

Mitchell Palmer
fyi-request-4990-c7bde2de@requests.fyi.org.nz

Dear Mr Palmer

Thank you for your original email dated 21 November and subsequent clarification email dated 25 November 2016, to the Ministry of Education requesting the following information:

- 1. All of the information they hold, in accordance with the Education (Hostels) Regulations 2005 and the Education Act, on the Auckland Grammar School hostel, including all relevant reports, floor plans, warnings, letters and others.*

Your request has been considered under the Official Information Act 1982 (the Act).

In your clarification email, you advised your request relates to Tibbs House in Auckland, and information from 2010 onwards. Please find attached as **Appendix One** the requested information. **Appendix One** details the 22 documents that were identified to be within the scope of your request. Some information has been withheld under section 9(2)(a) of the Act, to protect the privacy of natural persons, including that of deceased natural persons.

As per section 9(1) of the Act, we have also considered whether there are countervailing public interest considerations favouring the release of the withheld information. We do not believe such considerations are present in this case.

I trust the information provided is of assistance. Should you have any concerns with this response, I would encourage you to raise these with the Ministry. Alternatively, you are advised of your right to ask an Ombudsman to review this response. You can do this by writing to info@ombudsman.parliament.nz or Office of the Ombudsman, PO Box 10152, Wellington 6143.

Yours sincerely



Katrina Casey
Deputy Secretary
Sector Enablement & Support

Appendix One – List of released documents

Document #	Description	Action	Date
1	Licence Renewal Reminder	Released in Full	July 2010
2	Application for Renewal	Released but with parts withheld under Section 9(2)(a)	April 2016
3	Hostel Application Check List	Released in Full	June 2016
4	Application for Renewal - Memo	Released in Full	June 2016
5	Hostel Licence – Tibbs House	Released in Full	June 2016
6	Application for Renewal	Released but with parts withheld under Section 9(2)(a)	May 2013
7	Tibbs House Policies Booklet	Released in Full	Undated
8	Hostel Application Check List	Released in Full	June 2013
9	Application for Renewal – Approval Letter	Released in Full	August 2010
10	Application for Renewal – Approval Letter	Released in Full	June 2013
11	Application for Renewal – Approval Letter	Released in Full	June 2013
12	Application for Renewal + a portion of an ERO Report	Released but with parts withheld under Section 9(2)(a)	August 2010
13	ERO Report	Released in Full – Publicly Available	November 2011

Document #	Description	Action	Date
14	Invoices from MoE to Tibbs House	Released in Full	June 2013 and August 2010
15	Hostel Licence – Tibbs House	Released in Full	June 2013
16	Hostel Licence – Tibbs House	Released in Full	August 2010
17	Application for Renewal - Memo	Released in Full	June 2013
18	Email between Tibbs House and MoE	Released but with parts withheld under Section 9(2)(a)	May 2016
19	Email between Tibbs House and MoE	Released but with parts withheld under Section 9(2)(a)	April 2016
20	Email between Tibbs House and MoE	Released but with parts withheld under Section 9(2)(a)	May 2016
21	Licence Renewal Reminder	Released but with parts withheld under Section 9(2)(a)	April 2013
22	Email between Tibbs House and MoE	Released but with parts withheld under Section 9(2)(a)	December 2015

28 July 2010

National Office

45-47 Pipitea Street
 Thorndon
 PO Box 1666
 Wellington
 New Zealand

Phone: 0-4-463 8000
 Fax: 0-4-463 8001
 www.minedu.govt.nz

Mr Patrick Gargiulo
 Senior House Master, Tibbs House
 Auckland Grammar School
 87 Mountain Road
 Epsom
 AUCKLAND 1023

Dear Patrick Gargiulo

I am writing to you following our phone conversation yesterday concerning the renewal of the Tibbs House hostel licence.

As you are aware, the licence for Tibbs House expired on 28 June 2010. Section 7 of the Education (Hostel) Regulations 2005 states:

7. Students prohibited from boarding at unlicensed hostels

- **No student may board at an unlicensed hostel.**

This means that at present, your College is in breach of the regulations. To prevent any escalation of action by the Ministry, it is necessary for the College to immediately apply for the hostel licence renewal. I understand you have accessed the application form for this process. It can also be access on the website:

<http://www.minedu.govt.nz/NZEducation/EducationPolicies/Schools/SchoolOperations/HostelRegulations/ApplicationForms.aspx>

An important aspect of the application is to show that your policies and procedures have been reviewed. Please furnish me with full details including dates of when this has been undertaken. Also this information should be signed for verification.

You intimated to me that you would supply some information within the next week. As explained above, I require all relevant information now.

At present, with an unlicensed hostel, your College is possibly at considerable risk. This can be removed by your quick actions to comply with the regulations by submitting the application required.

Yours sincerely

Ralph Lane
 Licensing Authority

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Education (Hostels) Regulations 2005

Application Form for Renewal of Hostel Licence

(The Education (Hostels) Regulations 2005 - Part 2: Regulation 15 Grant or renewal of licences, and Regulation 17 Applications for renewal of licences)

POST THE COMPLETED APPLICATION TO:

**Hostel Licensing Authority
C/o Bianca McCullough
Ministry of Education
PO Box 1666
Wellington**

When completing your application to become a Licensee please refer to the following resources

- i) The Education (Hostels) Regulations 2005 – Regulation 19
- ii) Guidelines to the Education (Hostels) Regulations 2005
- iii) For further information contact Bianca McCullough
Phone: [REDACTED]
Email: [REDACTED] S (9)(2)(a)

Please submit your application in a 'clear file' or folder clearly labelled with the hostel name.

Add additional lines, or attach additional pages/hostel publications as required. Please ensure that any attached pages or documents are clearly labelled with the hostel name and the section and/or regulation they relate to.

**SECTION 1
Hostel Details**

(Complete ALL of the following details even if they have not changed since your original licence application)

1. COMPLETE the following:

Name of hostel: Tibbs House (Auckland Grammar School)	
Full name of licensee: Auckland Grammar School.	
Telephone: 09 6235400	Mobile:
Email: admin@ags.school.nz	
Physical Street Address(es) (more than one address may apply to a hostel where hostel buildings are on physically separate sites):	
87 Mountain Road	
Mt Eden	
Auckland, 1024	
Postal Address:	
As above	
or	
Auckland Grammar School	
Private Bag 99930	
Full name of contact person: Mr Daniel Oram	
Designation: Director of Boarding	
Telephone: [REDACTED]	Mobile: [REDACTED]
Fax: [REDACTED]	
E-mail: [REDACTED]	[S (9)(2)(a)]
Please complete the details below if the person making this application is <u>not</u> the hostel licensee. Note: this person must have the legal authority to sign on behalf of the licensee.	
Full name: Daniel Oram	
Designation: Director of Boarding	
Telephone: [REDACTED]	Mobile: [REDACTED]
Email: [REDACTED]	

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Type of Ownership - Please tick (✓)

Individual Partnership Body Corporate

Full name of hostel owner and their relationship with the connected school: (If the hostel is owned by an individual or partnership, please give full names of all partners):

Name:	Relationship:
Auckland Grammar School	Board of Trustees.

If the owner is a Body Corporate, please provide the name of the Body Corporate and the full names of each Director or person involved in the management of the Body Corporate and their relationship with the connected school.

Name of Body Corporate: _____

Names of Directors/Management:

Name:	Relationship:

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Regulation 11.1:

Please provide information on the following key features of your hostel:

Maximum number of boarders: 125

Age range of boarders: 12/year 9 → 18/year 13

Sex of boarders: Male only

Number of International Boarders: None

Days of operation: 7 days

Any special needs catered for: None

Number of boarding houses: Two

Name/s of boarding house/s:

Blue House

Gold House

Add further detail on separate sheets if necessary

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SECTION 2
Compliance of premises and facilities with Part 3 of the Regulations

1. for each of the following regulations:

- Where there have been changes, provide details of how the regulation continues to be met. (Information from hostel publications may be attached to provide this detail. Please tick (✓) the 'details' column if this information is attached separately.)

Or

- Where there are no changes, tick (✓) the 'no change' column to confirm that the regulation continues to be met.

Regulation 44: Provision of necessary spaces, facilities, and equipment

Requirement	Details of how provision has changed or tick if information attached separately	No change
Boarders' recreation (indoor and outdoor)	2015 - upgraded Junior Rec Room 2016 - upgraded Senior Rec Room	
Space for quiet activities		✓
Food preparation and eating		✓
Sleeping arrangements	Gradual upgrade of rooms - two per year, process began in 2011.	
Toileting, bathing, other personal hygiene, changing areas and personal privacy arrangements	Improvement in water-flow & heat in D-block showers	
Laundry arrangements for clothing		✓
Secure storage of boarders' personal effects	Digital safes now installed in some rooms. These will become the norm from now on	
Provision for boarders' private communication with parents and other people	Advent of digital communication & personal devices combined with new seating areas.	

Regulation 45: Lighting, heating and ventilation

Requirement	Details of how provision has changed or tick if information attached separately	No change
Forms of ➤ lighting ➤ heating ➤ ventilation	Air conditioners installed in all bunk rooms: A, B, & C rooms.	

Regulation 46: Laundering of sheets, bath towels, etc.

Requirement	Details of how provision has changed or tick if information is attached separately	No change
Laundry system		✓

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Regulation 47: Maintenance and safe use of buildings and facilities

Requirement	Details of how provision has changed or tick if information is attached separately	No change
Buildings and facilities are maintained and used safely	Continual maintenance of facilities carried out, eg: hot water capacity for Junior block upgraded along with the modernisation of the gas pipe line.	

Regulation 48: Fires, earthquakes and other emergencies

Requirement	Details of how provision has changed or tick if information attached separately	No change
Telephone available for emergency calls		✓
A plan for boarders' evacuation, care and temporary accommodation in emergencies is prominently displayed		✓
Staff, fire, earthquake and emergency training procedures		✓
Regular evacuation drills are carried out	Now practiced one once a term.	

Regulation 49: Evacuation plan to include fire evacuation scheme

Requirement	Details of how provision has changed or tick if information attached separately	No change
Evacuation plan satisfies the Fire Service Act 1975		✓

Regulation 50: Safety and hygiene of premises, equipment, etc

Requirement	Details of how provision has changed or tick if information attached separately	No change
Furniture, fittings, etc comply with applicable NZ standards, and are kept safe and hygienic	Upgrade of furniture/fittings in A, B, C rooms which will continue to roll through the hostel with two rooms per year being upgraded.	

Regulation 51: Premises to be kept free of hazards

Requirement	Details of how provision has changed or tick if information attached separately	No change
Hazards are managed at the hostel		✓

Regulation 52: First Aid

Requirement	Details of how provision has changed or tick if information attached separately	No change
First aid equipment supplies and facilities comply with the Health and Safety in Employment Act 1992		✓

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SECTION 3
Compliance of hostel management with Part 4 of the Regulations (Review of management and policies)

1. Evidence of self review:

Regulation 57 requires the review, at least once every three years, of policies that relate to the hostel's operating policies and the welfare of boarders.

- Please attach evidence of the processes that you use to review your policies (evidence may include: signed consultation meeting notes, questionnaires, surveys, other, including dates of these).

Evidence of review attached (✓)

- Yes → Survey conducted using online 'Survey Monkey' website. Responses collated. Carried out in 2014 & 2015.
- No

➤ For each of the Regulations below:

- where the policy has changed as a result of review, tick (✓) to confirm that you have attached a copy of the changed policy (information from hostel publications may be attached to provide this)
- Or
- Where there are no changes, tick (✓) the 'no change' column.

	Yes, I have attached a copy of the changed policy	No change
Regulation 54: Policies and operating procedures are in writing, ensure the welfare of the boarders and are available to hostel staff, boarders, or boarders' parents	Tibbs House Policy Handbook extensively reviewed & updated this year. See attached.	
Regulation 55: Policy on hostel relationships and protection of boarders from ill-treatment		✓
Regulation 56: Procedure for granting boarders' leave of absence	Now using online / app-based system 'Boarditware' to streamline the whole process.	
Regulation 58: Policies to prevent abuse, harassment or neglect of boarders		✓
Regulation 59 and 60: Arrangements for record keeping that meet these regulations		✓
Regulation 61: Supervision, staffing and security: <ul style="list-style-type: none"> ➤ suitability checks for all staff who have unsupervised access to boarders ➤ security measures used to prevent unauthorized access to hostel premises 	<ul style="list-style-type: none"> → Deputy Headmaster (HR) uses best practice & appointing new staff (eg: police checks) → upgrade / increase in number of CCTV cameras around hostel. 	

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<ul style="list-style-type: none"> ➤ staff/boarder ratios 		<ul style="list-style-type: none"> ➤ ✓
Regulation 62: Supervision of boarders on excursions outside the hostel		✓
Regulation 63: Food and drink: <ul style="list-style-type: none"> ➤ Arrangements to provide nutritious and safe food and water supply 	<i>Extensive review of menu & a more robust monthly discussion around upcoming meals. Quarterly reviews with site manager integrated.</i>	
Regulation 64: Infectious and other diseases: <ul style="list-style-type: none"> ➤ Arrangements for dealing with an infectious disease and ensuring staff are in good health and are not suffering from an infectious disease 		
Regulation 65: Protection or promotion of health: <ul style="list-style-type: none"> ➤ arrangements for dealing with accidents or serious illness involving a boarder ➤ arrangements for boarders' access to healthcare and support services including personal counselling ➤ policies relating to the use of alcohol or other substances by staff members and boarders 		✓
Regulation 66: Parents' contact with, or access to, boarders: <ul style="list-style-type: none"> ➤ arrangements for ensuring parental access to a boarder and provisions for excluding contact where "good reason" exists 		✓

➤ Please provide date of the most recent **evacuation drill** (Regulation 48):

Tuesday 23 February, 2016

➤ Please provide the names of staff members that hold a **current first aid certificate** (Regulation 52):

§(9)(2)(a)

[Redacted]

§(9)(2)(a)

[Redacted] Mr D Oram [Redacted]

§(9)(2)(a)

(see attached PD summary)

Regulations 67, 68, 69 and 70 (Part 5) Complaints' Process

Requirement	I have attached a copy of the changed Complaints' policy	No change
A complaints' process is in place for students and parents that meets the regulations		✓

2. 'Fit and proper' person status (Regulations 11(2) (c) & 13)

- **Please confirm the criteria below** for each individual, partner, director or person concerned with the management of the hostel.
- If you tick (✓) "yes" to any of the following, please provide full details, on an attached sheet, of **individuals who do not meet the criteria.**

Criteria	Yes	No
Previous cancellation of a hostel licence?		✓
Any conviction for any offence against these regulations, any crime involving dishonesty, any offence involving harm to children or violence, or any sexual offence?		
Any history of mental illness or serious behavioural problems?		✓
Any adjudication of bankruptcy under the Insolvency Act 1967, or prohibition from being a director or promoter of, or being concerned with, or taking part in, the management of a company under any of sections 382, 383 and 385 of the Companies Act 1993?		✓

3. Education Review Office (ERO) Report

- **Attach** a copy of the latest Education Review Office (ERO) report for your hostel. ERO reports can be accessed from: www.ero.govt.nz

Latest ERO report attached (✓)

- Yes
- No

November 2011.

- Where the report has suggested 'areas for improvement', describe how these have been, or are being addressed, or give reasons why not. Check 'Letter 2' which you will receive from the Authority at least two months before your hostel licence expiry date for more details about this.

No areas for improvement (as the boarding hostel) raised.

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SECTION 4 (OPTIONAL)
Proposed changes to operations or buildings that may require an amendment to the current hostel licence.

