A FLYING START FOR QUEENSLAND CHILDREN- YR 7 TRANSITION TO SECONDARY

QIS BGA GUIDELINES FOR INDEPENDENT SCHOOLS

JULY 2013 Update

(Referencing Rd 4 Boarding Facilities applications)

Background

The White Paper: A Flying Start for Queensland Children outlined the State Government’s decision to move Year 7 to secondary schooling in 2015. The State Government has committed to providing assistance to non-state schools to facilitate this move. As it is for the State Capital Assistance Scheme (SCAS), the basis for the Flying Start Capital Assistance Scheme (the Scheme) is contained in the Education (Capital Assistance) Act 1993 and the Education (Capital Assistance) Regulation 2005. For the Independent sector, the Scheme will be administered on behalf of the State Government by Queensland Independent Schools Block Grant Authority (QIS BGA), as the approved Capital Assistance Authority (CAA).

Purpose

The object of the State Government’s Capital Assistance Programs is to assist non-state schools which are eligible for State Government funding to provide, convert, refurbish and upgrade educational facilities. With regard to the Scheme, schools will ensure that their additional Year 7 streams in 2015 can be accommodated in core teaching facilities i.e. General Learning Areas (GLAs).

QIS BGA acknowledges that, for Independent schools, the transition of Year 7 may result in a need for the addition of other educational facilities. These learning spaces would be in support of students’ engagement with a broad range of content across many curriculum areas. Schools’ needs for these Year 7 associated teaching facilities will be assessed under the SCAS, while those schools applying for funding in support of Year 7 core teaching facilities will be assessed under the Flying Start Capital Assistance Scheme.

Boarding schools with a need for additional Year 7 boarding facilities will be supported through funds allocated from the Building our Future Schools State Government election commitment to non-state schools and administered by QIS BGA under the Flying Start Capital Assistance Scheme.

These guidelines relate specifically to a school’s application for funding for additional core teaching facilities and boarding facilities, through the Flying Start Capital Assistance Scheme.

Program Guidelines

1.0 Funding Availability

1.1 Funding from the Scheme will be available for eligible schools within the following categories:

i. Schools with any of the years Prep to Year 12;
ii. Secondary only schools (Years 8-12); and
iii. Boarding schools;
2.0 School eligibility for Flying Start capital assistance

2.1 To be eligible for capital assistance under the Scheme a school must be:
   i. Accredited and eligible for government funding under the Education (Accreditation of Non-State Schools) Act 2001,
   ii. Listed with QIS BGA as the relevant CAA, through the execution of a Participating Schools Agreement; and
   iii. Upon receipt of approval for funds, the Approved Authority of the school must enter into a Recipient School Agreement with QIS BGA.

2.1 In the initial phase of the Scheme (2011), Independent schools submitted a response to an educational facilities audit conducted by QIS BGA. Through this audit an indication of each school’s possible eligibility for GLAs and FLAs has been established.

2.2 Schools received an initial letter from QIS BGA, indicating that eligibility for Flying Start Capital Assistance has been supported by evidence provided under the audit and to provide information on the BGA application process.

2.3 Project proposals for Year 7 core teaching facilities will be eligible for Flying Start Capital Assistance when the facility needs of the school can be directly attributed to the accommodation of additional Year 7 students in secondary school.

2.4 Costs directly related to the implementation of the Australian Curriculum will not be considered.

2.6 A school’s eligibility for Core Learning Facilities relates specifically to the determination of an educational need for additional Year 7 facilities. Where an educational need cannot be determined, funding under the Scheme cannot be provided.

2.7 Project proposals for Year 7 boarding facilities will be for those boarding based facilities required to accommodate Year 7 students generated by the Flying Start for Queensland Children initiative.

2.8 A school’s eligibility for Boarding Facilities relates specifically to the verification of a need for additional Year 7 accommodation and boarding based facilities. Where a need for additional boarding spaces cannot be determined, funding under the Scheme cannot be provided.

3.0 The underpinning aspects of the Flying Start Capital Assistance Scheme

3.1 Upon the establishment of a school’s educational need, an entitlement model will be employed for the allocation of Flying Start capital assistance (see Appendix 1).

