

MINUTES OF THE LAWRENCE AREA SCHOOL BOARD OF TRUSTEES MEETING HELD ON TUESDAY 8th NOVEMBER 2016 COMMENCING AT 5:30 P.M.

PRESENT: D Young, E McLaughlin, C Harrex, S Wither (Acting Chairperson), J Auld, G May, M Patterson, K Ponsonby.

IN ATTENDANCE: K Crawford and M Cummings

APOLOGIES: P Eason, L Howell and F Bennington.

ANNUAL CURRICULUM REVIEW: Kerren tabled the Arts Report, prepared by herself and Linda. The junior school staff are very pleased with the quality and caliber of singing taking place at assemblies. Teachers continue to identify talented students in Visual Arts through their detail in their work and the development of their ideas. This year there was one senior student doing Level 1 Art by correspondence. She found it difficult to keep on task at times but was successful in getting her board away by the due date. The communication with her tutor at The Correspondence School appeared to be a bit hit-and-miss at times. In future, it would be beneficial for the student to be timetabled in the art room with an art/graphics class where a teacher is present at all times. The Art department would like to purchase at least 6 reasonable quality guitars to enable students to begin learning to play this instrument. These range from \$180 upwards. Also Linda has requested some power points to be added to the art room and some pin boards in the foyer near the staff room to display student's artwork.

MINUTES:

It was resolved that the minutes of the previous meeting held on the 11th October 2016 are confirmed as true and correct.

G May / S Wither

MATTERS ARISING: None.

CORRESPONDENCE: John tabled the correspondence and this was discussed. Letter from Andrea Cotton requesting leave next year, Melinda will cover Andrea's hours while she is away – this was approved, Life Education Trust – price rise, NZ STA annual subscription.

OUTWARD CORRESPONDENCE: Letter of acknowledgement and acceptance was sent to Tash Hughes.

CHAIRPERSONS REPORT: New lawnmower has arrived.

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

PERSONNEL: Staffing 2017 – currently working with staff on the basis of attrition along the lines shared at our last meeting. Progressing well through discussion, gaining worthwhile feedback and ideas. Will have completed decision making by 27 November deadline. Elly Clucas has been ill, we have employed Courtney Deal as a casual. A number of Cody's T/A have also been off work for injury/illness, employing Shelley Neilson who has previously worked with Cody as cover. Awaiting MOE resourcing feedback on 'Staffing for Special Reasons'. Budgeting around 2017 staffing to do this month.

FINANCIAL; To do – review of 2016 budget – prepare a draft for 2017 budget. Bowling club monies now in holding account, interest bearing account. Smyth Trust monies to draw down to help offset 'Spirit' costs.

PROPERTY; As a board we are responsible for school for our grounds, buildings and machinery. All maintenance: painting, plumbing, electric, mechanical, carpentry, drainage is paid for out of the Op's grant. With aging buildings and infrastructure this is a challenge. Room 1 roof – Sam Chapman has completed this job very efficiently. Lorraine Pearce, has request to run another session with staff. End of Year need to review any external painting needs plus any internal projects. Furniture need in science lab and art room should be looked at. Three-way valve to control heat to Simpson Park needed, costs can be met by project monies. Room 3 shelving solution. School veggie gardens underway. New mowers up and 'mowing', definitely quicker and saving time. Health and Safety Committee – Mark, Tim, Kate and John have met working on the next steps.

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 focus: raising achievement in writing, raising achievement in mathematics and lifting student engagement. Awaiting feedback form Lorraine Pearce – wanting to meet again with staff, arranging time/date. 12th October MNA visit – a NZQA review – very successful, feedback very positive awaiting report. 14th October opening of the TAC – very successful – using the pool regularly. 17 – 20 October Yr 7/8 Camp at Queenstown very successful. 18 – 21 October Yr 5/6 Camp at Tautuku very positive feedback. 3rd November – spelling bee. 2 – 4 November – Life Education. 4th November – Gutbuster. 10 November NCEA exams begin, 28 Nov – 2 Dec Yr 9 camp at Twizel, 4-7 December Yr 10 Camp to Wellington, 12 December Prizegiving, 13 December last day. Other Activities – touch, cricket, athletics, Yr 7/8 golf. Start Date 2017 Wed 1st Feb TOD and Yr 11-13, Thurs 2nd Feb of Feb full school.

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 / E McLaughlin

SPORT/LEOTC: Sports Extravaganza that was usually held in Balclutha has been cancelled due to schools pulling out due to finding it difficult to get volunteers. An in-school extravaganza will be held on the 25th November.