(This is an opportunity to present any proposed changes to the operation of the hostel, or to the hostel buildings, that you would like to have considered as part of your new hostel licence. The Authority reserves the right to request further information to support your application if required.)

1. Outline any proposed changes to the operation of the hostel (e.g. ages or numbers of students) that you would like to have considered in the licence:

N / A

2. Outline any proposed structural alterations to the hostel buildings that you would like to have considered. Attach a new set of 'to-scale' floor plans highlighting the changes.

New set of 'to-scale' floor plans attached - tick (✓)

- Yes
- No

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SECTION 5

(ALL applicants must complete this section)

Statutory Declaration

- Complete the **Statutory Declaration** on page 12 and include it with this Application. Your signature must be witnessed by a Justice of the Peace, Solicitor, Registrar or Deputy Registrar of the Court

Fees

- Enclose the application fee of **\$630** (including GST).

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STATUTORY DECLARATION

When you have completed this form, please take it to a Justice of the Peace, Solicitor, a Registrar or Deputy Registrar of the Court, to be witnessed. The declaration must be completed by a person who has authority to sign on behalf of your institution (e.g. Board of Trustees Chairperson, Manager, Director, and Chief Executive).

I, Timothy Martin O'Connor Headmaster of
(Full name) (Designation)

Auckland Grammar School - Tibbs House solemnly and sincerely declare that
(Name of Hostel)

- I am the licensee of the hostel for which this application for renewal of a licence is being made or
- I am authorised to make this application on behalf of the licensee (delete one).
- I have made all reasonable inquiries and the information contained in this application is true and correct to the best of my knowledge and belief and is accompanied by all relevant information known to the licensee.

I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Signature..... [Signature]
(Applicant's signature)

Full Name Timothy Martin O'Connor

Declared at Auckland this 12th day of April 2016

S (9)(2)(b)

Signature [Redacted]
(Witness's signature)

S (9)(2)(a)

Witness Name [Redacted]

Please circle one: Justice of the Peace Solicitor (Deputy) Registrar

A significant penalty, including a term of imprisonment of up to three years, may be imposed under the Crimes Act 1961 for making false declarations.

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APPLICATION CHECKLIST

Use this checklist to ensure all relevant material has been attached to this application. Tick (✓)

Information / attachments required
<p>Section 1</p> <p><input checked="" type="checkbox"/> Completed hostel contact and ownership details</p>
<p>Section 2</p> <p><input checked="" type="checkbox"/> Details of changes to compliance with regulations covering premises and facilities attached (if applicable)</p>
<p>Section 3</p> <p><input checked="" type="checkbox"/> Evidence of self review of hostel policies and procedures attached</p> <p><input checked="" type="checkbox"/> Copies of changed policies and procedures attached (if applicable)</p> <p><input checked="" type="checkbox"/> Information about evacuation drill, staff with first aid certificates and compliance with complaints process completed</p> <p><input checked="" type="checkbox"/> Fit and proper person status confirmed for each individual, partner or director or person concerned with the management of the body corporate</p> <p><input checked="" type="checkbox"/> Education Review Office (ERO) Report attached and evidence of concerns addressed (if applicable)</p>
<p>Section 4 (OPTIONAL)</p> <p><input checked="" type="checkbox"/> Proposed changes to hostel operation or buildings that you would like to have considered as part of your new licence attached</p>
<p>Section 5</p> <p><input checked="" type="checkbox"/> Signed and verified Statutory Declaration completed and attached</p> <p><input checked="" type="checkbox"/> Cheque for \$630 (including GST) enclosed</p>

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HOSTEL APPLICATION CHECK LIST

Name of Hostel: Tibbs House
Name of School(s): Auckland Grammar School
Registration number: 61
Name of Assessor: Bianca McCullough
Date Assessed: Friday 24 June, 2016

Provider details	
1. Application made > by owner > on behalf of owner ✓	Complies Does not comply
2. Type of Ownership Individual Partnership ✓ Body Corporate	Complies ✓ Does not comply
Comments: Details of BoT on separate sheef: Jeff Blackburn Mark Sandelin Tom Bassett John Chisholm Adrienne Cleland Ken Lotu-l'iga Grant Graham Rob Hamilton Stuart Lobb Gita Jayaram Mark Malpass Frances Hay-Mackenzie Tim O'Connor	

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Section 1: Details of hostel facilities and operations that demonstrate compliance with Part 2 of the regulations

Regulation 10: Scale Floor Plan and scale site plan Comments: N/A, no change.	Floor plan attached Site plan attached
Section 1: Details of hostel facilities and operations that demonstrate compliance with Part 2 of the regulations	Complies ✓ Does not comply
Regulation 11.1: Description of the key features of the hostel include <ul style="list-style-type: none"> ➤ the general nature of the operation ➤ maximum number and categories of boarders ➤ age range and sex of boarders ➤ days of operation ➤ any special needs catered for, (information from hostel publications may be appended to provide this detail) 	
Regulation 11.2.c & 13: Fit and proper person status Comments: N/A, no change	

Section 2: Supporting information to demonstrate compliance with Part 3 of the Regulations: Minimum standards for hostels premises and facilities

Requirement	Details provided	
Regulation 44 provision, of necessary spaces, facilities, and equipment		
➤ Boarders recreation (indoor and outdoor)	Yes ✓ No	
➤ Space for quiet activities	Yes ✓ No	
➤ Food preparation and eating	Yes ✓ No	
➤ Sleeping arrangements	Yes ✓ No	
➤ Toileting, bathing, other personal hygiene, changing areas and personal privacy arrangements	Yes ✓ No	
➤ Laundry arrangements for clothing	Yes ✓ No	
➤ Secure storage of boarders personal effects	Yes ✓ No	Complies ✓ Does not comply

➤ Provision for boarders private communication with parents and other people	Yes ✓ No	
Regulation 45 Lighting, heating and ventilation	Comment: Air con installed.	Complies ✓ Does not comply ✓
Regulation 46 Laundering of sheets, bath towels, etc.	Comment: No change	Complies ✓ Does not comply
Regulation 47 Maintenance and safe use of buildings and facilities	Comment: continual maintenance, hot water upgrade.	Complies ✓ Does not comply
Regulation 48 Fires, earthquakes and other emergencies		There has been no change, fire drills carried out monthly.
➤ Telephone number available	Yes ✓ No	
➤ Copy of evacuation, care and temporary accommodation emergency plan provided	Yes ✓ No	Complies ✓ Does not comply
➤ Staff, fire, earthquake and emergency training procedures described	Yes ✓ No	
➤ Date of last evacuation drill completed and frequency of drills provided	Yes No	
Regulation 50 Safety and hygiene of premises, equipment, etc	Information provided Yes ✓ No Upgraded furniture, upgrades on rolling basis	Complies ✓ Does not comply
Regulation 51 Premises to be kept free of hazards	Information provided Yes ✓ No	Complies ✓ Does not comply
Regulation 52 First Aid	Yes ✓ No No changes	Complies ✓ Does not comply

**Section 3: Compliance with Part 4 of the regulations:
Code of practice relating to management of hostels**

Regulation 54 Students:	Policy handbook attached, reviewed and updated 2016.
➤ Are supported in a positive learning environment	Yes ✓ No
➤ Are given the opportunity to develop positively within reasonable boundaries	Yes ✓ No
➤ Feel secure and valued	Yes ✓ No
➤ Have ready access to people they can trust and	

<p>confide in, and are supported in raising problems and issues that are of concern to them</p> <p>➤ Have ready access to, and a degree of choice about, health and other personal services they may require</p>	<p>Yes <input checked="" type="checkbox"/> No</p> <p>Yes <input checked="" type="checkbox"/> No</p> <p>Complies <input checked="" type="checkbox"/> Does not comply</p>
<p>Regulation 55 no change</p>	<p>Yes <input checked="" type="checkbox"/> No</p>
<p>Regulation 56 No change to policy, using app based system. ➤How boarders apply for leave and be granted leave ➤Conditions that may apply to leave (permission of parents...) ➤How checks are to be made for the suitability of the visited place/person ➤Steps to be taken when boarder is missing or absent without leave ➤Risk management for risk involved on leave ➤Record management of leave</p>	<p>Yes <input checked="" type="checkbox"/> No</p> <p>Complies <input checked="" type="checkbox"/> Does not comply</p>
<p>Regulation 57 Regular reviews. No changes.</p>	<p>Complies <input checked="" type="checkbox"/> Does not comply</p>
<p>Regulation 59 and 60: Record keeping: ➤ Record for each students kept ➤ Records kept in an appropriate way</p>	<p>Complies <input checked="" type="checkbox"/> Does not comply</p>
<p>Regulation 61: Supervision, staffing and security All permanent staff are adults Regular suitability checks on staff No Crime-convicted staff Substantial supervision of other adults working with students Security measures to prevent unauthorized access Authorized staff available to students at all times</p>	<p>No change</p> <p>Yes <input checked="" type="checkbox"/> No</p> <p>Yes <input checked="" type="checkbox"/> No</p> <p>Yes <input checked="" type="checkbox"/> No</p> <p>Yes <input checked="" type="checkbox"/> No</p> <p>Yes <input checked="" type="checkbox"/> No</p> <p>Yes <input checked="" type="checkbox"/> No</p>
<p>3.6 Regulation 62: Supervision of boarders on excursions outside the hostel Appropriate number of staff available</p>	<p>Yes <input checked="" type="checkbox"/> No</p>
<p>Regulation 63: Food and drink</p>	

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Hostels meets requirements	Yes <input checked="" type="checkbox"/> No
Regulation 64: Infectious and other diseases	
Arrangements for dealing with diseases are in place	Yes <input checked="" type="checkbox"/> No
Regulation 65: Protection and promotion of health	
Area and facilities for temporary isolation available	Yes <input checked="" type="checkbox"/> No
Arrangements for dealing with accidents or serious illness in place	Yes <input checked="" type="checkbox"/> No
Details of arrangements for boarders' access to healthcare and support services including personal counselling provided	Yes <input checked="" type="checkbox"/> No
Hostel policies relating to the use of alcohol or other substances by staff members and boarders provided	Yes <input checked="" type="checkbox"/> No
Regulation 66: Parents' contact with, or access to boarders	
Details of arrangements for ensuring parental access to a boarder and provisions for excluding contact where "good reason" exists provided	Yes <input checked="" type="checkbox"/> No
Section 4: Statutory Declaration	

Signed

Yes No

Section 5: Education Review Office Report

Copy of the most recent Education Review Office report attached The 2014 ERO report was provided Yes No

Report raised issues or concerns - Evidence provided that theses have been addressed: N/A Yes No

Section 6: Complaint procedure

Copy of the complaint procedure attached Yes No
No change

Section 7: Fees

Cheque attached

Yes No

MEMO

To: Jim Greening, Group Manager, Schools and Student Support
From: Bianca McCullough, Adviser, School Support
Cc:
Date: 27 June 2016
Subject: Application to renew existing hostel licence – Auckland Grammar

Description:


1. An application to renew the existing Hostel Licence for Auckland Grammar has been received.
2. There have been no changes to the hostel since their last application.
3. I am satisfied that this hostel meets the minimum requirements as set out in the Education (Hostels) Regulations 2005 and Guidelines.

You have the delegation to sign on behalf of Peter Hughes, Secretary for Education.

Recommendations:

4. I recommend that you:
 - a. **Approve** the issuing of this licence.
 - b. **Sign** the attached hostel licence.

APPROVE / DECLINE


Jim Greening
Group Manager
Schools and Student Support

+ + + +
 + + + +
 + + + +
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HOSTEL LICENCE

The licensee named in this Certificate is licensed to operate a hostel at the premises described in accordance with the Education (Hostels) Regulations 2005.

Name of School	Auckland Grammar School
Name of Licensee	Auckland Grammar School Board of Trustees
Registration Number	61
Name of Hostel	Tibbs House
Physical Address	87 Mountain Road Auckland 1024

Conditions under which the hostel must operate according to regulations 22-24.

Maximum number of boarders	125
Age range of boarders	12-18
Gender of boarders	Male
Days of operation	7

Date of Issue	28/06/2016
Expiry Date	28/06/2019

[Signature]
 For Secretary of Education

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Education (Hostels) Regulations 2005

Application form for renewal of hostel licence

(The Education (Hostels) Regulations 2005 - Part 2: Regulation 15 Grant or renewal of licences, and Regulation 17 Applications for renewal of licences)

Post the completed application to:

Hostel Licensing Authority
c/o Tim Ward
Ministry of Education
PO Box 1666
Wellington

RECEIVED

24 MAY 2013

When completing your application to renew your hostel licence please refer to the following resources:

- i) **The Education (Hostels) Regulations 2005**
available on www.minedu.govt.nz/hostels
- ii) **Guidelines to the Education (Hostels) Regulations 2005**
available on www.minedu.govt.nz/hostels
- iii) **For further information contact Tim Ward**
Phone: [REDACTED]
Email: [REDACTED]

S (9)(2)(a)

Please submit your application in a 'clear file' or folder clearly labelled with the hostel name.

Add additional lines, or attach additional pages/hostel publications as required. Please ensure that any attached pages or documents are clearly labelled with the hostel name and the section and/or regulation they relate to.

Section 1: Hostel details

(Complete ALL of the following details even if they have not changed since your original licence application)

1. Complete the following:

Name of hostel: Auckland Grammar School – Tibbs House	
Full name of licensee: Auckland Grammar School – Board of Trustees	
S (9)(2)(a)	
Telephone: [REDACTED] S (9)(2)(a)	Mobile: [REDACTED]
Email: [REDACTED] S (9)(2)(a)	
Physical Street Address(es) (more than one address may apply to a hostel where hostel buildings are on physically separate sites):	
Mountain Road	
Epsom	
Auckland 1023	
Postal address:	
Private Bag 99930	
Newmarket	
Auckland 1149	
Full name of contact person: Patrick Gargiulo	
Designation: Board Secretary	
Telephone: [REDACTED]	Mobile: [REDACTED] S (9)(2)(a)
Fax: [REDACTED]	
E-mail: [REDACTED] S (9)(2)(a)	
Please complete the details below if the person making this application is <u>not</u> the hostel licensee. Note: this person must have the legal authority to sign on behalf of the licensee.	
Full name: Patrick Gargiulo	
Designation: Board Secretary	
Telephone: [REDACTED]	Mobile: [REDACTED] S (9)(2)(a)
Email: [REDACTED]	

S (9)(2)(a)

Type of Ownership - Please tick (✓)

Individual Partnership Body Corporate

Full name of hostel owner (If the hostel is owned by an individual or partnership, please give full names of all partners):

Auckland Grammar School Board of Trustees

If the owner is a Body Corporate, please provide the name of the Body Corporate and the full names of each Director or person involved in the management of the Body Corporate.

Name of Body Corporate: _____

Names of Directors/Management:

Mr A J Blackburn

Mr R J Chisholm

Mr D S Hay

Mr G L Helsby

Mr W R Lincoln

Mr T Bassett

Ms P Muir

Mr M W Poulsen

Mr M W Price

Mr G M Sandelin

Ms A Cleland

Mr T O'Connor

Mr P J Gargiulo

Mrs C W Wilkinson

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Regulation 11.1:

Please provide information on the following key features of your hostel:

Maximum number of boarders: 125

Age range of boarders: 12-18

Sex of boarders: Male

Number of International Boarders: 2

Days of operation: 7 day/week

Any special needs catered for: As required

Number of boarding houses: 1: split into two houses for admin only

Name/s of boarding house/s:

Gold

Blue

Add further detail on separate sheets if necessary

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Section 2: Compliance of premises and facilities with part 3 of the regulations

1. For each of the following regulations:

- Where there have been changes, provide details of how the regulation continues to be met. (Information from hostel publications may be attached to provide this detail. Please tick (✓) the 'details' column if this information is attached separately.)
- or
- where there are no changes, tick (✓) the 'no change' column to confirm that the regulation continues to be met.

