Briefing Note: Reporting Framework for School Investment Package

To: Hon Chris Hipkins, Minister of Education

Date: 18 December 2019

Security Level: In Confidence

Key Contact: Sharyn Pilbrow

Messaging seen by Communications team: No

Priority: Low

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DDI: s 9(2)(a)

Purpose

This paper provides you with the information sought about the monitoring and reporting that will be in place to capture progress through the School Investment Package.

Summary

- The School Investment Package is able to be delivered within the current 5YA funding and 10YPP processes. The additional funding will significantly increase the volume of projects the Ministry will support schools with to help deliver the work being contemplated under the package.
- The information on the School Investment Package will be reported at a programme level similar to the existing Major Redevelopment and Growth Programme dashboards.
- Where possible the School Investment Package report will also include information on completed projects and a forward look at projects planned and underway.
- To ensure the process remains as light-touch as possible for the regional staff and schools, we recommend a quarterly report for the School Investment Package.

Proactive Release

- agree that this briefing can be proactively released as the School Investment Package has been publicly announced.

Kim Shannon
Head of Education Infrastructure Service

Hon Chris Hipkins
Minister of Education

I'd like an initial update by the end of Jan, the next by end of March, then quarterly thereafter.
Background

1. The School Investment Package aims to accelerate and bring forward property works in state schools across New Zealand, by providing funding to:
   - prioritise school-led investments;
   - enable smaller scale projects to be delivered;
   - be used within existing processes (supporting ease of implementation); and
   - deliver projects within a 6 - 24 month timeframe.

2. Ministry property staff will support schools to identify appropriate projects and delivery options, and the funds will be allocated once these plans are agreed.

3. The Ministry expects many schools will use the funding to bring forward multiple projects over the two-year period. With over 2,000 schools in the programme, it is possible that we could be monitoring 5,000 to 10,000 new projects.

4. These projects will be managed locally by the schools and supported and monitored by the Ministry's regional property staff.

5. Your office have requested information on the monitoring and reporting that will be in place to support the School Investment Package.

Tracking projects

6. The Ministry has not historically monitored school led projects as closely as it will for the School Investment Package and a bespoke data collection template has been developed to achieve this.

7. The template will be used by School Property Advisors and Infrastructure Managers for the monitoring of each project.

8. The template captures a wide range of information for internal monitoring and external reporting including:
   - Project Identification – when schools are contacted, when schools respond, and when projects are identified by the school;
   - Project Initiation – Estimated and approved costs, project type and scope definition;
   - Project Contracting – main contractor appointed, estimated start dates; and
   - Project Delivery Progress – start and completion dates, % complete and funding drawdown by schools.

9. The Regional Infrastructure Managers will coordinate the collection of the School Investment Package information in their region to monitor progress. Regional submissions will then be consolidated for national level monitoring and reporting.

Reporting coverage

10. The School Investment Package report will provide progress updates at a programme level similar to the Major Redevelopments and Growth Programme Dashboard with content including:
    - Number and value of projects at each phase (identification, initiation, contracting, delivery and completion) and movement since the last report;
    - Funding drawdown by schools – current quarter, year to date, programme to date; and
    - Forecast completion (in quarter blocks) for all projects.
11. Your office has specifically enquired as to the availability of the following reporting categories, all of which can be accommodated within the intended data collection process:

<table>
<thead>
<tr>
<th>Potential data capture</th>
<th>Ministry clarification</th>
</tr>
</thead>
<tbody>
<tr>
<td>amount spent to date</td>
<td>we can confirm the amount of funds for approved projects drawn down by the school to spend</td>
</tr>
<tr>
<td>amount committed on projects</td>
<td>yes this can be collected and presented</td>
</tr>
<tr>
<td>number of projects under investigation</td>
<td>we can confirm the projects identified (but not yet approved)</td>
</tr>
<tr>
<td>number of projects underway</td>
<td>yes this can be collected and presented</td>
</tr>
<tr>
<td>number of projects completed</td>
<td>yes this can be collected and presented</td>
</tr>
<tr>
<td>number of schools with projects underway</td>
<td>yes this can be collected and presented</td>
</tr>
<tr>
<td>number of schools with projects completed</td>
<td>yes this can be collected and presented</td>
</tr>
<tr>
<td>broad categories of projects</td>
<td>yes this can be collected and presented</td>
</tr>
</tbody>
</table>

12. The School Investment Package report will also provide project-specific detail on key projects being initiated or completed over the coming period.

13. We will seek to gather this information in the most sensible way to retain an appropriate level of visibility for work being conducted in nearly every school.

Regularity of reporting

14. The majority of the School Investment Package tracking and reporting activities will need to be manual and this will have an impact on schools, regional coordinators and managers. We recommend quarterly reporting, a "light-touch" approach, to alleviate additional administrative work for schools & regional staff for School Investment Package funded projects. This would also align this reporting work with our other Capital dashboards.