STAFF REPORT: This is a very busy time of our school year. Senior students have gone on study leave. Many of them are still attending classes, which are being run as normal by senior staff, in order to get extra support with their study and exam preparation. Exams begin on Thursday. Junior teachers are carrying out whole-school testing in spelling, numeracy, reading and writing as a way to measure progress and to gather data for report writing and for end-of-year prizes. Room 6 and 7 both had very successful camps in late October. Prize-giving preparations are well underway, with students having daily singing practices. In the past on prize-giving night (prior to having a supper with the parents) the Board of Trustees always put on a supper and drinks in the staffroom for afterwards. It was an opportunity for the staff and the BOT to get together and celebrate another successful year at LAS. Gillian asked the Board if they would be interested in doing this again this year as we will no longer be having the supper after prize-giving. This was discussed with an option of having a 2 question survey

as the parents walked in the door regarding communication. Gillian will run this passed the prize-giving committee. Further surveys are to be discussed to gather what questions need to be asked families, staff and students.

STUDENT REPORT: School vegetable garden is underway and looks like it will be a very successful project as students seem to be very interested and excited to see the overall outcome. Eloise had the opportunity to spend a period out there yesterday afternoon, very good environment. SADD dress your door competition was finalised last week, with Room 1 winning the competition and they will be given a shared lunch organised by the SADD committee. They won for their creativity as each wrote a short story about distractions whilst driving. Seniors are currently on study leave with all year groups having their first exam on Thursday, just two days away. Year 13 girls will be taking a First Aid course on the 25th of November. This will be good to have going into the big wide world next year. Eloise had the privilege of organising the annual Gutbuster for 2016, students from Yr 7-11 participated last Friday. This is a Triathlon consisting of a bike, run and kayak. Awesome to see students getting stuck in and giving it a 100% and knowing that she had an influence on their participation is a great feeling. Eden and Eloise have their last Youth Council gathering scheduled for the end of November. They can both conclude that it has been an amazing opportunity and experience over the last two years, and they have both learnt so much about our district and gained numerous leadership and communication skills. Being involved with getting the youth up and about has been tough but in the end very beneficial for everyone involved. This is also Eloise's last Board Meeting, so she took the time to thank Mr Auld, Head Chairman Paul and all other members for the awesome experience. She said it's been great being more involved with the school, and seeing first hand, all that the BOT does. This has been truly perceptive and eye opening.

Good luck to Fletcher for next year, big boots to fill.

Thanks again.

SUBCOMMITTEE REPORTS;

PERSONNEL; Board to go into committee after the meeting.

HEALTH & SAFETY; Mark met with Tim and Tim reported with Mark on his recent Health and Safety course which was relayed with the board – new protocols to be up and running. Police checks are also being used now with contractors – this may also need to be done prior to school camps and outings for parents/guardians who will be attending as volunteers.

GROUNDS AND BUILDINGS; Dana to meet with John to see what jobs need to be done over the summer holiday period.

POLICIES;

Reporting on Student Achievement

Main change – Guidelines – updated

Ready to be ratified with Board approval

Sport Policy

Rationale and Guidelines – tidying up, tightening up the language

Taken out Sporting Behavior

Made one list of Guidelines (No. 5 added in)

List of aims put incorporated in No. 5 Guideline

Ready to be ratified with Board approval

Statement of Curriculum

This policy was deleted

Treaty of Waitangi

Completely rewritten policy

Ready to be ratified with Board approval

NEXT MEETING

Nag 2

Christine moved that these polices be ratified – seconded Steve.

GENERAL: Acknowledgement letter to be sent to Paul and Mandy Eason for their donation. Mark queried about the option of hosting exchange students/fee paying students from overseas – a set of documentation would need to be drafted before we could take this further.

NEXT MEETING DATE:

The next meeting will be held 29th November 2016 at 5:30pm.

The meeting closed at 7:35pm

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Chairperson

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Date

LAWRENCE AREA SCHOOL BOARD OF TRUSTEES

"TO DO" LIST

NAME	JOB TO DO	COMPLETED
Paul	Gym – Brackets and bars missing to pull out structures.	
Jason/Gillian/Mike	Instructions/Procedure on the Boiler system – to be drawn up	
	Check Log	
Walk Around Jobs	Woodwork Room – Roof – internal ceiling old water damage	
	Windows – replace louvers	
	Art Room – Ceiling tiles in lean to water damaged	
	Beam on walkway between Room 12 and Music/Science	
	Furniture in the Science Lab	
Konica	Letter to Paul and Mandy Eason	
Dana	Carpet Cleaning to be booked	
	Gather information regarding grants for families to help assist with costs of camps etc.	
John	Agreement with TAC	
	Whitehaven Street Houses and Lancaster Street Flats	
	Prizegiving nibbles - catering	
John/Mark	Exchange student documentation	
Gillian	Pool Policy to follow up.	