018.

Classes in sciences, social sciences, and English are currently being run in blocks labelled A and S Blocks. The project is staged such that the school moves activities out of A and S blocks so that these can be demolished, as they currently sit across the footprint of the new learning spaces (termed Kahui) that will be built as Stage 2 of the rebuild.

We are required to vacate A and S blocks by the end of term 2 to make sure that we don't hold up Stage 2 of the project. Key points:

1. We need to be out of A and S blocks by the end of term 2 so asbestos removal and demolition can take place over the term break, and construction of the new kahui can begin. Asbestos removal must be undertaken with staff off site for Health and Safety reasons. If it is not completed in the term 2/term 3 break it must then wait for the term 3/term 4 break, creating a significant delay, and so increased costs for the overall rebuild project.
2. If we are to occupy and use P Block from that date we need to have the Taumutu blessing on the first Monday back term 3 (23 July). We can shift material in, but we shouldn't really be using the spaces until after that blessing.
3. Some of the classes and learning currently based in A and S blocks will shift to the new block. However some of the activities will eventually be located in the new (stage 2) kahui as there will be no room for them in the main block, and so will

need to be shifted temporarily into the spaces vacated by Arts, Administration and technology.

4. For the shift to occur, we also need to be able to complete alterations to the existing temporary spaces to allow occupancy from the start of term 3. This will involve the minimum amount of work necessary to make the spaces work, and be habitable, but it is unavoidable that such work is carried out.

The relocation cannot occur without disruption to learning. Staff cannot simultaneously teach, and oversee packing and shifting of resources. We have a deep seated concern for staff wellbeing, and so have set staff wellbeing as a focus for one of the school's annual goals for 2018. Already in 2017 we have seen an increase in staff absence for health reasons as the rebuild disrupts activity on campus. We are concerned that this added stress will be quite overwhelming for some. This also means that in our opinion simply adding these days on to the end of the year will have an additional negative impact on staff wellbeing.

In summary, the school will need to relocate promptly by the end of term 2 to ensure that the contractors can alter the vacated temporary spaces for occupation, and to ensure that the contractors can begin asbestos removal and demolition, and so not increase project costs by causing any delay. There is however a very short window of time available to engineer the necessary alterations and shifts.

We do not see how we can both simultaneously shift approximately 70% of the school's teaching/learning spaces while attempting to continue with business as usual with classes and learning.

Ngā mihi
Robin Sutton
Principal

--
Robin Sutton

Principal
Hornby High School
Te Huruhuru Ao o Horomaka
180 Waterloo Road, Christchurch

027 258 8905

Hon Chris Hipkins

MP for Rimutaka

Minister of Education
Minister of State Services
Leader of the House
Minister Responsible for Ministerial Services

Kaye Banks
Chairperson
Board of Trustees
Hornby High School
180 Waterloo Road
Hornby
Christchurch 8042

Dear Kaye

Hornby High School – request for reduction in number of half-days required in 2018 school year

I have considered your request that I use my statutory discretion under section 65C(5) of the Education Act to allow Hornby High School to close on the last three days of term 2 this year, so that your staff can work with the contractors to pack resources and prepare buildings for asbestos removal and demolition during the term break.

Taking into account the health and safety issues raised in your principal's request to the Ministry, and the best interests of the staff and students during your significant rebuild process, I have approved your request. To allow flexibility in the event of project delays, your Board may choose to close the school for up to six half-days in the 2018 school year without having to make up the number of half-days lost.

My approval is based on the understanding that you will provide parents and caregivers with sufficient notice of the closure dates to allow them to make appropriate alternative arrangements for students. I also understand that you have undertaken to ensure that student learning will not be compromised by the loss of term time, especially for students in senior programmes.

I wish you all the best for the next stage of your rebuild programme and acknowledge the additional time and effort that it demands of you and your staff.

Yours sincerely

Chris Hipkins
Minister of Education

+64 4 817 8706 Private Bag 18041, Parliament Buildings, Wellington 6160, New Zealand c.hipkins@ministers.govt.nz beehive.govt.nz