3.2 Flying Start capital assistance will be directed to Independent schools in the following manner:
   i. Funding will be available for the 12/13, 13/14 and 14/15 financial years only;
   ii. Up to 50% of annual SCAS funding will be available for provision to eligible schools, other than secondary only (Yrs 8 to 12) schools, for core teaching facilities and this funding will be administered under the Flying Start Capital Assistance Guideline;
   iii. Additional Flying Start capital assistance will be available for provision to eligible secondary only schools (Yrs 8 to 12) for core teaching facilities; and
   iv. Boarding facilities will be supported through additional funds to be allocated from the Building our Future Schools State Government commitment to non-state schools.
3.2 Parameters for capital assistance include:

i. All *Flying Start* applications received by QIS BGA, by the due date on which applications can be lodged, will be assessed for assistance. See page 4, *Schedule for Application Submission* for approximate due dates;

ii. Projects for Year 7 facilities (core and/or boarding) will be submitted as discrete applications;

iii. In the case of schools seeking funding for associated teaching facilities to be developed in conjunction with core and/or boarding facilities, schools should be mindful of the fact that all *SCAS* applications will be due at the BGA office on 1st March 2013, 2014 and 2015.

iv. The provision of capital assistance to a project which is one stage of a larger project does not imply a commitment to fund other stages in the same year or subsequent years; and

v. The provision of capital assistance for one application does not imply a commitment to fund other applications in subsequent years.

4.0 **Utilisation of Flying Start Capital Assistance**

4.1 Approved authorities for Independent schools may apply for assistance for the planning, construction, alteration, extension, renovation, relocation or upgrade of *core teaching facilities* or *boarding facilities*.

4.2 Funding is available to Independent schools for the following types of work:

i. The preparation of sites for building;

ii. The installation or upgrading of water, sewerage, electricity and other services;

iii. The purchase of furniture and equipment;

iv. Architectural, engineering and other professional fees; and

v. The provision of demountable classrooms.

4.3 Financial assistance will not be provided to meet expenditure related to any aspect of the following:

i. Facilities which have religious worship as the sole or principal function;

ii. The acquisition of land, including land which has buildings affixed to it;

iii. Pick-up and set-down areas at developing schools and any other local government external infrastructure requirements that are funded under the External Infrastructure Subsidy Scheme; and

iv. Facilities of a type not provided by the State or Commonwealth Government with the exception of onsite residential boarding facilities for students or boarding supervisors if:
   - The facilities are situated in school grounds; or
   - The Minister approves the provision of the facilities.

4.4 Projects for which a contract for the project has been entered into or construction, including site works, has commenced prior to Ministerial approval will not be eligible for funding.

4.5 Flying Start Capital Assistance received for completion of new construction or refurbishment in 2013 or 2014 is not to be used for enrolment growth in student market share.

5.0 **Timeframe for submission of applications for Flying Start Capital Assistance**

5.1 Applications for development of *core teaching facilities* will be called for in July/August 2012 and then three times in 2013. This will cater for the following scenarios:
i. End 2012 project approval for 2013 construction/refurbishment; and

ii. June, September and November 2013 project approval for 2013/14 construction/refurbishment.

5.2 Applications for development of boarding facilities will be called for in February, May and July/August 2013. This will cater for the following scenarios:
i. June, September and November 2013 project approvals for 2013 construction/refurbishment.

5.3 As of March 2013, a further two application rounds for additional boarding facilities have been scheduled for 2014. These rounds will be administered by QIS BGA to meet the needs of those boarding schools which require the latest and fullest information around their boarding enrolments for the commencement of Year 7 as a secondary year from the start of 2015.

Table 1: Schedule for Application Submission
NB- this advice may be subject to change. Schools should contact the QIS BGA Flying Start capital Assistance Program Manager for further information to assist with school based forward planning.

<table>
<thead>
<tr>
<th>P-12 Schools</th>
<th>Core Facilities (const. and/or refurb.)</th>
<th>Aug 2012</th>
<th>Feb 2013</th>
<th>May 2013</th>
<th>July 2013</th>
<th>Feb 2014</th>
<th>May 2014</th>
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<tr>
<th>Secondary Only Schools</th>
<th>Core Facilities (const. and/or refurb.)</th>
<th>Aug 2012</th>
<th>Feb 2013</th>
<th>May 2013</th>
<th>July 2013</th>
<th>Feb 2014</th>
<th>May 2014</th>
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6.0 Assessment of applications for Flying Start capital assistance

6.1 QIS BGA will apply an educational assessment to all schools’ requests through the required application process and, if necessary, school visits will be conducted.

