

**MINUTES OF THE LAWRENCE AREA SCHOOL BOARD OF TRUSTEES MEETING HELD ON TUESDAY 28<sup>th</sup> JUNE 2016 COMMENCING AT 5:30 P.M.**

**PRESENT:** P Eason (Chairperson) D Young, K Ponsonby, C Harrex, P Eason, S Wither, J Auld, G May and E McLaughlin

**IN ATTENDANCE:** P Taylor, B Luff and M Cummings

**APOLOGIES:** M Patterson.

Paul Eason stood down as Chairperson.

Paul was nominated as Chairperson by Steve Wither and this was seconded by Gillian May. It was moved that Paul is the Chairperson of the Board of Trustees.

Konica Ponsonby was nominated to be secretary by Steve Wither and this was seconded by Christine Harrex. This was moved and accepted.

**ANNUAL CURRICULUM REVIEW:** Pauline Taylor and Blake Luff tabled their Physical Education and Health reports with the board and this was discussed.

**MINUTES:**

It was resolved that the minutes of the previous meeting held on the 24<sup>th</sup> May 2016 are confirmed as true and correct.

S Wither / P Eason

**MATTERS ARISING:**

Thank You voucher: Melinda will get this in Dunedin.

Survey: John and Debbie working on this.

Fence: The hole in the fence – John has emailed regarding this.

Signage: This has been ordered but has not arrived yet.

**CORRESPONDENCE:** The correspondence was tabled. Additional correspondence – NZ STA Annual Report. RAMS – National Area Schools Tournament. MOE – regarding 12A & 12B Lancaster Street.

John moved that the Returns Officer for the recent elections be paid for the amount discussed.

J Auld / P Eason

**OUTWARD CORRESPONDENCE:** None

**CHAIRPERSONS REPORT:** Paul moved that Mark Patterson be co-opted onto the Board of Trustees. This was moved and accepted. Board training on the 5<sup>th</sup> August. Survey results to be put in the newsletter. Congratulations to the board, staff and students on a fantastic ERO report. Steve and Paul discussed the Simpson Park agreement with the board.

**PRINCIPAL'S REPORT:** John Principal's Report was tabled.

PROPERTY: As a Board we are responsible for school for our grounds, buildings and machinery. All maintenance: painting, plumbing, electrical, mechanical, carpentry, drainage is paid for out of the Op's grant. With aging buildings and infrastructure this is a challenge. We receive an allocation for capital

works, known as a 5YA (five year agreement). This has allowed us to upgrade classrooms e.g. Room 1, Food Tech Room. It also has to be used for more mundane tasks e.g. Repairs to boiler (in excess of \$200,000). 5YA funding has reduced, our current funding for 2013 to 2017 is \$324,757, cf 2003 – 07 \$478,880, 2008 – 12 \$539,823. At present we have \$315,510 of current 5YA unspent. Ideally having the funds to remediate and upgrade the library, science lab and music suite, as well as significantly modernizing the North and South blocks would be brilliant. Refurbishing the art room and materials tech room will also be needed given that in our rationalization plan we intend to dispose of Rooms 3 & 4. Collectively these will cost, therefore we will have to be patient and wait for further info from the MOE. With each 5YA there is small allocation to upgrade furniture and equipment. Demand and need however exceed supply. H & S Officer appointment Tim Samson – training to be undertaken. Awaiting MOE approval to make repairs to Room 1 roof – gaining feedback from Ian Johnstone. Need to meet with Keeley to discuss painting. H & S committee to form, volunteer from BOT needed from new board. Meeting with Lorraine Pearce, ChCh MOE Vision and Design, 15<sup>th</sup> June 2pm (info sent to the board).

PERSONNEL; Teacher staffing is funded by the MOE based on the number of students we have and the class levels they fall into, e.g. Yr 13 student is allocated more staffing than a Yr 7 student. Based on 143 students we have been allocated 14.92 full-time teacher equivalents for 2016. This includes staffing for special needs, reading recovery etc. Sometimes staffing is given in \$ e.g. for ALiM2 (a maths initiative) and High and Complex Needs. Funding for teachers sick leave and relieving costs for professional development are expected to be funded from the Ops' Grant. Attached to our staffing allocation is a number of management units \$4000 pa (18) and smaller number of MMA units \$1000pa (4). These are paid to teachers in positions of responsibility, HOD's, those leading initiatives and those undertaking special tasks. Allocation of these is the responsibility of the principal and Management Team. From our 14.92 FTE we employ 11 full time teachers and 8 part timers, for a total 14.86 FTE. 14.86 – principal = 13.86 – BL-S special needs .69 = 13.17 – Junior School 6.6 = 7.26 = Senior School. Equity – in simplest terms the Area School Teachers Contract allows those teaching Yr7-13 five hours non-contact each week and Yr0-6 teachers' one hour non-contact. As a school we have always seen this as lacking equity. We provide Junior School teachers' 5 hours (1 day) per fortnight. In addition to these 19 teachers we employ 15 support staff. 10 Teacher Aides, 2 Librarians, Office Administrator/Sports Coordinator, Cleaner, Caretaker. These are paid out of our Ops Grant and collectively constitute our biggest expenditure. Katie Russell from Tapanui has been appointed to cover Kerren Crawford's class whilst she is on sabbatical in Term 3.