Regulation 44: Provision of necessary spaces, facilities, and equipment

<i>Requirement</i>	<i>Details of how provision has changed or tick if information attached separately</i>	<i>No change</i>
Boarders' recreation (indoor and outdoor)	Remodelled gym and weights room for recreation	
Space for quiet activities		✓
Food preparation and eating		✓
Sleeping arrangements	Progressive refurbishment of junior bedrooms for increase space and stability	
Toileting, bathing, other personal hygiene, changing areas and personal privacy arrangements	Additional Form 5 bathrooms Refurbished junior toilet blocks	
Laundry arrangements for clothing		✓
Secure storage of boarders' personal effects	Improved storage facilities in bedrooms – progressively within Junior block	
Provision for boarders' private communication with parents and other people	Skype is available for boarders to communicate with their family	

Regulation 45: Lighting, heating and ventilation

<i>Requirement</i>	<i>Details of how provision has changed or tick if information attached separately</i>	<i>No change</i>
Forms of <ul style="list-style-type: none"> ➤ lighting ➤ heating ➤ ventilation 	Heat pumps introduced to junior bedroom block – and ventilation and heating	

Regulation 46: Laundering of sheets, bath towels, etc.

<i>Requirement</i>	<i>Details of how provision has changed or tick if information is attached separately</i>	<i>No change</i>
Laundry system		✓

Regulation 47: Maintenance and safe use of buildings and facilities

<i>Requirement</i>	<i>Details of how provision has changed or tick if information is attached separately</i>	<i>No change</i>
Buildings and facilities are maintained and used safely		✓

Regulation 48: Fires, earthquakes and other emergencies

<i>Requirement</i>	<i>Details of how provision has changed or tick if information attached separately</i>	<i>No change</i>
Telephone available for emergency calls		
A plan for boarders' evacuation, care and temporary accommodation in emergencies is prominently displayed		✓
Staff, fire, earthquake and emergency training procedures		✓
Regular evacuation drills are carried out		✓

Regulation 49: Evacuation plan to include fire evacuation scheme

<i>Requirement</i>	<i>Details of how provision has changed or tick if information attached separately</i>	<i>No change</i>
Evacuation plan satisfies the Fire Service Act 1975		✓

Regulation 50: Safety and hygiene of premises, equipment, etc

<i>Requirement</i>	<i>Details of how provision has changed or tick if information attached separately</i>	<i>No change</i>
Furniture, fittings, etc comply with applicable NZ standards, and are kept safe and hygienic		✓

Regulation 51: Premises to be kept free of hazards

<i>Requirement</i>	<i>Details of how provision has changed or tick if information attached separately</i>	<i>No change</i>
Hazards are managed at the hostel		✓

Regulation 52: First Aid

<i>Requirement</i>	<i>Details of how provision has changed or tick if information attached separately</i>	<i>No change</i>
First aid equipment supplies and facilities comply with the Health and Safety in Employment Act 1992		✓

**Section 3: Compliance of hostel management with
part 4 of the regulations
(Review of management and policies)**

1. Evidence of self review:

Regulation 57 requires the review, at least once every three years, of policies that relate to the hostel's operating policies and the welfare of boarders.

- Please attach *evidence of the processes* that you use to review your policies (evidence may include: signed consultation meeting notes, questionnaires, surveys, other, including dates of these).

Evidence of review attached (✓)

- Yes
- No

➤ For each of the Regulations below:

- where the policy has *changed* as a result of review, tick (✓) to confirm that you have attached a copy of the changed policy (information from hostel publications may be attached to provide this)
- or
- where there are no changes, tick (✓) the 'no change' column.

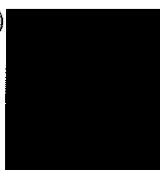
	Yes, I have <i>attached</i> a copy of the <i>changed policy</i>	No <i>change</i>
Regulation 54: Policies and operating procedures are in writing, ensure the welfare of the boarders and are available to hostel staff, boarders, or boarders' parents		✓
Regulation 55: Policy on hostel relationships and protection of boarders from ill-treatment		✓
Regulation 56: Procedure for granting boarders' leave of absence		✓
Regulation 58: Policies to prevent abuse, harassment or neglect of boarders		✓
Regulation 59 and 60: Arrangements for record keeping that meet these regulations		✓
Regulation 61: Supervision, staffing and security: <ul style="list-style-type: none"> ➤ suitability checks for all staff who have unsupervised access to boarders ➤ security measures used to prevent unauthorized access to hostel premises ➤ staff/boarder ratios 		✓

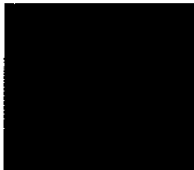
Regulation 62: Supervision of boarders on excursions outside the hostel		✓
Regulation 63: Food and drink: ➤ Arrangements to provide nutritious and safe food and water supply		✓
Regulation 64: Infectious and other diseases: ➤ Arrangements for dealing with an infectious disease and ensuring staff are in good health and are not suffering from an infectious disease		✓
Regulation 65: Protection or promotion of health: ➤ arrangements for dealing with accidents or serious illness involving a boarder ➤ arrangements for boarders' access to healthcare and support services including personal counselling ➤ policies relating to the use of alcohol or other substances by staff members and boarders		✓
Regulation 66: Parents' contact with, or access to boarders: ➤ arrangements for ensuring parental access to a boarder and provisions for excluding contact where "good reason" exists		✓

- Please provide date of the most recent evacuation drill (Regulation 48):

6 February 2013 _____

- Please provide the names of staff members that hold a current first aid certificate (Regulation 52):

-  S (9)(2)(a)

-  S (9)(2)(a)

Regulations 67, 68, 69 and 70 (Part 5) Complaints' Process

Requirement	I have attached a copy of the changed Complaints' policy	No change
A complaints' process is in place for students and parents that meets the regulations		✓

2. 'Fit and proper' person status (Regulations 11(2)(c) & 13)

- Please **confirm the criteria below** for **each** individual, partner, director or person concerned with the management of the hostel.
- If you tick (✓) "**yes**" to any of the following, please provide full details, on an attached sheet, of individuals who **do not** meet the criteria.

Criteria	Yes	No
Previous cancellation of a hostel licence?		✓
Any conviction for any offence against these regulations, any crime involving dishonesty, any offence involving harm to children or violence, or any sexual offence?		✓
Any history of mental illness or serious behavioural problems?		
Any adjudication of bankruptcy under the Insolvency Act 1967, or prohibition from being a director or promoter of, or being concerned with, or taking part in, the management of a company under any of sections 382, 383 and 385 of the Companies Act 1993?		✓

3. Education Review Office (ERO) report

- Attach a copy of the latest Education Review Office (ERO) report for your hostel. ERO reports can be accessed from: www.ero.govt.nz

Latest ERO report attached (✓)

- ✓ Yes
 No

- Where the report has suggested '**areas for improvement**', describe how these have been, or are being addressed, or give reasons why not. Check 'Letter 2' which you will receive from the Authority at least two months before your hostel licence expiry date for more details about this.

N/A

Section 4 (optional): Proposed changes to operations or buildings that may require an amendment to the current hostel licence.

This is an opportunity to present any proposed changes to the operation of the hostel, or to the hostel buildings, that you would like to have considered as part of your new hostel licence. The Authority reserves the right to request further information to support your application if required.

1. Outline any proposed changes to the operation of the hostel (e.g. ages or numbers of students) that you would like to have considered in the licence:

2. Outline any proposed structural alterations to the hostel buildings that you would like to have considered. Attach a new set of 'to-scale' floor plans highlighting the changes.

New set of 'to-scale' floor plans attached - tick (✓)

- Yes
- No

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Section 5

(ALL applicants must complete this section)

Statutory declaration

- Complete the statutory declaration on page 12 and include it with this application. Your signature **must be witnessed** by a Justice of the Peace, Solicitor, Registrar or Deputy Registrar of the Court.

Fees

- Enclose the application fee of **\$630** (including GST).

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Statutory declaration

When you have completed this form, please take it to a Justice of the Peace, Solicitor, a Registrar or Deputy Registrar of the Court, to be witnessed. The declaration must be completed by a person who has authority to sign on behalf of your institution (e.g. Board of Trustees Chairperson, Manager, Director, Chief Executive).

I,Patrick Joseph Gargiulo....., ...Board Secretary..... of
(full name) (designation)

Auckland Grammar School, Tibbs House, solemnly and sincerely declare that
(name of Hostel)

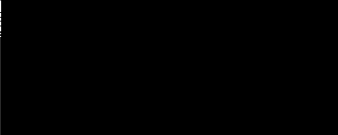

- ~~• I am the licensee of the hostel for which this application for renewal of a licence is being made or~~
- I am authorised to make this application on behalf of the licensee (delete one).
- I have made all reasonable inquires and the information contained in this application is true and correct to the best of my knowledge and belief and is accompanied by all relevant information known to the licensee.

I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Signature  S (9)(2)(a)
// (applicant's signature) //

Full Name ...Patrick Joseph Gargiulo.....

Declared at Auckland.....this20th.....day of ...May.....2013

Signature  S (9)(2)(a) . Witness Name  S (9)(2)(a)
(witness's signature)

*Solicitor
Auckland*

Please circle one: Justice of the Peace Solicitor (Deputy) Registrar

A significant penalty, including a term of imprisonment of up to three years, may be imposed under the Crimes Act 1961 for making false declarations.

Application checklist

Use this checklist to ensure all relevant material has been attached to this application. Tick (✓)

Information / attachments required
Section 1 <input checked="" type="checkbox"/> Completed hostel contact and ownership details
Section 2 <input checked="" type="checkbox"/> Details of changes to compliance with regulations covering premises and facilities attached (if applicable)
Section 3 <input checked="" type="checkbox"/> Evidence of self review of hostel policies and procedures attached <input type="checkbox"/> Copies of changed policies and procedures attached (if applicable) <input checked="" type="checkbox"/> Information about evacuation drill, staff with first aid certificates and compliance with complaints process completed <input checked="" type="checkbox"/> Fit and proper person status confirmed for each individual, partner or director or person concerned with the management of the body corporate <input checked="" type="checkbox"/> Education Review Office (ERO) Report attached and evidence of concerns addressed (if applicable)
Section 4 (optional) <input type="checkbox"/> Proposed changes to hostel operation or buildings that you would like to have considered as part of your new licence attached
Section 5 <input checked="" type="checkbox"/> Signed and verified statutory declaration completed and attached <input checked="" type="checkbox"/> Cheque for \$630 (including GST) enclosed

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Policy for Appointment of Tibbs House Tutors

It is the policy of Tibbs House to appoint a Tutor for the Hostel.

Tutors can be overseas students who are wishing to have a GAP year or New Zealand tertiary students.

Tutors are appointed on a year by year contract and their position is reviewed with the Senior Housemaster in September each year.

All applications for the position of House Tutor should be made to the Senior Housemaster.

Applicants will be interviewed by the Senior Housemaster and Housemasters, with appointments to be confirmed in conjunction with the Headmaster.

All Tutors will be police vetted before they are employed.

Policy for Covering Staff Who are Sick

If a staff member is sick he/she should inform the Senior Housemaster.

The Senior Housemaster will then arrange cover by asking the other staff members to cover duties.

If no other staff members are able to cover duties the Tutor will be asked to cover either the AM or PM duty slot.

The Tutor will not be asked to cover a NIGHT duty.

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Policy for Covering Staff who are Involved in School Activities

If a staff member is involved in school activity he should inform the Senior Housemaster.

The Senior Housemaster will then arrange duty swaps which should be noted in the duty office and on the term duty rosters.

If no other staff members are able to cover duties the Tutor will be asked to cover either the AM or PM duty slot.

The Tutor will not be asked to cover a NIGHT duty.

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Policy for Referring Students to Medical Specialists

Tibbs House is responsible for the well - being of its students during the normal school day and also during the after school periods.

A student may visit the school nurse during the school day and be referred to the Matron at the Hostel.

The Matron will organise all Doctors, Dental, Specialists and Physiotherapy appointments.

A physiotherapist visits the Hostel twice a week for assessment clinics and the Hostel has Cairnhill Medical Centre located next to the Hostel for medical care.

In any major situations students may be referred to A & E or Whitecross Emergency Centres. The Matron will escort the student to these centres and be responsible for contacting the parents of the sick or injured students.

Policy for Student Leave

The Hostel must be responsible for and be able to account for the whereabouts of each of the students at all times. The availability of these leaves may vary depending on circumstances.

Weekend Leave 'Exeats'

Leave may start any time after School on Friday or at any other time over the weekend. The student will indicate the destination, time of departure and the time of arrival back at the Hostel on his exeat form.

Students leaving and returning to the Hostel are the responsibility of parents or caregivers of the home they have exeated out to. This includes the responsibility of transport to and from Tibbs House.

Students are required to get their exeat form signed by caregiver of the home they exeated out to.

Students need to gain approval from the Housemaster and his parents to add names to their exeat lists.

After School Leave

Students indicate where they are going after school at inspection. If they need to change their sign outs, they can do so immediately after school with the AM Duty Master. A student must see the Duty Master personally to change his sign out. Students can not sign out other students.

Year 9 May sign out to Newmarket twice a week. They must go with at least 2 other Year 9 students. They must go down to Newmarket in their school uniforms.

Special leave may be granted by the Housemasters for special circumstances.

Students sign out are from 3:15 - 5:00pm. If students are going to be later than 5:00pm they must gain approval from their Housemasters.

Year 10 May sign out to Newmarket twice a week. They must go with at least 2 other Year 10 students. They must go down to Newmarket in their school uniforms.

Special leave may be granted by the Housemasters for special circumstances.

Students sign out are from 3:15 - 5:00pm. If students are going to be later than 5:00pm they must gain approval from their Housemasters.

Year 11 May sign out to Newmarket three times a week. They must go with at least 2 other Year 11 students. They must go down to Newmarket in their school uniforms.

Special leave may be granted by the Housemasters for special circumstances.

Students sign out are from 3:15 - 5:00pm. If students are going to be later than 5:00pm they must gain approval from their Housemasters.

Year 12 & 13 May sign out to Newmarket as many times a week as they like. They must go down to Newmarket in their school uniforms.

Special leave may be granted by the Housemasters for special circumstances.

Students sign out are from 3:15 - 5:00pm. If students are going to be later than 5:00pm they must gain approval from their Housemasters.

Miscellaneous Leave

Students requesting special leave must apply for this through the Blue Housemaster, Gold Housemaster or the Senior Housemaster.

If the leave involves missing school, Parents/Caregivers should contact the school by phone, fax or e mail to gain approval from the Deputy Headmaster.

General Organisation of Exeats

With all leaves and for all levels, students are expected to sign in when they return from their leave.

Students should be back in the Hostel after a weekend leave by 8:30pm.

The Blue Housemaster and Gold Housemaster will keep a record of all weekend and special leaves.

Exeat forms need to be handed in on Wednesday by 6:30pm or as indicated by the Housemasters. These will be processed by the Housemasters and returned to the students the next day.

Students are expected to fulfil their sporting commitments on Saturdays.

Students may only exeat on their duty weekend for special reasons. They will be required to arrange a duty swap with another student.

Policy on Haircuts

The policy on hair cuts is the same as the schools policy.

Hair needs to be tidy, clean and of a suitable and practical length.

Colouring of hair is not allowed.