6.2 There will be no financial assessment involved in the allocation of Flying Start Capital Assistance for core teaching facilities.

6.3 In particular, the following aspects of an educational need assessment will have significant influence on a school’s eligibility for funds under the Flying Start Capital Assistance Scheme:

6.3.1 The number of additional Year 7 FTE students projected for enrolment in 2015:
i. A direct comparison of the number of Year 8 streams in the year of application and the number of Year 7 streams projected for 2015.

ii. The number of Year 8 streams indicated should be in line with a school based, historical trend which is reflective of a secondary streaming policy. Year 8 projections outside the identifiable, historical trend may be accepted after a detailed examination of the school’s circumstances.

iii. Any indication of Year 7 secondary streams from 2015 onwards being greater than Year 8 streams will require detailed examination.

6.3.2 The condition and extent of the school’s existing facilities:
i. A count of the school’s secondary educational facilities. This count will take into consideration:
   - Those learning spaces where any secondary curriculum delivery occurs, including all GLAs and specialist facilities.
• The location and number of existing Year 7 learning spaces;
• Any existing secondary or Year 7 learning spaces for removal up to 2015;
• Secondary or Year 7 learning spaces to be constructed up to 2015 through any approved capital grant or through other sources of funding.

ii. The findings of the educational facilities count, in conjunction with the number of learning spaces required to accommodate the additional Year 7 streams at 2015, will be compared to QIS BGA benchmarks to determine if an educational need for additional learning spaces can be verified.

6.4 Where an educational need for additional core learning facilities cannot be determined, funding under the Scheme cannot be provided.

6.5 Funding for boarding facilities is to be administered under the Flying Start Capital Assistance Scheme, therefore, there will also be no financial assessment involved in determining the allocation of funding to Boarding Schools.

6.6 The assessment of a school’s eligibility for additional boarding facilities will take into consideration the following:

   6.6.1 A direct comparison of the number of Year 8 FTE enrolments at the most recent Census (State or Commonwealth) and the number of Year 7 FTE enrolments projected for 2015.

   6.6.2 Current Year 8 boarding facilities, as a direct representation of the boarding requirements of the school when Year 7 becomes the first year of secondary; and

   6.6.3 Total capacity of boarding facilities (female and male) at 2013, the trend of vacancies at the time of application and any facilities proposed for construction or removal up to 2015.

6.7 Where an educational need for additional boarding facilities cannot be determined, funding under the Scheme cannot be provided.

7.0 Overview of processes after the assessment of a Flying Start application

7.1 The Flying Start Capital Assistance Scheme has been established through an amendment to the Education (Capital Assistance) Regulation 2005. The QIS BGA administration of a grant approved under the Flying Start Capital Assistance Scheme will reflect the procedures schools will be familiar with through any previous participation in the SCAS.

7.2 Schools receiving Flying Start capital assistance should expect the following:

   i. After application assessment, the recommendations of the QIS BGA Board of Directors will be submitted to the Office of the Minister;
   ii. The school will be notified of the success of an application directly from the Office of the Minister and later from QIS BGA;
   iii. Schools accepting grants will sign the Recipient School Agreement in relation to:
       • Expenditure of capital funds;
       • Acknowledgement of receipt of and accountability for the funds; and
       • Use of the facility for a period of 20 years (at which time the right ends for the State Government to demand repayment of grant funds).
   iv. The tender process will be carried out by the school:
       • Based on the Australian Standard Code of Tendering- AS4120;
       • Inviting expressions of interest through a recognised public newspaper, whereby selected respondents should receive the tender documents;
       • If deemed necessary, schools may invite appropriately qualified professionals to forward an expression of interest.
v. Building works will commence only after the Recipient School Agreement has been signed by the school and received at the office of QIS BGA.

vi. Grant payments will be made at milestones as set out in documentation which supports the Recipient School Agreement.

**NB** - This method of payment varies from the BGA tradition, under the SCAS, of a grant being paid in full at 25% of the value of the work being declared as complete.
Appendix 1

Definitions

Associated Teaching Facility - Refers to a facility required by a school to support core teaching to accommodate Year 7 as part of secondary schooling, such as specialist facilities.

