



MEMO

To: Katrina Casey, Deputy Secretary, Sector Enablement and Support
From: Julian Moore, Executive Director, Partnership Schools
Drafter: [REDACTED] Relationship Manager, Partnership Schools
Date: 28 April 2016 s 9(2)(a) OIA
Subject: Villa Education Trust - Request for Middle School West Auckland to replace its premises.

Purpose:

This memo seeks your approval to update Schedule 5 (Property) of the Partnership Schools Agreement for Middle School West Auckland, a Partnership School operated by Villa Education Trust (The Sponsor), to replace its premises located at 4341 Great North Road, Glendene, with a new property at 289 Lincoln Rd Henderson, Auckland.

Background:

1. In 2014, following its obligations under Schedule 5 of the Partnership Schools agreement, the Villa Education Trust (VET) gave notice in writing to the Minister that the premises at 4341 Great North Road would be its location to operate Middle School West Auckland.
2. In 2015 VET also notified the Minister that it would operate a second site located at 22 Waipareira Avenue, Henderson, Auckland.
3. The Ministry entered into a formal lease arrangement to reflect the use of the site by VET.
4. The Ministry has now received a formal request from VET to replace its Middle School West Auckland premises at 4341 Great North Road with new premises at 289 Lincoln Road Henderson, Auckland.
5. In this notification, the Sponsor has provided its building compliance notice for the new property and advised that the new premise is fit for purpose to operate as a school.
6. The Ministry has also visited the new site and believes that it is suitable.
7. The Ministry is satisfied that approval can be given subject to receiving the following documentary evidence;
 - Copy of the resource consent permitting the premises to be used for educational purposes
 - Copy of Certificate of Code of Compliance (CCC) following the building works currently in progress
 - Copy of the building Warrant of Fitness (WOF)
 - Photo of fire evacuation notice on display

- Fire Report (authorised by NZ Fire Service or equivalent).
8. The Ministry will complete a final inspection to confirm that the Sponsor has met the required standards.
 9. The Sponsor advises that the location and scale of the new premises will provide the ability to grow its student numbers further, within its current maximum roll.
 10. Middle School West Auckland has a current student roll of 99 across its two sites. The new premises are much closer to the Waipareira Avenue site and will allow for better integration between the two sites.
 11. The Sponsor plans to:
 - Announce to parents as soon as practicable the intention to relocate and open at its new premises beginning Term 3, 2016.
 - Hold a whanau forum to discuss concerns and mitigate any issues
 - Provide a pick up van service for the remainder of 2016 transporting students between its old and new site.
 - Continue to update staff at regular staff meetings.
 - Hold an official opening on 11 June 2016 to which dignitaries and key stakeholders will be invited.

Costs

12. The Sponsor has responsibility for all costs associated with the new premises.

The Partnership Schools Agreement

13. The relevant clauses are 14.1(e) and (f):

"The Sponsor must notify the Minister and obtain the Minister's approval before using premises other than the Premises described in Schedule 5 for the regular delivery of Courses to Students. The Sponsor may only seek the Minister's approval to use alternative premises under this paragraph (e) if either of the following circumstances apply:

- (i) *the new premises are in addition to the Premises described in Schedule 5; or*
 - (ii) *the new premises are to replace the Premises described in Schedule 5.*
- (f) *The Minister may reasonably withhold his or her approval under paragraph (e) of this clause 14.1 if the Minister does not consider that the new premises are suitable for a school of the description specified in the Gazette Notice and for the number of Students at the School."*

Delegated Authority

14. The Minister has agreed to delegate approval of premises to the Deputy Secretary, Sector Enablement and Support.
15. Whilst approval is sought to transfer the delegation to the Deputy Secretary, Early Learning and Student Achievement we do not want to unnecessarily hold up approval, as the Trust wishes to issue invitations to the opening to overseas guests.

16. It would be appreciated if you would therefore approve this change.
17. Arrangements are in progress for all of your current delegations relating to partnership schools to be transferred to the Deputy Secretary, Early Learning and Student Achievement as soon as possible.

Recommendations

It is recommended that you:

- a. **approve** Villa Education Trust's request to replace its premises at 4341 Great North Road, Glendene with new premises at 289 Lincoln Road, Henderson.

APPROVED /NOT ~~APPROVED~~

- b. **approve** the use of the buildings at the new premises for educational purposes, subject to receiving actual documentary evidence before the school is opened.

APPROVED /NOT ~~APPROVED~~

- c. **approve** the attached EWU item informing the Minister of your approval under the delegated authority you hold.

APPROVED /NOT ~~APPROVED~~



Katrina Casey

Deputy Secretary

Sector Enablement and Support

21/5/2016

Encls

29 April 2016

Karen Poole
Villa Education Trust
PO Box 74-276
Greenlane
Auckland 1546

Dear Karen,

Villa Education Trust - Request to replace premises for Middle School West Auckland

Thank you for your request for Middle School West Auckland to replace premises located at 4341 Glendene Road, Glendene with new premises located at 289 Lincoln Road Henderson, Auckland.

I am pleased to advise you that your request has been approved.

The Ministry will complete a final inspection to confirm that you have met the required standards as set out below;

- Copy of the resource consent permitting the premises to be used for educational purposes
- Copy of Certificate of Code of Compliance (CCC) following the building works currently in progress
- Copy of the building Warrant of Fitness (WOF)
- Photo of fire evacuation notice on display
- Fire Report (authorised by NZ Fire Service or equivalent).

Please note that costs in relation to the relocation and set up of the new premises will need to be met by the Trust.

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██████████ will continue to act as your contact point for this request.

I wish the school well in their transition to the new location.

Yours sincerely

Julian Moore
Executive Director – Partnership Schools
Early Learning Student Achievement