Students should not have hair cuts shorter than a 'number 2' style

It is the responsibility of each Housemaster to ensure that students have suitable hair styles.

If a Housemaster feels that a student's hair style or colour is unsuitable, he should ring the student's parents and discuss the issue with them and the Senior Housemaster.

Policy on Hygiene

All boys are expected to shower at least once a day. Showers normally take place in the morning, but students are also expected to shower after sports practices etc.

Each Housemaster should discretely monitor student's hygiene and report any issues to the Matron.

The Matron should discuss hygiene issues with the students concerned.

Hygiene and grooming is addressed in the Tibbs House Reports.

Frequent reminders should be given to students about:

- Washing hair
- Showering
- Changing clothing and bedding regularly

Policy on Answering Telephones

Students are asked to answer telephone calls and locate the student who is being called. If the student cannot be found, the student should ask to take a message.

Any inappropriate telephone calls should be reported immediately to the Master on Duty.

The telephone system is toll barred. Students are able to arrange caller cards to be able to contact family.

The Hostel has a card phone available for students to use.

Cell phones are permitted but must be turned off after lights out, during meal times and during prep.

Students are to follow the school's policy on cell phone use during school hours.

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Policy on Afternoon Tea and Supper

Afternoon tea is served for all students at 3:15pm. Students are asked to take only one piece of afternoon tea each. Students are also able to make toast and sandwiches after school in the kitchen.

Supper is served immediately after prep and is organised by the Prefects. Students are asked to take only one piece of supper each.

Students must wear shoes in the dining room at all times.

Food and drink should not be taken from the dining room into the dormitory and recreation area.

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Policy on Meals

Breakfast runs from 6:50am until 7:30am. After this time students will not be allowed into breakfast. During the week students are to wear school uniform to breakfast and in the weekends suitable mufti can be worn. Students have until 7:45am to make their own lunches to eat down at school.

During the week students eat their lunch at school, however in the weekends there is lunch provided at the Hostel. Students who are in at the weekends must be in for lunch unless they have a sporting commitment or if they have made an arrangement with the Weekend Duty Master.

Dinners run from 5:10pm until 5:40pm. If a student is going to be late for dinner he should arrange to have 'saved tea' with the Housemaster.

All students are expected to be in dinner by 5:40pm to listen to notices and to hear 'gardenings' read out.

Students must wear suitable clothing in the dining room at all times. This includes sandals or shoes, no hats and no singlets are to be worn.

Policy on Bed Times

After lights out there is no talking and students may only get out of bed to go to the toilet or in case of a fire alarm or other kinds of emergencies. After lights out all remaining areas of the Hostel must be quiet.

Duty staff must check all students are in their beds before returning to their own homes. If a student is missing the Duty Master must inform either the Blue or Gold Housemaster or the Senior Housemaster.

The House Tutor and other staff should also be visible during bed times.

The following are bed times for Tibbs House Students:

Year 9	In bed by 9:15pm	Lights out at 9:30pm
Year 10	In bed by 9:15pm	Lights out at 9:30pm
Year 11	In bed by 9:30pm	Lights out at 9:45pm
Year 12	In bed by 9:45pm	Lights out at 10:00pm
Year 13	In bed by 10:00pm	Lights out at 10:30pm

Security

The Night Duty Master will ensure that the Hostel is secure before he returns to his house.

The checklist for Night Duty is as follows:

- ✓ Check all students are in their beds
- ✓ Make sure all external doors are locked
- ✓ Check on any students who are in sick bay
- ✓ Write any relevant information in the duty book
- ✓ Leave any messages for the AM Duty Master

Policy on Footwear

Shoes are to be worn at all times in the dining room. Students are asked to wear footwear around the Hostel at all times.

Shoes need to be stored in the foot lockers in the rooms, with boots to be stored in the boot room.

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Policy on Skateboards

Skateboarding is not permitted at Tibbs House. Students may store skateboards in the Hostel but these are to be used on weekend leave.

Students may not skateboard at school or when on after school sign outs.

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Policy on Bicycles

There are a number of students who require bikes as part of the School Mountain Biking or Cycling teams. Students can store these bikes at Tibbs House, but they must provide a lock for the bike.

All students must gain permission to use these bikes from their Housemaster or the Senior Housemaster.

Students who keep their bikes at the Hostel do so at their own risk, under their own insurance cover.

Students must wear helmets and suitable protective clothing when riding their bikes.

Students should be supervised by a Master when on training rides.

If students are going for a recreational ride they must be in a group of at least 2 students and tell the Duty Master where they are going and what time they are due back.

Policy on Cars

Students are not permitted to have cars at Tibbs House.

No student can ride in a day boy's car unless the car is being driven by an adult.

Students should arrange transport to and from co curricular activities with their coach.

If a student can not organise transport to an activity he should discuss the matter with the Housemasters.

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Policy on Weekend Exeat

Students have the ability to exeat from after school Friday until 8:30pm on Sunday night. Students can leave and return at the times they have indicated on their exeat form. This needs to be accurate for catering purposes over the weekend. The Housemasters have a responsibility to monitor the safety and security of the students who are exeating.

All exeat requests are at the discretion of the Blue and Gold Housemasters and the Senior Housemaster.

The procedure for exeating out is as follows:

- Exeat requests need to be into the Housemaster by 6:30pm on Wednesday
- Exeat requests will be granted or denied by Thursday
- The Host family and the student's family must have been contacted by the Housemaster for leave detail confirmation
- The Housemaster should ring the parents of a student to seek permission for a new exeat destination

Host Parent Expectations:

- Assume the role of 'in loco parentis', the student's health and welfare is the responsibility of the host family.
- Whilst on leave the students will observe all Hostel rules and regulations.
- The student should only stay overnight at the destination indicated on the exeat form.
- Host parents must check carefully all transport arrangements if the student is going away from the host's house for the evening.
- Students are asked to be back at the Hostel by 8:30pm on Sunday night at the latest. If the student is going to be later than this, the host parents should contact the Hostel.
- The Host parent should sign the exeat form indicating the student has been staying with them for the weekend and that they have returned them to the Hostel.

Policy on Computer Use at Tibbs House

Students are able to access the computer room after school, during prep and before bed times.

Students are to use the password and accounts given to them by the school.

Students are to sign the computer use sheets issued by the IT department.

Students will have computer rights withdrawn if they are found accessing inappropriate sites.

Students must book a computer time on the computer booking sheets. Students can bring their own lap tops to the Hostel. Students who keep lap tops at the Hostel do so at their own risk, under their own insurance cover.

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Policy on 'Gatings', Gardenings and Weekend 'Gatings'

Gatings may be for after school, a whole weekend or for part of a weekend for reasonably serious behaviour offences.

Gatings are issued by the Housemasters for offences that occur around the Hostel.

Weekend gatings are issued by the Housemaster for reasonably serious offences which occur around the Hostel.

Gatings and weekend gatings are supervised by the Duty Master.

Gatings should not be given lightly and should in most cases be given for other penalties that have failed, or the problem warrants it.

Weekend gatings will be the students:

- Lose all privileges for the weekend
- Have to remain in the Hostel grounds for the entire weekend. Students will still be able to attend their sports fixtures.
- Work as directed from Saturday afternoon 1:00pm - 5:00pm (plus duties within the Hostel), Sunday morning duty group and Sunday afternoon from 1:00pm - 5:00pm.

The work will be around the Hostel.

Duty Masters need to keep a close eye on the gated students and keep them on task. Duty Prefects may also assist in supervision.

Gardenings are run by the Prefects. Gardenings are given to students for minor offences such as failure to do duties and having a poor attitude in prep. The Prefects will supervise the gardenings and these will run after dinner from 6:00pm to 6:45pm. The Duty Master should read the Prefects gardening book before the Prefects read out the gardenings at dinner.

Policy on Hostel Suspension

- A Hostel suspension will be issued for serious breaches of hostel rules or for continual disobedience.
- The suspension will be for a period of one to three days.
- The Housemaster and Senior Housemaster will discuss the seriousness of a student's behaviour and if a decision is made to suspend the student, his parents will be called in immediately for a meeting at Tibbs House.
- The parents will be informed of their son's behaviour and the length of the suspension.
- This measure will be taken as an alternative to a "Final Warning". If it does not change the behaviour of the student a "Final Warning" will be given, followed by removal from Tibbs House.

Policy for Visitors Coming on Site

All visitors coming on site should report to the Duty Master. Signs around the Hostel clearly indicate this. Parents may request, through the Duty Master or Matron to take their son out of the Hostel for a while, which may include tea. Parents will be asked to return their sons back to the Hostel at a suitable time and the student needs to sign back in with the Duty Master upon their return.

If there are some non - custodial parents who do not have access. Housemasters should always be aware of these situations. Any staff who is in doubt about a parents visiting right should politely say they need to check. Contact the Senior Housemaster, or the Blue or Gold Housemaster.

Other Adult Visitors

Occasionally other visitors, relatives, Grandparents etc call into see the students. If the visitors are known there is no reason why the visit should not take place.

If in doubt follow the procedure outlined above.

Old Boys

Old Boys who arrive on site to visit a student should politely be asked to leave if they have arrived at an inconvenient time, or be given a time frame for the visit after which they should leave.

Other Visitors

Other visitors may only visit the Hostel between the hours of 3:30pm - 5:00pm. Students should ask the Duty Master permission for the visitor to come on site.

Visitors should not go into the rooms unless authorised by the Duty Master.

If any person comes on site that is not known by the students or Housemasters, will be asked to leave the grounds immediately. If anyone suspicious comes on site students should inform the Duty Master immediately and that person will be escorted off the Hostel grounds.

Policy for Appraising Hostel Staff

The appraisal process will be incorporated within the Boarding structure for staff appraisal as Tibbs House continually modifies procedures, policies, practices and professional development.

Appraisal Procedure

The appraisal process will be a systematic process.

The outcome of the appraisal process will be to consider any actions or follow ups which may be appropriate.

Appraisal will be a team activity that involves participants in a professional, collegial, quality process.

Appraisal will be done once a year according to the Auckland Grammar School appraisal cycle.

Policy on Attending Socials

It is important that students are given the opportunity to mix with girls from other schools.

Boys who are attending socials need to follow the following procedures:

- Permission to attend these socials needs to be gained through the Senior Housemaster. The Senior Housemaster has the right to deny a student entry into socials.
- Students must pay the entry costs into socials.
- Lists are finalised and sent to the Senior Housemaster for approval.
- The Senior Housemaster talks to all students attending the social about the rules and regulations for attending such an event.
- Students are taken to the social by the Prefects, House Tutor and a Housemaster.
- The Tutor and member of staff will stay at the social to assist with supervision.
- The students will be brought back to the Hostel by the Prefects, House Tutor and a member of staff.
- No student is allowed to leave the social early, unless he is being picked up by his parents. Parents should organise this through the Duty Master.

Policy for Students Reporting Out on Leave

It is the responsibility of all Housemasters to be able to account for the whereabouts of a student in his care.

The Matron will maintain a list of absences from school with the specific reason. She will then inform the attendance officer at School.

All students leaving the property must have permission to do so.

In the event of a student who cannot be accounted for, the Housemaster should be informed. The matter will then be brought to the attention of the Blue and Gold Housemasters and if needed the Senior Housemaster.

If a student wishes to return to the Hostel during a school day he needs to get written permission from the Blue or Gold Housemaster, or the Senior Housemaster.

For after school leave, the students need to sign out in the weekly duty board. If a student wishes to change this sign out he needs to see the AM Duty Master after school.

If the student is going down to school after dinner he needs to sign the After Dinner sign out book which is located by the duty office.

For leave during the weekends the students are required to sign out at top Table between 7:00am and 8:30am on Saturdays and between 8:00am and 8:30am on Sundays. Students wishing to change these sign out need to see the Master on Weekend Duty.

Students wishing to sign out early (i.e. before inspection in the morning) need to sign out after dinner the night before, or immediately after prep finished the night before.

All normal (sick) absences must be noted on the duty board and the names of sick students be placed on the whiteboard in the duty office.

The Senior Housemaster will file all copies of early leave requests.

Policy for Activity Approvals

There will be out of Hostel activities organised by the Hostel Masters and parents. These could involve sporting activities, cultural events and other events.

Students requesting permission to take part in these activities must have a trip consent form signed by their parents/guardians.

The Hostel reviews the request in light of the student's age, extra curricular commitment and academic progress. Housemasters are asked to keep in contact with the students parents/guardians regarding these requests.

Consideration needs to be given to the type of activity, supervision of the activity and the time the activity takes place.

All activities are recorded with the Hostel Management, with this group having the final authorisation.

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Policy on Jewellery

Students will only be able to wear watches.

No other jewellery is to be worn at Tibbs House.

Students are not allowed body piercings.

If a student needs to wear jewellery for cultural or religious reasons he must gain approval of the Senior Housemaster.

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Policy on Emergency Procedures

This summary of the Hostel's disaster plan outlines the role of the Hostel students and staff in the case of an emergency. A full school disaster plan is included in the Health and safety Information guide distributed to all teaching staff.

Fire Alarm

When the fire alarm ring students are asked to assemble outside the junior recreation room, in room order.

A role will be taken by the Senior Housemaster.

The Senior Housemaster will be wearing a top that is easily identifiable by the Fire brigade upon their arrival.

Other Hostel Masters are asked to assist with the evacuation process and make sure the students leave the Hostel in a quiet and orderly fashion.

Students and staff will be allowed to return to their rooms after the fire brigade have given the all clear.

The Hostel will have one fire alarm rehearsal per term.

Earthquake

During the shock:

If inside:

- Stay put. Do not evacuate
- Immediately seek cover under benches, tables, or doorways, away from windows and holding hands over heads

If outside:

- Students in open spaces lie flat on the ground
- Students in confined spaces where there will be flying debris should run for cover inside the nearest modern building

After the shock:

- Everyone should stay where they are, unless in immediate danger from fire or collapse of building

Policy on Health and Safety

The Hostel follows the Health and Safety rules of Auckland Grammar School.

Health and Safety

The trustees and management of Auckland Grammar School are committed to promoting and maintaining a safe and healthy environment for all their employees, students, volunteers and others.

The achievement of this policy requires commitment and active participation by all. Safety is everyone's responsibility and all are expected to act safely at all times for their own welfare and with consideration for the safety of others.

In this commitment the trustees will:

- a) Provide a safe workplace, safe equipment and proper materials.
- b) Establish and insist upon safe methods and safe practices at all times.
- c) Comply with all legislative requirements.
- d) The Health and Safety Co-ordinator is the Accountant/Business Manager who will advise you who the Health and Safety representatives are.
- e) The Health and Safety Representatives are elected annually and are to be contacted if you have any concerns or suggestions.
- f) A full copy of the School's Health and Safety policy can be found in the Policy and Procedures Manual available from the Headmasters Secretary, or from the Accountant/Business Manager.

Our objective is to ensure no accidents become a reality and trustees and staff are expected to treat this as a personal challenge.

Health Care of Students - Illness, Accidents, Etc

1. The Health Centre is located next to the Tuck Shop. The Health Centre is staffed by a Nurse between the hours of 10.00am and 3.00pm every day. The Health Centre contains three beds and appropriate first aid equipment.
2. All students who are taken ill, or are involved in an accident, should report to the Nurse in the Health Centre.
3. All incidents/accidents involving students must be reported to the Health Centre.
4. The Nurse will assess their condition and take appropriate action.
5. Boys who are sent home must:
 - (i) first contact their parent or guardian at home or work by the telephone in the Health Centre.
 - (ii) have their name entered in the exeat book which is to be signed by the Nurse, or a member of the Executive.
 - (iii) take with them a green medical exeat form signed by the Nurse, or Senior Executive and to be returned with parent/guardian's signature the following day or on day of return.