FINANCIAL; Each year based on student numbers plus other factors the MOE calculate our schools funding for year. This called our OPERATIONS GRANT. It is paid quarterly 1 Jan, 1 April, 1 July and 1 October. All schools costs other than teacher salaries and major capital works have to be paid from the Ops Grant. Based on this income we carefully set a budget for: Support Staff, Property, Administration, and Learning Resources. It is quite a challenge to balance the budget. Each month Kate processes the accounts, they are sent to our accountant Solutions and Services who furnish a monthly commentary. Our accounts are externally audited each year. As part of our monthly meeting we discuss finances and accounts. Other than the Op's Grant we receive modest amounts of money for; students with 'high' needs, MOE initiatives, grants from charitable funding agencies, parents for camps etc. and school donations.

STRATEGIC ACTIVITIES; Strategic Goal 1: Improve achievement outcomes for all students with a specific focus on individual students with identified needs and abilities, and current target groups including boys and our Maori students. Strategic Goal 2: To promote student engagement in learning

and the school community. Strategic Goal 3: Foster collaboration within and across schools with three key foci: raising achievement in writing, raising achievement in mathematics and lifting student engagement. Paul and I attended a Community of Learning (COL) meeting in Roxburgh. To date MOE has approved to support collaboration between Twizel, Maniototo, Roxburgh, Catlins and Lawrence Area Schools. They have approved our four achievement challenges: to improvement in writing; to improve achievement in mathematics; to improve NCEA outcomes; to lift engagement of Yr 7-13 students. We looked at 'establishment'; governance, management, employment, policy. We came up with a number of questions for the MOE, the answers to which will help shape our decision making. Professional development focus: ERO visit a positive experience, Rippa rugby, Yr11 Careers Day both enjoyed. Room 4 Camp an outstanding success. NZASA Tournament, Dunedin 10-14 July. NZSTA Conference, Wellington 15<sup>th</sup> – 17<sup>th</sup> July, NZASA Conference, Auckland 17<sup>th</sup> – 19<sup>th</sup> August.

### **FINANCIAL REPORT:**

The Financial report was discussed. It was resolved that the accounts tabled for payment are approved and the financial statement be accepted.

S Wither / J Auld

The Financial statement for Year end 2015 was moved and adopted.

S Wither / J Auld

### **SPORT/LEOTC:**

Eloise discussed the up and coming Area Schools Tournament which is being held in Dunedin first week of the holidays. Eloise is going to be assisting with Netball.

**STAFF REPORT:** Term 2 has been very busy with Tournament, ERO, Camp, and reports, so teachers are looking forward to a well-earned break. Reports are currently being prepared for parents and will be sent home at the end of term. These will be followed up with parent/teacher interviews at the beginning of term 3. All reports have been prepared using the new administration programme 'Edge'. At the end of last year there was discussion around a board staff function. Would the outgoing and incoming BOT be interested in having a mid-winter dinner somewhere either at the end of term 2 or the beginning of term 3? Possible dates, venue etc?

**STUDENT REPORT:** Eloise discussed the cardboard car rally that the SADD committee held. Otago Champs Netball was held in Dunedin. The senior students have been helping the Room 1 and Room 3 students at Friday sport with ball skills etc. Senior students have been attending Area School Formals. FAST 5 sport tournament is being held in August.

### **SUBCOMMITTEE REPORTS;**

PERSONNEL; N/A.

HEALTH & SAFETY; Mark Patterson to take on this role.

GROUND AND BUILDINGS; Gates to still go up. Steve discussed the bottom car park. This to be tidied up and gravelled. Lawnmower due in September.

### **POLICIES;**

#### **Child Protection Policy**

New policy, requirement of Vulnerable Children's Act.

Christine has worked on this with the help of Jane Pridham (STA).

Christine moved that the Child Protection Policy be adopted.

C Harrex / S Wither

**Reporting on Incident of Abuse / Neglect Procedure**

A completely rewritten procedure, broader than the original one and works alongside the Child Protection Policy. This policy has also been worked on with the help of Jane Pridham. The Reporting on Incident of Abuse/Neglect Procedure has been ratified.

C Harrex / G May

**EOTC Policy**

**EOTC Procedure** – change to No 5. Regarding Police Vetting

**EOTC Planning Procedure**

Updated by Blake, edited Christine.

The EOTC policy has been ratified.

C Harrex / J Auld

Policies for review next meeting: Nag 1 Curriculum – Assessing Achievement of Maori Students Policy, Curriculum Delivery Policy, Equity Policy, Homework Guidelines, Homework Policy and Homework Procedure.

**GENERAL:** Acknowledgement to past Board members – Jason happy to stay on and assist with the boiler system.

**NEXT MEETING DATE:**

The next meeting will be held 26<sup>th</sup> July 2016 at 5:30pm.

The meeting closed at 7:30pm

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Chairperson

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Date

