

## **RTLb accommodation in schools - decision making guidance and the POD agreement process**

**July 2021**

The lead school, in collaboration with the Ministry's regional office, will ensure RTLb staff are housed in suitable accommodation.

### **Key decision makers**

Key decision makers are the cluster Lead School Principal, the Manager Learning Support (MLS) and the current Host School Principal. They are advised and supported by the relevant School Property Advisor (SPA). The Manager Learning Support and the Lead School Principal lead the process to consult with Cluster Managers and potential host schools to determine the options and to reach agreement.

### **Finding a school to host the cluster**

Where possible, RTLb staff will be accommodated in existing (surplus) space within one or multiple cluster schools. Location in one or more cluster schools is a priority as this reflects the RTLb service close connections with cluster schools. There is no requirement on the part of the Ministry to move all RTLbs onto a single school site, but this may be agreed.

Decision making should identify a range of solutions to meet cluster needs to:

- identify a range of effective options
- minimise costs
- reduce the need for travel
- maximise service access and effectiveness.

Options should be prioritised:

- Existing space in cluster schools is the preferred option This can be refurbished and upgraded to meet cluster needs.
- Or where suitable surplus space is not available in a cluster school consideration may be given to building additional space in a cluster school.
- Once these options have been exhausted, alternative locations may be considered. These would need to be finally agreed by Learning Support at National office.

### **Negotiating the POD agreement**

Once an accommodation need and a solution has been agreed by the local Ministry office, the Lead School and Host School principals will initiate an 'Application for a New or Replacement POD Variation Notice and Agreement' (POD agreement). They can request the support of a Ministry person if this is required.

Negotiating the POD agreement is an opportunity to strengthen the partnership between the two schools and agree on and document the building/room used and any funds payable by the lead school to the host school.

### **Agreeing on any funds payable**

Parties can decide to base their agreement on standard charges or actual and reasonable costs, but not both.

- Standard charges may be set at a notional level of \$100 per RTLb per term. This covers photocopying, staffroom costs and other incidental expenses.
- Actual and reasonable charges must be negotiated, agreed, and signed off by both schools before submitting the application to the local Ministry office. They cannot include charges for internal/external cleaning, parking or any rent/lease fee.

The RTLb Cluster may make a donation to the school if they wish to, but this will not be included on the POD Variation.

Operational component	Record of comments and agreements	Payment rate/frequency
Standard charge \$100 plus GST per FTTE per Term <small>Please list any additional negotiated charges below</small>	Number of FTTE staff	Total charge (Standard rate * No of FTTE)  Per * Term / *Annually *delete as appropriate
Agreed by Host School (Print name, Position)	Signature	Date
Agreed by Lead School (Print name, Position)	Signature	Date

### Signing and submitting the POD agreement

Once the application is signed it is sent to the schools' property advisor who will review the information provided and update the Ministry's Property Management Information system. The EIS team in National Office will then prepare a POD Variation Agreement for signature by all parties (the Host school, Lead schools and the Group Manager EIS National Property Services).

POD agreements should be reviewed regularly at an interval agreed by the parties.

A step by step process is outlined on the current application form which is available on [rtlb.tki.org.nz/](http://rtlb.tki.org.nz/) in the Governance and Management section.

### Process overview

#### Part 1: Application for New or Replacement POD

1. The host school is identified
2. The Lead and Host school initiate the POD conversation and application
3. The completed form is signed by both schools
4. The Lead school sends a copy to the Cluster Manager
5. The host school sends the POD application to their Ministry property advisor
6. The PA updates K2, attaches a site plan and signs the application which is then endorsed by the Infrastructure Manager

#### Part 2: POD Agreement

7. When the application is received in National Office the Leasing Team prepare the POD Variation Agreement
8. The POD Agreement is sent to the Host and Lead Schools for signature and then returned to the Ministry for final signoff by the Group Manager, National Property Services

9. Each party receives a copy of the POD Agreement for their records

**Terminating the POD agreement**

Once a POD Agreement is signed, the RTLB facilities, whilst part of the host School's property, are for the use of the RTLB service. Any changes to the use of the facilities can only be made with the agreement of the Lead School, the Host School, and the Ministry. The first step would be for the Host School principal to talk to the Lead School Principal and the Manager Learning Support. They will advise the school property advisor of the plan to review the agreement.

If a dispute around the POD variation/ MOU arises between the two schools the Ministry of Education will assist in resolving that dispute or assist with finding alternative solutions.