6. Known conditions - medical conditions are listed on students' records. A list of boys with medical problems is also kept in the Health Centre.

Health Care Of Staff – Illness, Accidents, Etc.

In the event of illness, the staff member shall be taken to the Health Centre. In the event of an incident/accident the nurses will assess their condition and take appropriate action. All incidents/accidents must be reported to the Health and Safety Co-ordinator within 24 hours.

A group of Prefects, lead by a Head Prefect and Deputy Head Prefect, will be appointed by the Senior Housemaster of Tibbs House each year to provide necessary student leadership.

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Policy on Tibbs House Prefects

The Prefects will be discussed and agreed upon by the staff at Tibbs House.

Prefects are expected to lead by example in all aspects of Hostel Life providing positive role models for all students.

They are expected to be at all meals, all Tibbs House meetings and be involved in all Tibbs House activities.

The Prefects carry out a number of tasks throughout the year. These include:

- Assisting at the new students orientation programme
- Assisting Masters with their duties
- Organising the Gardening system
- Taking the role at dinner for each duty group
- Organising Hostel Haka and chanting practices
- Organising the Hostel Social
- Organising exchanges with other Hostels
- Organising the Tibbs House rugby jersey
- Plus any other tasks assigned by the Senior Housemaster

The Prefect will meet with the Senior House fortnightly to discuss how the Hostel is running, commenting on the student body and organising events that are coming up.

Policy on Hostel Relationships

All students and staff are to be treated with respect and fairness.

All students will be provided with the necessary support, guidance and protection expected by a boarding hostel. This includes a safe physical and emotional environment that supports learning.

All students should feel secure and valued. Staff are on hand to support, trust and guide students within Tibbs House.

Any inappropriate behaviour will be discussed with staff and parents where necessary. Students will be given guidance to change inappropriate behaviour.

Tibbs House has a zero tolerance towards any form of bullying. Boys and parents are aware that this behaviour will not be accepted.

Policy on Complaints

Complaints About

Non-compliance with Education Hostels Regulations or conditions of the Licence obtained under the Regulations.

Complaints May be From

Students, Parents, Staff members and Board members

Complaints Need

To be in writing or put in writing by the Board of Trustees or a person representing the Board of Trustees as soon as practicable if the complainant is unable to put it in writing.

Procedure for Resolving Complaints

1. Within 5 working days:

The Board of Trustees or the person representing the Board of Trustees will

- send an acknowledgement letter of receipt to the complainant
- inform the complainant of any relevant internal complaint procedures
- send a copy of all information held by the owner that is or may be relevant to the complaint
- decide whether the complaint is justified in accordance with regulation 69 of the Education (Hostels) Regulations 2005.

2. Within 10 working days after acknowledging receipt of the complaint:

The Board of Trustees or the person representing the Board of Trustees will

- Decide that the complaint is or is not justified or
- Decide that additional time is needed to investigate the complaint. In this case the owner must determine how much additional time is needed and decide as soon as practicable whether the complaint is justified. If the additional time required to investigate the complaint is more than 20 working days, the owner must inform the complainant as soon as practicable of the fact of, and reasons for, the determination and that the owner is required to decide as soon as practicable whether the complaint is justified.

3. After making a decision:

The Board of Trustees must inform the complainant of

- The reasons for the decision that the complaint is or is not justified; and
- Any actions the owner proposes to take; and
- Any procedure the owner has in place to enable consideration of an appeal by the complainant against the owner's decision on the complaint; and
- The role of any relevant external agency that may be available to assist the complainant or to investigate the complaint if it is not resolved to the complainant's satisfaction.

HOSTEL APPLICATION CHECK LIST

Name of Hostel: Tibbs House

Name of School(s): Auckland Grammar School

Registration number: 61

Name of Assessor: Tim Wood

Date Assessed: 24 June 2013.

Provider details

1. Application made * by owner <input type="radio"/> * on behalf of owner <input checked="" type="radio"/> (written proofe required that person is authorized)	Complies <input checked="" type="radio"/> Does not comply <input type="radio"/>
2. Type of Ownership <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Body Corporate If not an individual owner - (all) details for people involved provided?	Yes <input checked="" type="radio"/> No <input type="radio"/> Complies <input checked="" type="radio"/> Does not comply <input type="radio"/>
Comments:	

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Section 1: Details of hostel facilities and operations that demonstrate compliance with Part 2 of the regulations

Regulation 10: Scale Floor Plan and scale site plan

Comments:

no floor plan.

- Floor plan attached
- Site plan attached

Section 1: Details of hostel facilities and operations that demonstrate compliance with Part 2 of the regulations

Regulation 11.1:

Description of the key features of the hostel include

- the general nature of the operation
1
- maximum number and categories of boarders
125
- age range and sex of boarders
12-18 years of age
- days of operation
7 days
- any special needs catered for, (information from hostel publications may be appended to provide this detail):
As required

- Complies
- Does not comply

**Regulation 11.2.c & 13:
Fit and proper person status**

Comments:

- Complies
- Does not comply

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Section 2: Supporting information to demonstrate compliance with Part 3 of the Regulations: Minimum standards for hostels premises and facilities

Requirement	Details provided	
Regulation 44 provision of necessary spaces, facilities, and equipment		
➤ Boarders recreation (indoor and outdoor)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Remodelling gym room for netball weights
➤ Space for quiet activities	Yes <input type="checkbox"/> No <input type="checkbox"/>	} N/c
➤ Food preparation and eating	Yes <input type="checkbox"/> No <input type="checkbox"/>	
➤ Sleeping arrangements	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
➤ Toileting, bathing, other personal hygiene, changing areas and personal privacy arrangements	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	renovated 4 junior bedrooms for increased space & stability Additional Form 5 bathrooms Rebuilt junior toilet block
➤ Laundry arrangements for clothing	Yes <input type="checkbox"/> No <input type="checkbox"/>	N/c
➤ Secure storage of boarders personal effects	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Complies <input checked="" type="checkbox"/> Does not comply <input type="checkbox"/>
➤ Provision for boarders private communication with parents and other people	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Improved storage in bedroom - Junr Block Skype is available for boarders
Regulation 45 Lighting, heating and ventilation	Comment: Heat pumps introduced	Complies <input checked="" type="checkbox"/> Does not comply <input type="checkbox"/>
Regulation 46 Laundering of sheets, bath towels, etc.	Comment: N/c	Complies <input checked="" type="checkbox"/> Does not comply <input type="checkbox"/>
Regulation 47 Maintenance and safe use of buildings and facilities	Comment: N/c	Complies <input checked="" type="checkbox"/> Does not comply <input type="checkbox"/>

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Regulation 48 Fires, earthquakes and other emergencies ➤ Telephone number available ➤ Copy of evacuation, care and temporary accommodation emergency plan provided ➤ Staff, fire, earthquake and emergency training procedures described ➤ Date of last evacuation drill completed and frequency of drills provided	Yes <input type="radio"/> No <input type="radio"/>	} N/C	Complies <input type="radio"/> Does not comply <input type="radio"/>
	Yes <input type="radio"/> No <input type="radio"/>		
	Yes <input type="radio"/> No <input checked="" type="radio"/>		
	Yes <input checked="" type="radio"/> No <input type="radio"/> 6.2.2017.		
Regulation 50 Safety and hygiene of premises, equipment, etc	Information provided Yes <input type="radio"/> No <input type="radio"/>	} N/C	Complies <input checked="" type="radio"/> Does not comply <input type="radio"/>
Regulation 51 Premises to be kept free of hazards	Information provided Yes <input type="radio"/> No <input type="radio"/>	} N/C	Complies <input checked="" type="radio"/> Does not comply <input type="radio"/>
Regulation 52 First Aid Names provided	Yes <input checked="" type="radio"/> No <input type="radio"/>	} N/C	Complies <input checked="" type="radio"/> Does not comply <input type="radio"/>

Section 3: Compliance with Part 4 of the regulations: Code of practice relating to management of hostels

Regulation 54 List of all of the hostel's operating policies and procedures provided. <u>Students:</u>	
➤ Are supported in a positive learning environment	Yes <input type="radio"/> No <input type="radio"/>
➤ Are given the opportunity to develop positively within reasonable boundaries	Yes <input type="radio"/> No <input type="radio"/>
➤ Feel secure and valued	Yes <input type="radio"/> No <input type="radio"/>
➤ Have ready access to people they can trust and confide in, and are supported in raising problems and issues that are of concern to them	Yes <input type="radio"/> No <input type="radio"/>
➤ Have ready access to, and a degree of choice about, health and other personal services they may require	Yes <input type="radio"/> No <input type="radio"/>
	Complies <input type="radio"/> Does not comply <input type="radio"/>

<p>Regulation 55 policy on hostel relationships and protection of boarders from ill-treatment attached</p>	<p>Yes <input checked="" type="radio"/> No <input type="radio"/></p>
<p>Regulation 56 Copy of the procedure for granting boarders leave of absence attached. Procedures include:</p> <p><input type="checkbox"/> How boarders apply for leave and be granted leave</p> <p><input type="checkbox"/> Conditions that may apply to leave (permission of parents...)</p> <p><input type="checkbox"/> How checks are to be made for the suitability of the visited place/person</p> <p><input type="checkbox"/> Steps to be taken when boarder is missing or absent without leave</p> <p><input type="checkbox"/> Risk management for risk involved on leave</p> <p><input type="checkbox"/> Record management of leave</p>	<p>Yes <input checked="" type="radio"/> No <input type="radio"/></p> <p>Complies Does not comply</p>
<p>Regulation 57 3 year review of and consultation on hostel policies and procedures - arrangements</p>	<p>Complies <input checked="" type="radio"/> Does not comply <input type="radio"/></p>
<p>Regulation 59 and 60: Record keeping:</p> <p>➤ Record for each students kept</p> <p>➤ Records kept in an appropriate way</p>	<p>Complies <input checked="" type="radio"/> Does not comply <input type="radio"/></p>
<p>Regulation 61: Supervision, staffing and security</p> <p>All permanent staff are adults</p> <p>Regular suitability checks on staff</p> <p>No Crime convicted staff</p> <p>Substantial supervision of other adults working with students</p> <p>Security measures to prevent unauthorized access</p> <p>Authorized staff available to students at all times</p>	<p>Yes <input type="radio"/> No <input type="radio"/></p> <p>Yes <input type="radio"/> No <input type="radio"/></p> <p>Yes <input type="radio"/> No <input type="radio"/></p> <p>Yes <input type="radio"/> No <input type="radio"/></p> <p>Yes <input type="radio"/> No <input type="radio"/></p> <p>Yes <input type="radio"/> No <input type="radio"/></p> <p>} N/C.</p>
<p>3.6 Regulation 62: Supervision of boarders on excursions outside the hostel</p> <p>Appropriate number of staff available</p>	<p>Yes <input checked="" type="radio"/> No <input type="radio"/></p>

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<p>Regulation 63: Food and drink</p> <p>Hostels meets requirements</p>	<p>Yes <input type="radio"/> No <input type="radio"/></p>
<p>Regulation 64: Infectious and other diseases</p> <p>Arrangements for dealing with diseases are in place</p>	<p>Yes <input type="radio"/> No <input type="radio"/></p>
<p>Regulation 65: Protection and promotion of health</p> <p>Area and facilities for temporary isolation available</p> <p>Arrangements for dealing with accidents or serious illness in place</p> <p>Details of arrangements for boarders' access to healthcare and support services including personal counselling provided</p> <p>Hostel policies relating to the use of alcohol or other substances by staff members and boarders provided</p>	<p>Yes <input type="radio"/> No <input type="radio"/></p> <p>Yes <input type="radio"/> No <input type="radio"/></p> <p>Yes <input type="radio"/> No <input type="radio"/></p> <p>Yes <input type="radio"/> No <input type="radio"/></p>
<p>Regulation 66: Parents' contact with, or access to boarders</p> <p>Details of arrangements for ensuring parental access to a boarder and provisions for excluding contact where "good reason" exists provided</p>	<p>Yes <input type="radio"/> No <input type="radio"/></p>

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Section 4: Statutory Declaration

Signed

Yes No

Section 5: Education Review Office Report

Copy of the most recent Education Review Office report attached

Yes No

Report raised issues or concerns - Evidence provided that these have been addressed

Yes No

no issues raised

Section 6: Complaint procedure

Copy of the complaint procedure attached

Yes No

Section 7: Fees

Cheque attached

Yes No

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Information received

- Application form completed fully and supplementary evidence cross referenced and attached to support application

Section 2:

- Supporting information from hostel publications if available
- Copy of Evacuation, care and temporary accommodation emergency plan attached

Section 3:

- Full list of policies and procedures attached
- Copy of relationship and prevention of ill treatment policy attached
- Copy of boarder's leave of absence procedure attached

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MINISTRY OF EDUCATION

Te Tāhuhu o te Mātauranga

17 August 2010

National office

PO Box 1666
Thorndon
WELLINGTON

Ph: (04) 463 8278
Fax: (040) 463 8252
www.minedu.govt.nz

Patrick Gargiulo
Senior Housemaster
Tibbs House
Private Bag 999-30
Newmarket
Auckland

Hostel No: AKL/001

Dear Patrick

RE: Application for a hostel licence

Please find enclosed a licence verifying that your organisation meets the standards set by the Education (Hostels) Regulations 2005.

Please note the requirement in accordance with regulation 25 of the Education (Hostels) Regulations 2005 which prescribes the duty of the licensee to display the licence at the hostel so that it can be easily inspected by visitors. You will also need to display a list with the names of all the directors and the complaint procedures beside the licence.

Please note that your license will expire on the date shown on your certificate. You will need to send your application for renewal of your licence 20 working days prior this date to ensure that you will be a licensed hostel at all times. In case of changes of premises or ownership please contact the Licensing Office to obtain the appropriate application form. The Licensing Authority must also be advised when there is a change of director(s).

For further information please contact Hostel Licensing Office either on phone 04 463 8278 or by email at info.hostels@minedu.govt.nz.

Yours sincerely

Ralph Lane
For the Licensing Authority
Ministry of Education
www.minedu.govt.nz/goto/hostels

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MINISTRY OF EDUCATION

Te Tāhuhu o te Mātauranga

27 June 2013

National Office

Regional Operations

45-47 Pipitea Street

PO Box 1666

Wellington

Ph: (04) 463 8000

Fax: (04) 463 8252

www.minedu.govt.nz

Patrick Gargiulo
Senior Housemaster
Tibbs House
Private Bag 999-30
Newmarket
Auckland

Hostel No: AKL/061

Dear Patrick

RE: Application for a hostel licence

Please find enclosed a licence verifying that your organisation meets the standards set by the Education (Hostels) Regulations 2005.

Please note the requirement in accordance with regulation 25 of the Education (Hostels) Regulations 2005 which prescribes the duty of the licensee to display the licence at the hostel so that it can be easily inspected by visitors. You will also need to display a list with the names of all the directors and the complaint procedures beside the licence.

Please note that your license will expire on the date shown on your certificate. You will need to send your application for renewal of your licence 20 working days prior this date to ensure that you will be a licensed hostel at all times. In case of changes of premises or ownership please contact the Licensing Office to obtain the appropriate application form. The Licensing Authority must also be advised when there is a change of director(s).

For further information please contact The Hostel Licensing Office either on phone 04 463 8104 or by email at tim.ward@minedu.govt.nz.