Boarding Facilities - are those boarding based facilities required to accommodate Year 7 students generated by the Flying Start for Queensland Children initiative. Section 7 of the Flying Start Capital Assistance Guideline states CAAs have the discretion to determine what facilities may be associated with the provision of boarding facilities. As a guide, ‘add on’ accommodation space of 16m²/student is indicative of:

<table>
<thead>
<tr>
<th>Boarding Space Breakdown per student place</th>
<th>Eligible Area (m²)¹</th>
<th>BGA Entitlement for Construction² (ex GST)</th>
<th>BGA Entitlement (@ 70%) for Refurbishment² (ex GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sleep/Study</td>
<td>8</td>
<td>Up to $44,290</td>
<td>Up to $31,000</td>
</tr>
<tr>
<td>Ablutions/laundry</td>
<td>2.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indoor recreation</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Circulation</td>
<td>2.5</td>
<td></td>
<td></td>
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<tr>
<td>TOTAL:</td>
<td>16.0</td>
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¹A space less than the maximum eligible area may be pro-rated
²Locality allowance will be applied

The boarding facility entitlements listed above are all inclusive, i.e. construction costs, site development costs, service connections, professional fees and furniture have been accounted for under the amount.

Capital Assistance Authority (CAA) - Queensland Independent Schools Block Grant Authority is the corporation nominated by Independent Schools Queensland to receive and assess applications, make recommendations to the Minister, make payments to schools, monitor the progress of projects and carry out other functions under the Education (Capital Assistance) Act 1993.

Core Teaching Facility - Refers to a General Learning Area (GLA) or a Flexible Learning Area (FLA) to accommodate Year 7 as part of secondary schooling. The core learning facility entitlements listed below are all inclusive, i.e. construction costs, site development costs, service connections, professional fees and furniture have been accounted for under the amount.

<table>
<thead>
<tr>
<th>Functional Area per unit</th>
<th>Eligible Area (m²)¹</th>
<th>BGA Entitlement for Construction² (ex GST)</th>
<th>BGA Entitlement (@ 70%) for Refurbishment² (ex GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Learning Area (GLA)</td>
<td>Max. 80</td>
<td>Up to $250,000</td>
<td>Up to $175,000</td>
</tr>
<tr>
<td>Flexible Learning Area (FLA)</td>
<td>Max. 100</td>
<td>Up to $310,000</td>
<td>Up to $217,000</td>
</tr>
</tbody>
</table>

¹A space less than the maximum eligible area may be pro-rated
²Locality allowance will be applied

NB- A school may apply for an FLA if eligible for a minimum of five (5) GLAs to be funded under the Scheme.

Educational Facilities - Refers to facilities for core teaching and associated facilities for that core teaching which accommodate Year 7 as part of secondary schooling.

Educational Need - As determined through use of the following State Government formulas for resourcing schools:

i. 25 students/stream = 1GLA required.
ii. 5 GLAs= 1 FLA.
As per Section 10 of the *Flying Start* Capital Assistance Guideline, applications received will be subject to an assessment of the school’s educational need, therefore, QIS BGA will consider:

i. The condition and extent of the school’s existing facilities, in particular, existing Year 7 learning spaces;

ii. The facilities that are, or are likely to be, needed to provide core teaching within the schools’ curriculum or proposed curriculum.

iii. The number of Year 7 students expected to attend the school in 2015, not including full fee paying overseas students.

iv. The characteristics of the students who attend, or are expected to attend the school, for example, whether they have particular needs.

v. Whether the school is in a remote area of the State.

**Full Fee Paying Overseas Student**- An overseas student means a person who:

i. Is not an Australian resident; or

ii. Holds a student visa issued under the *Migration Act 1958* (Cwlth).

Overseas Students are responsible for the cost of their own education and do not attract Australian Government funding under the *Schools Assistance Act 2008*.

**QIS BGA**- means Queensland Independent Schools Block Grant Authority.

**State Capital Assistance Scheme (SCAS)** – means the Queensland Government capital grants program with the objective of assisting non-state schools which are eligible for State Government funding to provide, convert, refurbish and upgrade educational facilities or boarding accommodation. The focus of the Scheme is on school needs and the ability of the school community to meet those needs.

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