

## **Question asked at the Waikato Principal & BoT seminars**

Thank you for your questions at our recent seminar. To help answers these questions below are some relevant links for further information. These may also assist with other questions you may have.

### **1. PCBU Officer responsibility around Health and Safety**

There are many elements to this question and the BoT do need to understand their responsibilities. To help with this question please refer to the below documents.

Please note it is good practise to have Health & Safety as the first item on your BoT meeting agenda. This helps keep you informed of all H&S issues or trends and actions taken.

Health and Safety Practical Guide

<http://www.education.govt.nz/ministry-of-education/specific-initiatives/health-and-safety/h-and-s-for-boards-of-trustees-and-school-leaders/>

Roles and responsibilities

<http://www.education.govt.nz/assets/Documents/Ministry/Initiatives/Health-and-safety/Tools/Health-and-Safety-at-Work-Act-2015-practical-guide.pdf>

### **2. How do schools log into the Helios Portal?**

The Education Infrastructure Service (EIS) has launched the Helios Portal, and the Ten Year Property Planner (10YPP) as online services.

- **The Helios Portal** is a website for Project Managers, 10YPP Consultants, Property Project Administrators, 10YPP Administrators, and schools to interact with the Ministry's asset management tool. It has building and site data, including: CAD plans, programme and project data, and future property plans. This new suite of tools replaces the old Property Management Information System (PMIS).
- **The Ten Year Property Planner** is an online application for 10YPP Consultants and 10YPP Administrators to develop (with schools) a work plan of maintenance and improvements for the next 5 and 10 year periods.

To access the portal there are a number of steps that you have to take, please refer to the links below for the details

- <http://www.education.govt.nz/school/property/property-data/helios-updates/>
- <http://services.education.govt.nz/education-sector-logon/>

For technical support with the portal please contact the Education Service Desk:

Monday to Friday, 7:30am - 5:30pm

Phone: 0800 422 599

Email: [Service.Desk@education.govt.nz](mailto:Service.Desk@education.govt.nz)

### **3. How do we fund maintenance for school swimming pools?**

The funding you use to maintain your school pool depends on whether it is *capital work* or *operational maintenance*. To help you with this there is more information on the links below.

The first link will help you with the funding question, the second link will help you with the role of the BoT and safety.

<http://www.education.govt.nz/school/property/state-schools/school-facilities/swimming-pools/pay-for-pool-maintenance/>

<http://www.education.govt.nz/school/property/state-schools/school-facilities/swimming-pools/>

I hope this has helped provide you with answers to the questions asked and also helps direct you to the relevant information on our website.

Sharon Walker  
Infrastructure Manager, Waikato  
Ministry of Education