Yours sincerely

Tim Ward

For the Licensing Authority

Ministry of Education

www.minedu.govt.nz/goto/hostels

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9 August 2010

National office

PO Box 1666
Thorndon
WELLINGTONPh: (04) 463 8278
Fax: (040) 463 8252
www.minedu.govt.nzPatrick Gargiulo
Senior Housemaster
Tibbs House
Private Bag 999-30
Newmarket
Auckland

Hostel No: AKL/061

Dear Patrick

RE: Application for a hostel licence

Thank you for your application for a hostel licence in accordance with the Education (Hostels) Regulations 2005.

Your application is currently being assessed and you will be contacted within the next three weeks if any additional information or adjustments to your application are required.

When the licence has been granted, you will receive an approval letter and a return fax form with all the details that will be shown on your licence. This will provide an opportunity for you to check and confirm the details by return fax.

The list of licensed hostels may be viewed on the Ministry of Education website: www.minedu.govt.nz/goto/hostels and is updated regularly.

For further information please contact Hostel Licensing Office either on phone 04 463 8278 or by email at info.hostels@minedu.govt.nz.

Yours sincerely

Ralph Lane
Ralph Lane
For the Licensing Authority
Ministry of Education
www.minedu.govt.nz/goto/hostels

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Education (Hostels) Regulations 2005

Application Form for Renewal of Hostel Licence

(The Education (Hostels) Regulations 2005 - Part 2: Regulation 15 Grant or renewal of licences, and Regulation 17 Applications for renewal of licences)

POST THE COMPLETED APPLICATION TO:

Ralph Lane
Ministry of Education
Level 7 St Paul's Square
P O Box 1666
Thorndon
WELLINGTON 6140

When completing your application to renew your hostel licence please refer to the following resources:

- i) **The Education (Hostels) Regulations 2005**
available on www.minedu.govt.nz/goto/hostels
- ii) **Guidelines to the Education (Hostels) Regulations 2005**
available on www.minedu.govt.nz/goto/hostels
- iii) **For further information contact Ralph Lane**
Phone: (04) 463 8278
Email: Info.Hostels@minedu.govt.nz

Please submit your application in a 'clear file' or folder clearly labelled with the hostel name.

Add additional lines, or attach additional pages/hostel publications as required. Please ensure that any attached pages or documents are clearly labelled with the hostel name and the section and/or regulation they relate to.

Section 1

Hostel Details

(Complete ALL of the following details even if they have not changed since your original licence application)

1. COMPLETE the following:

Name of hostel: Auckland Grammar School – Tibbs House	
Full name of licensee: Auckland Grammar School – Board of Trustees	
Telephone: [REDACTED]	Mobile: [REDACTED] S (9)(2)(a)
Email: [REDACTED]	S (9)(2)(a)
Physical Street Address(es) (more than one address may apply to a hostel where hostel buildings are on physically separate sites):	
Mountain Road	
Epsom	
Auckland 1023	
Postal Address:	
Private Bag 99930	
Newmarket	
Auckland 1149	
Full name of contact person: Patrick Gargiulo	
Designation: Board Secretary	
Telephone: [REDACTED]	Mobile: [REDACTED] S (9)(2)(a)
Fax: [REDACTED]	
E-mail: [REDACTED]	S (9)(2)(a)
Please complete the details below if the person making this application is <u>not</u> the hostel licensee. Note: this person must have the legal authority to sign on behalf of the licensee.	
Full name: Patrick Gargiulo	
Designation: Board Secretary	
Telephone: [REDACTED]	Mobile: [REDACTED] S (9)(2)(a)
Email: [REDACTED]	

S (9)(2)(a)

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Type of Ownership - Please tick (✓)

Individual Partnership Body Corporate

Full name of hostel owner (If the hostel is owned by an individual or partnership, please give full names of all partners):

Auckland Grammar School Board of Trustees

If the owner is a Body Corporate, please provide the name of the Body Corporate and the full names of each Director or person involved in the management of the Body Corporate.

Name of Body Corporate: Auckland Grammar School Board of Trustees

Names of Directors/Management:

Mr A J Blackburn

Mr R J Chisholm

Mr D S Hay

Mr G L Helsby

Mr W R Lincoln

Mr S Longuet-Higgins

Ms P Muir

Mr M W Poulsen

Mr M W Price

Prof A J Pullan

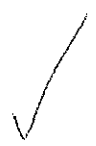
Mr G M Sandelin

Mr J Morris

Mr P J Gargiulo

Mrs C W Wilkinson

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Regulation 11.1:

Please provide information on the following key features of your hostel:

Maximum number of boarders: 125

Age range of boarders: 12-18

Sex of boarders: Male

Number of International Boarders: Two

Days of operation: 7 days/week

Any special needs catered for: As required

Number of boarding houses: 1: split into 2 houses for admin. only

Name/s of boarding house/s:

Gold

Blue

Add further detail on separate sheets if necessary

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SECTION 2

Compliance of premises and facilities with Part 3 of the Regulations

1. For each of the following regulations:

- Where there have been changes, provide details of how the regulation continues to be met. (Information from hostel publications may be attached to provide this detail. Please tick (✓) the 'details' column if this information is attached separately.)

or

- where there are **no changes**, tick (✓) the 'no change' column to confirm that the regulation continues to be met.

Regulation 44: Provision of necessary spaces, facilities, and equipment

<i>Requirement</i>	<i>Details of how provision has changed or tick if information attached separately</i>	<i>No change</i>
Boarders' recreation (indoor and outdoor)	Shade umbrella introduced for increasing summer shade area	
Space for quiet activities		✓
Food preparation and eating		✓
Sleeping arrangements		✓
Toileting, bathing, other personal hygiene, changing areas and personal privacy arrangements	Ongoing maintenance and upgrade of communal facilities increasing personal privacy	
Laundry arrangements for clothing		✓
Secure storage of boarders' personal effects	Upgraded personal lockers and increased site security	
Provision for boarders' private communication with parents and other people		✓

Regulation 45: Lighting, heating and ventilation

<i>Requirement</i>	<i>Details of how provision has changed or tick if information attached separately</i>	<i>No change</i>
Forms of <ul style="list-style-type: none"> ➤ lighting ➤ heating ➤ ventilation 		✓

Regulation 46: Laundering of sheets, bath towels, etc.

<i>Requirement</i>	<i>Details of how provision has changed or tick if information is attached separately</i>	<i>No change</i>
Laundry system		✓

Regulation 47: Maintenance and safe use of buildings and facilities

<i>Requirement</i>	<i>Details of how provision has changed or tick if information is attached separately</i>	<i>No change</i>
Buildings and facilities are maintained and used safely		✓

Regulation 48: Fires, earthquakes and other emergencies

<i>Requirement</i>	<i>Details of how provision has changed or tick if information is attached separately</i>	<i>No change</i>
Telephone available for emergency calls		✓
A plan for boarders' evacuation, care and temporary accommodation in emergencies is prominently displayed		✓
Staff, fire, earthquake and emergency training procedures		✓
Regular evacuation drills are carried out		✓

Regulation 49: Evacuation plan to include fire evacuation scheme

<i>Requirement</i>	<i>Details of how provision has changed or tick if information is attached separately</i>	<i>No change</i>
Evacuation plan satisfies the Fire Service Act 1975		✓

Regulation 50: Safety and hygiene of premises, equipment, etc

<i>Requirement</i>	<i>Details of how provision has changed or tick if information is attached separately</i>	<i>No change</i>
Furniture, fittings, etc comply with applicable NZ standards, and are kept safe and hygienic		✓

Regulation 51: Premises to be kept free of hazards

<i>Requirement</i>	<i>Details of how provision has changed or tick if information is attached separately</i>	<i>No change</i>
Hazards are managed at the hostel		✓

Regulation 52: First Aid

<i>Requirement</i>	<i>Details of how provision has changed or tick if information is attached separately</i>	<i>No change</i>
First aid equipment supplies and facilities comply with the Health and Safety in Employment Act 1992		✓

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SECTION 3

Compliance of hostel management with Part 4 of the Regulations (Review of management and policies)

1. **Evidence of self review.** Regulation 57 requires the review, at least once every three years, of policies that relate to the hostel's operating policies and the welfare of boarders.

- Please attach evidence of the processes that you use to review your policies (evidence may include: signed consultation meeting notes, questionnaires, surveys, other., including dates of these).

Evidence of review attached (✓)

- Yes ✓
- No

- For each of the Regulations below:

- where the policy has changed as a result of review, tick (✓) to confirm that you have attached a copy of the changed policy (information from hostel publications may be attached to provide this)
- or
- where there are no changes, tick (✓) the 'no change' column.

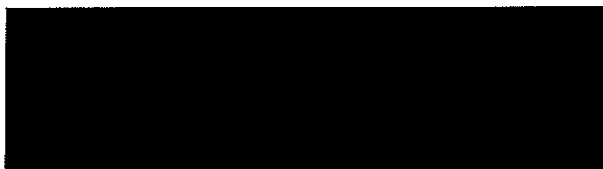
	<i>Yes, I have attached a copy of the changed policy</i>	<i>No change</i>
Regulation 54: Policies and operating procedures are in writing, ensure the welfare of the boarders and are available to hostel staff, boarders, or boarders' parents		✓
Regulation 55: Policy on hostel relationships and protection of boarders from ill-treatment		✓
Regulation 56: Procedure for granting boarders' leave of absence		✓
Regulation 58: Policies to prevent abuse, harassment or neglect of boarders		✓
Regulation 59 and 60: Arrangements for record keeping that meet these regulations		✓
Regulation 61: Supervision, staffing and security: <ul style="list-style-type: none"> ➤ suitability checks for all staff who have unsupervised access to boarders ➤ security measures used to prevent unauthorized access to hostel premises ➤ staff/boarder ratios 		✓

Regulation 62: Supervision of boarders on excursions outside the hostel		✓
Regulation 63: Food and drink: ➤ Arrangements to provide nutritious and safe food and water supply		✓
Regulation 64: Infectious and other diseases: ➤ Arrangements for dealing with an infectious disease and ensuring staff are in good health and are not suffering from an infectious disease		✓
Regulation 65: Protection or promotion of health: ➤ arrangements for dealing with accidents or serious illness involving a boarder ➤ arrangements for boarders' access to healthcare and support services including personal counselling ➤ policies relating to the use of alcohol or other substances by staff members and boarders		✓
Regulation 66: Parents' contact with, or access to, boarders: ➤ arrangements for ensuring parental access to a boarder and provisions for excluding contact where "good reason" exists		✓

- Please provide date of the most recent **evacuation drill** (Regulation 48):

23 June 2010

- Please provide the names of staff members that hold a **current first aid certificate** (Regulation 52):



S (9)(2)(a)

Regulations 67, 68, 69 and 70 (Part 5) Complaints' Process

<i>Requirement</i>	<i>I have attached a copy of the changed Complaints' policy</i>	<i>No change</i>
A complaints' process is in place for students and parents that meets the regulations	Attached as approved by Board of Trustees	

2. 'Fit and proper' person status (Regulations 11(2)(c) & 13)

- Please confirm the criteria below for each individual, partner, director or person concerned with the management of the hostel.
- If you tick (✓) "yes" to any of the following, please provide full details, on an attached sheet, of individuals who do not meet the criteria.

Criteria	Yes	No
Previous cancellation of a hostel licence?		✓
Any conviction for any offence against these regulations, any crime involving dishonesty, any offence involving harm to children or violence, or any sexual offence?		✓
Any history of mental illness or serious behavioural problems?		✓
Any adjudication of bankruptcy under the Insolvency Act 1967, or prohibition from being a director or promoter of, or being concerned with, or taking part in, the management of a company under any of sections 382, 383 and 385 of the Companies Act 1993?		✓

3. Education Review Office (ERO) Report

- Attach a copy of the latest Education Review Office (ERO) report for your hostel. ERO reports can be accessed from: www.ero.govt.nz

Latest ERO report attached (✓)

- Yes
- No

Where the report has suggested '*areas for improvement*', describe how these have been, or are being addressed, or give reasons why not. Check 'Letter 2' which you will receive from the Authority at least two months before your hostel licence expiry date for more details about this.

Self review: Term 3 2010 will see the implementation of a full hostel survey generating feedback from students in areas of concern and improvement.

Regular prefect meetings have been implemented.

Two representatives were sent to the NZ Boarding Schools Conference for professional development.

Complaints Procedure: the Complaints Procedure is now integrated into the Hostel Handbook distributed to all parents.

SECTION 4 (OPTIONAL)

Proposed changes to operations or buildings that may require an amendment to the current hostel licence.

(This is an opportunity to present any proposed changes to the operation of the hostel, or to the hostel buildings, that you would like to have considered as part of your new hostel licence. The Authority reserves the right to request further information to support your application if required.)

1. Outline any proposed changes to the operation of the hostel (e.g. ages or numbers of students) that you would like to have considered in the licence:

N/A

2. Outline any proposed structural alterations to the hostel buildings that you would like to have considered. Attach a new set of 'to-scale' floor plans highlighting the changes.

N/A

New set of 'to-scale' floor plans attached - tick (✓)

- Yes
- No

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SECTION 5

(ALL applicants must complete this section)

Statutory Declaration

- Complete the **Statutory Declaration** on page 12 and include it with this Application. Your signature must be witnessed by a Justice of the Peace, Solicitor, Registrar or Deputy Registrar of the Court.

Fees

- Enclose the application fee of **\$630** (including GST).

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STATUTORY DECLARATION

When you have completed this form, please take it to a Justice of the Peace, Solicitor, a Registrar or Deputy Registrar of the Court, to be witnessed. The declaration must be completed by a person who has authority to sign on behalf of your institution (e.g., Board of Trustees Chairperson, Manager, Director, Chief Executive).

I,Patrick Joseph Gargiulo.....,Board Secretary..... of
(full name) (designation)

Auckland Grammar School – Tibbs House solemnly and sincerely declare that
(name of Hostel)

- ~~I am the licensee of the hostel for which this application for renewal of a licence is being made or~~
- I am authorised to make this application on behalf of the licensee (delete one).
- I have made all reasonable inquires and the information contained in this application is true and correct to the best of my knowledge and belief and is accompanied by all relevant information known to the licensee.

I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Signature.....
(applicant's signature)

Full Name Patrick Gargiulo.....

Declared at Auckland...this ^{4th}.....day of ^{August}...2010

S (9)(2)(a)

Signature.....
(witness's signature)

S (9)(2)(a)

Witness Name .

Please circle one: ~~Justice of the Peace~~ Solicitor ~~(Deputy) Registrar~~

A significant penalty, including a term of imprisonment of up to three years, may be imposed under the Crimes Act 1961 for making false declarations.

APPLICATION CHECKLIST

Use this checklist to ensure all relevant material has been attached to this application. Tick (✓)

Information / attachments required
Section 1 <input checked="" type="checkbox"/> Completed hostel contact and ownership details
Section 2 <input checked="" type="checkbox"/> Details of changes to compliance with regulations covering premises and facilities attached (if applicable)
Section 3 <input checked="" type="checkbox"/> Evidence of self review of hostel policies and procedures attached <input checked="" type="checkbox"/> Copies of changed policies and procedures attached (if applicable) <input checked="" type="checkbox"/> Information about evacuation drill, staff with first aid certificates and compliance with complaints process completed <input checked="" type="checkbox"/> Fit and proper person status confirmed for each individual, partner or director or person concerned with the management of the body corporate <input checked="" type="checkbox"/> Education Review Office (ERO) Report attached and evidence of concerns addressed (if applicable)
Section 4 (OPTIONAL) <input type="checkbox"/> Proposed changes to hostel operation or buildings that you would like to have considered as part of your new licence attached
Section 5 <input checked="" type="checkbox"/> Signed and verified Statutory Declaration completed and attached <input checked="" type="checkbox"/> Cheque for \$630 (including GST) enclosed

That approval in principle be given to these two tours taking place subject to final approval of costings and arrangements by the Headmaster.

§ (9)(2)(a)

BOARD of TRUSTEES - Minutes of Meeting Held 17 November 2009

16.2 Annual Resolutions:

Resolved:

That for 2010 the School will maintain awareness of community aspirations by noting correspondence received, noting feed back from parent report evenings, and feed back from the School's communication to parents, from the Old Boys' Association and the Headmaster's Council.

Resolved:

That for 2010 the Board will report to the Community through newsletters and the annual Chronicle and Annual Report.

Resolved:

That the policy and procedure statements have been reviewed. The Board request that a review of the policy and procedure statements be undertaken with attention being given to the Treaty of Waitangi Policy, Complaints Procedure and Tibbs House Debtors and the statements be resubmitted for Board review early in 2010.

16.3 Holiday Powers:

Resolved:

That over the holiday period the Chairman or in his absence the Deputy Chairman or in their absence any two other Board Members, except for the issue of health and safety, shall have the power to act.

16.4 Board of Trustees Election:

Appointment of Returning Officer:

§ (9)(2)(a) [redacted] was appointed as Returning Officer.

Date of the Election:

It was agreed the date for the Election would be 7 May 2010.

16.5 Grammar Cycling Club

§ (9)(2)(a) [redacted] tabled a copy of the Rules of the Grammar Cycling Club which was hoped to be incorporated along the lines of the Grammar Rowing Club.

Policy for Complaint Procedure

Complaints about:

Non-compliance with Education Hostels Regulations or conditions of the Licence obtained under the Regulations.

Complaints may be from:

Students, Parents, Staff members and Board members

Complaint needs to be:

in writing or put in writing by the Board of Trustees or a person representing the Board of Trustees as soon as practicable if the complainant is unable to put it in writing

Procedure for resolving complaints

1. Within 5 working days:

The Board of Trustees or the person representing the Board of Trustees will

- send an acknowledgement letter of receipt to the complainant
- inform the complainant of any relevant internal complaint procedures
- send a copy of all information held by the owner that is or may be relevant to the complaint
- decide whether the complaint is justified in accordance with regulation 69 of the Education (Hostels) Regulations 2005.

2. Within 10 working days after acknowledging receipt of the complaint:

The Board of Trustees or the person representing the Board of Trustees will

- Decide that the complaint is or is not justified or
- Decide that additional time is needed to investigate the complaint. In this case the owner must determine how much additional time is needed and decide as soon as practicable whether the complaint is justified. If the additional time required to investigate the complaint is more than 20 working days, the owner must inform the complainant as soon as practicable of the fact of, and reasons for, the determination and that the owner is required to decide as soon as practicable whether the complaint is justified.

3. After making a decision:

The Board of Trustees must inform the complainant of

- The reasons for the decision that the complaint is or is not justified; and
- Any actions the owner proposes to take; and
- Any procedure the owner has in place to enable consideration of an appeal by the complainant against the owner's decision on the complaint; and
- The role of any relevant external agency that may be available to assist the complainant or to investigate the complaint if it is not resolved to the complainant's satisfaction.

- maintaining provision for the increasing numbers of students who are speakers of English as a second language
- cautiously considering pathways for less academic students who seek opportunities to enter apprenticeship training and attain trade qualifications.

Provision for International Students

Compliance with the Code of Practice for the Pastoral Care of International Students and the Provision of English Language Support

Auckland Grammar School is a signatory to the Code of Practice for the Pastoral Care of International Students (the Code) established under section 238F of the Education Act 1989. This is a requirement of all schools that enrol international students in terms of the Act. Schools are also required to provide English language support for their international students.

There are 72 international students currently attending the school: 35 from Korea, 11 from Thailand, 7 from Taiwan, 9 from China, 3 from Vietnam and a total of 3 from Malaysia, Japan, and Tonga.

The school complies with all aspects of the Code.

Areas of good performance

Administration and record keeping. Systems for managing and documenting the administration requirements for international students are well established and comprehensive. Home-stay arrangements are well monitored. Experienced staff coordinate services for international students. They are familiar with all aspects of the Code and report regularly to the board.

Student satisfaction. Students interviewed during the review were very positive about the school and spoke highly of teachers and the support they were given. They enjoy opportunities to participate in a range of sports and cultural activities. International student meetings are held once a week and appropriate pastoral care and counselling is available.

English language support. The establishment of the new ESOL department has been a very positive development both for international students and other ESOL students in the school. Well qualified and enthusiastic ESOL staff assess and cater for students' individual needs. This collegial team is supported by documented schemes of work, department guidelines, and ICT resources.

Provision for Students in the School Hostel

In this review ERO evaluated the extent to which the school hostel provides a safe physical and emotional environment that supports learning for students accommodated in the hostel.

School hostels are required to be licensed by the Ministry of Education and comply with minimum

standards specified in the hostel regulations.

The school hostel, Tibbs House, established in 1962, provides accommodation for 120 boys, or five percent of the school roll. The hostel is owned and managed by the school board of trustees, who take an active interest in its operations. Hostel students enjoy well established facilities adjacent to the school grounds. The hostel contributes positively to the traditions and character of the school.

Areas of good performance

Pastoral care. Boys are well supported in the hostel. The hostel has a positive, settled tone and boys engage enthusiastically in hostel life. The senior housemaster and matron deal effectively with any issues that arise. Boys are able to raise matters of concern, but are keen to re-establish discussion forums with hostel staff. Hostel students have access to school counselling and pastoral support personnel, and senior students support juniors in the hostel and at school.

Hostel staff. The senior housemaster provides professional leadership for a committed and cohesive team of staff. Roles and responsibilities are clearly defined and understood. Housemasters and the matron live on the hostel grounds and are available at all times. The board, headmaster and senior managers support the hostel staff, all of whom teach at the school. These dual staff roles contribute to the close and collaborative partnership between the hostel and the school.

Hostel management. The board is committed to the successful operation of the hostel. Policies and procedures provide a sound foundation for effective governance and management. Regular formal reporting by the senior housemaster and the hostel parents' support committee ensure that the board is well informed about hostel operations. The board maintains the hostel in a comfortable condition and makes ongoing improvements.

High quality facilities. The buildings and grounds are attractive and well maintained. Good facilities are provided for sleeping, washing and eating. Well balanced meals are of sufficient quantity and are of good quality. Boys have ready access to medical services, good opportunities to socialise, and excellent access to recreation, both in the hostel and in the school grounds. Housemasters willingly provide transport to support boys' weekend sporting and recreational pursuits. Leave systems are effectively managed and monitored.

Area for improvement

Improving self review. The senior housemaster is aware of the need to improve self review. He is considering ways of gathering increased feedback from boys and their parents by following through the intention of the parent support committee to implement regular surveys and to establish an ongoing discussion forums with senior students. It would also be useful to include the complaints procedure in the hostel handbook.

Board Assurance On Compliance Areas

Auckland Grammar Education Review

- 1 Context
- 2 Learning
- 3 Curriculum
- 4 Sustainable Performance

About the School

Location	Epsom, Auckland	
Ministry of Education profile number	54	
School type	Boys' Secondary (Years 9 to 13)	
Decile [1]	10	
School roll	2461	
Number of international students	95	
Gender composition	Boys 100%	
Ethnic composition	NZ European/Pākehā 46%	
	Māori 4%	
	Chinese 17%	
	Indian 6%	
	Korean 6%	
	Pacific 4%	
	Sri Lankan 4%	
	Other 13%	
Special Features	School Hostel, Tibbs House	
Review team on site	September 2011	
Date of this report	7 November 2011	

Most recent ERO report(s)	Education Review	October 2008
	Education Review	October 2005
	Accountability Review	September 2001

The Purpose of an ERO Report

The purpose of ERO's reviews is to give parents and the wider school community assurance about the quality of education that schools provide and their children receive. An ERO school report answers the question "How effectively is this school's curriculum promoting student learning - engagement, progress and achievement?" Under that overarching question ERO reports on the quality of education and learning outcomes for children and for specific groups of children including Māori students, Pacific students and students with special needs. ERO also reports on the quality of the school's systems for sustaining and continuing improvements.

[1]

School deciles range from 1 to 10. Decile 1 schools draw their students from low socio-economic communities and at the other end of the range, decile 10 schools draw their students from high socio-economic communities. Deciles are used to provide funding to state and state integrated schools. The lower the school's decile the more funding it receives. A school's decile is in no way linked to the quality of education it provides.

Disclaimer

Individual ERO school and early childhood centre reports are public information and may be copied or sent electronically. However, the Education Review Office can guarantee only the authenticity of original documents which have been obtained in hard copy directly from either the local ERO office or ERO Corporate Office in Wellington. Please consult your telephone book, or see the ERO web page, <http://www.ero.govt.nz>, for ERO office addresses.

1 Context

What are the important features of this school that have an impact on student learning?

Students at Auckland Grammar School demonstrate a strong sense of pride in and identification with their school. Since ERO's 2008 review, the roll has continued to grow and increasingly reflects the diverse cultural mix of the wider Auckland area. Tradition and current research underpin the school's educational philosophy to meet the changing learning needs of boys. High expectations and an ethos of achievement continue to be a well-established feature of the school.

Core values and virtues are fostered alongside encouraging boys' pursuit of excellence. School values also underpin the 'Grammar Way' and continue to support the competitive learning environment, challenging programmes and pastoral care provisions that were noted by ERO at the time of the 2008 review. Positive and respectful relationships between students and staff, and among students, are evident throughout the school. Past students, including successful community leaders, provide positive role models for boys. Student achievement is recognised and celebrated regularly at all year levels and in a variety of ways.

School facilities and resources support high levels of student engagement and participation. The extensive facilities include specialist classrooms, all-weather sports grounds, two gymnasias, a theatre and conference room complex and music suite. The library is a well-used space that supports boys' continued learning. It provides a range of high quality and relevant resources to assist teaching and learning. The efficient day-to-day running of the school further contributes to a positive and settled learning environment.

The school's roll for both Māori and Pacific students has doubled in the last twelve months. Each group now makes up 4 percent of the roll and new initiatives have been implemented to support this growth. One third of the students have Asian heritage, with Chinese students now comprising 17 percent of the roll. These students are well represented in the school's statistics for New Zealand Scholarships and Outstanding New Zealand Scholarship Awards.

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2 Learning

How well are students learning – engaging, progressing and achieving?

Boys achieve significant successes at regional, national and international levels in a wide range of academic, sporting and cultural endeavours. Co-curricular programmes and pursuits, including service and leadership opportunities, encourage active participation and success for boys. Learning in peer groups, both organised and informal, is a particular feature of interactions among students. Students demonstrate very good self-management skills and are resourceful learners.

Entrance data shows that boys enter Year 9 with high levels of achievement overall, particularly in aspects of literacy and numeracy. Student achievement information is collected from a range of tests at Years 9 and 10. This information is used to rank students for class placement and course selection. Teachers monitor each student's progress, achievement and attitude to learning and, where required, provide ongoing support for improvement. ERO and management discussed the value of collating achievement information for students in Years 9 and 10 to help identify patterns of progress and achievement in the junior school. This information could be used by senior leaders to identify appropriate achievement targets and by the board to help determine the strategic targeting of resources.

The school continues to offer two qualification pathways in the senior school. Student achievement results in Years 11 to 13 are collated and well analysed. A high percentage of students make very good progress and many succeed at the highest level in Cambridge International Examinations (CIE). In 2010 the school achieved its best results to date in CIE at both A and AS levels. Most senior students gain CIE qualifications and the school is justifiably proud of the 100 New Zealand Scholarship Awards achieved in 2010.

Data also shows that the number of Year 13 boys leaving school with University Entrance and NCEA Level 3 or higher qualifications significantly exceeds averages for decile 10 schools. This overall high level of success reflects the high standard of student attainment in Cambridge examinations. Students who gain qualifications and endorsements in the National Certificates of Educational Achievement (NCEA) achieve outcomes comparable with national pass rates for schools of the same decile rating. Overall achievement in NCEA Levels 1 and 2 in 2010 was not as high as in previous years.

Pacific student achievement is above national comparisons. Most Pacific students follow the NCEA qualifications pathway and most leave school with at least a Level 2 qualification. Results in 2010 showed improved Pacific achievement for Levels 1 and 2 when compared to success rates in previous years. Academic counselling and mentoring is provided on an individual basis. Successful Pacific parent evenings have been held to further promote students' participation, contribution and achievement at school.

How well does the school promote Māori student success and success as Māori?

School data indicate that Māori students at Auckland Grammar School progress well. Retention rates are high and, in 2010, 73% of Māori students left with an NCEA Level 3 or higher qualification. Those who enter the CIE also achieve well. Those studying for NCEA in 2010 achieved at levels comparable to national success rates, particularly at Levels 2 and 3. Māori boys also perform with distinction in a range of leadership roles and in a variety of co-curricular areas, including many sports and performing arts activities.

Since 2008, the number of Māori students enrolled in the school has grown. This growth arises in part from collaboration between the school and the United Māori Mission group that has resulted in increased opportunities for both Māori and Pacific students to attend the school. It has also led to the revival of the school's kapa haka roopu and opportunities for students in the Mission hostel to learn te reo Māori by correspondence.

Students belong to twenty-nine different iwi, the most prevalent being the northern iwi of Ngāpuhi. Many senior boys provide a tuakana-teina role within the school. In the course of this review Māori students identified the importance of strengthening these roles to further increase support for younger Māori students coming into the school.

The increased Māori roll has also resulted in the appointment of two associate deans with specific responsibility for Māori and Pacific student support. They track the progress of individual students to identify those who may benefit from more targeted support.

The school charter acknowledges the Treaty of Waitangi and identifies strategies for improving bicultural perspectives. Trustees and senior leaders are aware of the need to continue to strengthen these perspectives and to explore ways to further reflect bicultural principles and practices that affirm the cultural identity of Māori students within the school.

The strategic plan includes a specific goal for Māori student achievement, a goal that has remained constant since 2009. As part of the revision of the strategic plan the board of trustees have begun to review the board's goals and overall provision for Māori learners in the school. The provision of te reo Māori as a curriculum subject could be considered within this review. Teacher use of a school handbook that provides useful information about tikanga Māori could also be a useful topic for review.

3 Curriculum

How effectively does this school's curriculum promote and support student learning?

High expectations for achievement and a broad range of academic and co-curricular programmes support students' learning. The vision, values and educational philosophy of the school are evident in the curriculum. Local, national and international leadership programmes give priority to growing the leadership capabilities of students.

Curriculum programmes in Years 9 and 10 are linked broadly to The New Zealand Curriculum (NZC) and are designed to foster student success in senior school qualifications.

Students requiring additional learning support are well catered for by an experienced learning support team. Inclusive practices, effective review systems, and very good tracking and monitoring systems help ensure that staff continue to respond well to students' needs. Effective vocational opportunities are provided through the school's Gateway and transition to work programme.

Positive classroom relationships are a feature across the school. Many teachers demonstrate a passion and enthusiasm for their subject, making lessons interesting and relevant for boys. Their subject knowledge and good questioning techniques engage students well in learning. Good use is made of information and communications technologies (ICT) in many learning contexts. Teacher directed, task-focused learning continues to be the prevalent approach used in most classrooms. However, some teachers place particular emphasis on establishing clear learning objectives and engage boys by using a combination of effective teaching practices that are consistent with the school's guidelines for curriculum management and delivery. Good practices observed by ERO include:

- the sharing of models and exemplars for learning with students
- making connections with previous learning
- providing flexible and interactive learning environments
- providing regular feedback and feed forward about the learning taking place
- providing opportunities for students to critically reflect on their learning both in and beyond the classroom
- promoting students' understanding and use of processes and strategies to learn new concepts and skills.

These effective teaching and learning approaches being used by some staff, including those newer to the school, to meet boys' different learning needs, have the potential to serve as

useful models of best practice for staff.

A programme of regular curriculum self-review provides trustees with information about curriculum programmes and achievement in departments. While the introduction of the New Zealand Curriculum has involved teachers in a review of schemes of work, a focused review of programme content and delivery could provide the executive team with useful information about the extent to which the principles and approaches of the NZC are being implemented in departments.

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4 Sustainable Performance

How well placed is the school to sustain and improve its performance?

The school is well placed to sustain the high achievement of its students in both academic and co-curricular endeavours. Experienced board and school leadership contributes effectively to school sustainability at governance and operational levels. Past students and the parents and families of current students continue to be actively involved in the academic and co-curricular life of the school. School leaders and staff have high expectations of students and their achievement. The established culture and history of the school contributes to the ways boys strive for success.

Committed trustees bring a good blend of professional knowledge, experience and skill to the board. The headmaster and the senior executive keep the board of trustees well informed about management and operational matters. Trustees are active contributors to decision making and are currently developing a revised strategic plan that includes a review of the charter and the determination of future targets.

The headmaster articulates a clear vision for the school that balances traditional values with the current educational needs of boys. The school operates efficiently through the commitment of the executive team. Together with teaching staff, they strive to uphold the aspirations and expectations of the school and the community.

The performance management process has been reviewed and strengthened over the past year, to include a focus on teacher reflection and the revised professional standards. This review process has the potential to promote meaningful individual goal setting that results in teachers' reflection on their own professional practice.

Self review takes place at formal and informal levels throughout the school. The board uses a formal review cycle to maintain policies and school direction. Trustees receive regular reports from the principal and heads of department that are both comprehensive and informative.

ERO's 2008 report recommended that the board consider more clearly aligning its strategic planning, policies and self review systems with the National Administration Guidelines (NAGs). Since this time the school has begun to make changes in response to Ministry of Education curriculum expectations. The alignment of departmental goals with the board's strategic goals could provide further opportunities to promote the intended outcomes of the strategic plan and NAG requirements.

Provision for international students

The school is a signatory to the Code of Practice for the Pastoral Care of International

Students (the Code) established under section 238F of the Education Act 1989. At the time of this review there were 95 international students attending the school.

The school has attested that it complies with all aspects of the Code. ERO's investigations confirmed that the school's self-review process for international students is thorough. Boys are well integrated and feel included in the life of the school. They are encouraged to join in sports and other school activities and benefit from this involvement. Pastoral care is of high quality and students achieve to the high levels expected of them in external examinations.

Provision for students in the school hostel

The school hostel, Tibbs House, is owned by the Auckland Grammar School board of trustees and accommodates 123 students, or approximately 5% of the school roll.

The hostel makes high quality provision for students. It supports their physical and emotional wellbeing and safety, and their study and recreational interests through its facilities, staffing, and very well run operations. Boarding students spoken with by ERO are very positive about the many opportunities that living in the hostel provides.

Board assurance on legal requirements

Before the review, the board of trustees and principal of the school completed the ERO Board Assurance Statement and Self-Audit Checklists. In these documents they attested that they had taken all reasonable steps to meet their legislative obligations related to:

- board administration
- curriculum
- management of health, safety and welfare
- personnel management
- financial management
- asset management.

During the review, ERO checked the following items because they have a potentially high impact on student achievement:

- emotional safety of students (including prevention of bullying and sexual harassment)
- physical safety of students
- teacher registration
- stand-downs, suspensions, expulsions and exclusions

- attendance.

When is ERO likely to review the school again?

ERO is likely to carry out the next review in four-to-five years.

Richard Thornton
National Manager Review Services
Northern Region

7 November 2011

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MINISTRY OF EDUCATION
Te Tāhuhu o te Mātauranga
National Office
45-47 Pipitea Street, P O Box 1666
Thorndon, Wellington, New Zealand
Phone 04 463 8552, Facsimile 04 499 4532

Attn: Patrick Gargiulo
 Board of Trustees of Auckland Grammar School
 Private Bag 99930
 ewmarket
 Auckland 1149

TAX INVOICE

Invoice No: 990629
 Invoice Date: 11-JUN-13
 Page: 1 of 1
 Customer No: 53674
 GST No 51-507-681

DESCRIPTION
AMOUNT

Renewal of hostel licence fee

547.83

PAID

Includes GST of:

82.17

TOTAL AMOUNT :

630.00

Please address any queries to Financial Operations, phone 04 463 8552, facsimile 04 499 4532 or e-mail finops.finance@mnedu.govt.nz
 Please pay to bank account 03-0049-0004125-00. Please quote invoice number as reference when paying by direct credit.


MINISTRY OF EDUCATION
Te Tāhuhu o te Mātauranga
Ministry of Education, National Office
45-47 Pipitea Street, P O Box 1666
Thorndon, Wellington, New Zealand
REMITTANCE ADVICE

AMOUNT ENCLOSED : \$

FOR OFFICIAL USE ONLY

Customer Name: Board of Trustees of Auckland Grammar Scho

Customer No: 53674

Invoice No: 990629

Batch No. MDI6575



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Te Tāhuhu o te Mātauranga

*National Office
45-47 Pipitea Street, P O Box 1666
Thorndon, Wellington, New Zealand
Phone 04 463 8552, Facsimile 04 499 4532*

COPY

Attn: Patrick Gargiulo
Board of Trustees of Auckland Grammar School
Private Bag 99930
ewmarket
Auckland 1149

TAX INVOICE
Invoice No: 990629
Invoice Date: 11-JUN-13
Page: 1 of 1
Customer No: 53674
GST No 51-507-681

DESCRIPTION	AMOUNT
Renewal of hostel licence fee	547.83
PAID	
Includes GST of : 82.17	TOTAL AMOUNT : 630.00

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Te Tāhuhu o te Mātauranga

*Ministry of Education, National Office
45-47 Pipitea Street, P O Box 1666
Thorndon, Wellington, New Zealand*

REMITTANCE ADVICE
AMOUNT ENCLOSED : \$
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Customer Name: Board of Trustees of Auckland Grammar Scho
Customer No: 53674
Invoice No: 990629
Batch No. MDI6575

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*National Office
45-47 Pipitea Street, P O Box 1666
Thorndon, Wellington, New Zealand
Phone 04 463 8552, Facsimile 04 499 4532*

ATTN: PATRICK GARGIULO
AUCKLAND GRAMMAR SCHOOL
PRIVATE BAG 99930
NEWMARKET
AUCKLAND

TAX INVOICE
Invoice No: 964064
Invoice Date: 09-AUG-10
Page: 1 of 1
Customer No: 18577
GST No 51-507-681

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DESCRIPTION	AMOUNT
Hostel licence renewal.	560.00
PAID	
FILE COPY	
Includes GST of : 70.00	TOTAL AMOUNT : 630.00

Please address any queries to Financial Operations, phone 04 463 8552, facsimile 04 499 4532 or e-mail finops.finance@minedu.govt.nz

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MINISTRY OF EDUCATION

Te Tāhuhu o te Mātauranga

*Ministry of Education, National Office
45-47 Pipitea Street, P O Box 1666
Thorndon, Wellington, New Zealand*

REMITTANCE ADVICE
AMOUNT ENCLOSED : \$
FOR OFFICIAL USE ONLY
Customer Name: AUCKLAND GRAMMAR SCHOOL
Customer No: 18577
Invoice No: 964064
Batch No. MDI6046

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 + + + +
 + + + +
 + + + +

HOSTEL LICENCE

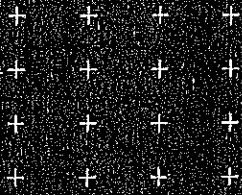
The licensee named in this Certificate is licensed to operate a hostel at the premises described in accordance with the Education (Hostels) Regulations 2005.

Name of School	Auckland Grammar School
Name of Licensee	Auckland Grammar School Board of Trustees
Registration Number	AKL/061
Name of Hostel	Tibbs House
Physical Address	Mountain Road, Epsom
	Auckland 1023

Conditions under which the hostel must operate according to regulations 22-24.

Maximum number of boarders	125
Age range of boarders	12 - 18 years
Gender of boarders	M
Days of operation	7 Days

Date of Issue	26/06/2013
Expiry Date	28/06/2016



HOSTEL LICENCE

The licensee named in this Certificate is licensed to operate a hostel at the premises described in accordance with the Education (Hostels) Regulations 2005.

Name of School *Auckland Grammar School*

Name of Licensee *Auckland Grammar School Board of Trustees*

Registration Number *AKL/061*

Name of Hostel *Tibbs House*

Physical address *Mountain Road, Epsom, Auckland 1023*

Conditions under which the hostel must operate according to regulations 22 – 24.

Maximum number of boarders	125		
Age range of boarders	12 - 18 Years		
Gender of boarders	M	F	BOTH
Days of Operation	7 days a week		
Date of Issue	9 / August / 2010		
Expiry Date	28 / June / 2013		



memo

To: Marilyn Scott, Group Manager, ECP
From: Tim Ward, Assistant Advisor, Implementation Planning, ECP
Date: 27 June 2013
Subject: Application to re-licence Auckland Grammar School – Tibbs House

1. An application for renewal of the hostel licence for Auckland Grammar School – Tibbs House has been received. Their current licence expires on 28 June 2013.
2. I am satisfied that this hostel meets the minimum requirements as set out in the Education (Hostels) Regulations 2005 and Guidelines.

You have the delegation to sign on behalf of Peter Hughes, Secretary for Education.

Recommendations:

4. I recommend that you:
 - a. **approve** the issuing of this licence from 28 June 2013.
 - b. **sign** the attached hostel licence.

APPROVE / DECLINE

Marilyn Scott

Marilyn Scott
 Group Manager
 Education, Curriculum and Performance

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From: Daniel Oram [REDACTED] § (9)(2)(a)
Sent: Wednesday, 11 May 2016 8:05 p.m.
To: Bianca McCullough
Subject: Progress Report on Tibbs House License Renewal Application

Hello Bianca,

I am wondering if you provide me with an update on the status of the boarding license renewal application that sent off to you late last term.

Kind regards,
Daniel Oram
Director of Boarding
Tibbs House
Auckland Grammar School

Sent from my iPad

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From: Daniel Oram [REDACTED] S (9)(2)(a)
Sent: Friday, 29 April 2016 2:28 p.m.
To: Bianca McCullough
Subject: RE: Hostel licence renewal

Hi Bianca,

Thanks for the email today.

I have already sent off the application (at least) three weeks ago so hopefully today's email was just an automated response.

If my application has indeed not arrived, or if it is not fully completed, could you please let me know.

Kind regards,



Daniel Oram
 Director of Boarding – Tibbs House

Phone: +64 9 623 5432
www.ags.school.nz

S (9)(2)(a)

From: Bianca McCullough [REDACTED]
Sent: Friday, 29 April 2016 11:32 a.m.
To: Daniel Oram [REDACTED] S (9)(2)(a)
Subject: RE: Hostel licence renewal

Kia ora

RE: Renewal of hostel licence

This is a reminder concerning your hostel licence renewal which is due on 28 June, 2016.

The Education (Hostels) Regulations 2005 (the Regulations) provide for:

- The licensing of hostels
- Minimum standards for hostel premises and a code for management practices.

Applications for renewal must be received by the Licensing Authority at least **20 working days prior to expiry**. The expiry date is on your hostel licence.

Hostel licence application forms and information about the hostel licensing process are available from the Ministry's website: <http://www.education.govt.nz/school/running-a-school/hostel-regulations>

If you have any questions, please contact Bianca McCullough [REDACTED] or by email to [REDACTED]

S (9)(2)(a)

Ngā mihi

S (9)(2)(a)

Bianca McCullough
 For the Licensing Authority
 Ministry of Education

From: Bianca McCullough
Sent: Thursday, 12 May 2016 9:49 a.m.
To: 'Daniel Oram'
Subject: RE: Progress Report on Tibbs House License Renewal Application

Kia ora Mr Oram

Your application was received with thanks and you will have your renewed licence before it expires on 28 June.

Ngā mihi

Bianca.

S (9)(2)(a)

Bianca McCullough | Advisor
33 Bowen St, Wellington

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We get the job done *Ka ehi i a mātou ngā mahi*
We are respectful, we listen, we learn *He rōpū manaaki, he rōpū whakarongo, he rōpū ako mātou*
We back ourselves and others to win *Ka manawanui ki a mātou, me ētahi āke kia wīkitoria*
We work together for maximum impact *Ka mahi ngātahi mā te tukinga nui toau*

Great results are our bottom line *Ka ngā hirainga tino pei ā mātou whāinga mātunga*



-----Original Message-----

S (9)(2)(a)

From: Daniel Oram [mailto:]
Sent: Wednesday, 11 May 2016 8:05 p.m.
To: Bianca McCullough
Subject: Progress Report on Tibbs House License Renewal Application

Hello Bianca,

I am wondering if you provide me with an update on the status of the boarding license renewal application that sent off to you late last term.

Kind regards,
Daniel Oram
Director of Boarding
Tibbs House
Auckland Grammar School

Sent from my iPad

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45-47 Pipitea Street
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PO Box 1666
Wellington
New Zealand

Phone: 0-4-463 8000
Fax: 0-4-463 8001
www.minedu.govt.nz

5 April 2013

Patrick Gargiulo
Tibbs House
Private Bag 999-30
Newmarket
Auckland

Dear Patrick Gargiulo,

Renewal of hostel licence

This is a reminder concerning your hostel licence renewal which is due in two months time.

The Education (Hostels) Regulations 2005 stipulate that 'no hostel can operate without a licence'. It is therefore necessary for you to have your application submitted in time to be renewed and if correct, relicensed within the required time.

Applications for renewal must be received by the Licensing Authority at least **20 working days prior to expiry**. The expiry date for your hostel is on your licence.

The hostel re-licensing application form and information about the re-licensing process have now been uploaded onto the Ministry's website www.minedu.govt.nz/hostels.

S (9)(2)(a) If you have any questions, please contact me on [REDACTED] or by email to [REDACTED]

[REDACTED]
S (9)(2)(a)

Yours sincerely,

Tim Ward
Tim Ward
For the Licensing Authority
Ministry of Education

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From: Caroline Robertson
Sent: Tuesday, 8 December 2015 2:52 p.m.
To: [S (9)(2)(a)]
Subject: Renewal of hostel licence: six month reminder

Dear Daniel

The Education (Hostels) Regulations 2005 (the Regulations) came into force on 1 March 2006 and provide for:

- the licensing of hostels; and
- minimum standards for hostel premises and a code for management practices.

Under the Regulations, all hostels were required to be licensed from 2007. Hostel licences are valid for three years and your licence will be due for renewal in 6 months time. No hostel can operate without a licence.

The Hostel Licensing Authority (the Authority) is the Ministry of Education. Applications for renewal must be received by the Authority at least **20 working days prior to expiry**. The expiry date for your hostel (Tibbs House, Auckland Grammar School) is on your licence.

The hostel re-licensing application form and information about the re-licensing process have now been uploaded onto the Ministry's website <http://www.education.govt.nz/school/running-a-school/hostel-regulations/>

If you have any questions, please contact **Bianca McCullough** on [S (9)(2)(a)] or by email to [S (9)(2)(a)]

Yours sincerely

Caroline Robertson | Advisor - Contractor

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