

MINUTES OF THE LAWRENCE AREA SCHOOL BOARD OF TRUSTEES MEETING HELD ON TUESDAY 3rd MAY 2016 COMMENCING AT 5:30 P.M.

PRESENT: P Eason (Chairperson) J Lyders, J Auld, R Dickey, D Shaw, C Harrex, G May, and S Wither.

IN ATTENDANCE: P Taylor, S Holgate, B Lovell-Smith, M Cummings and S Benington (arrived 6:15pm).

APOLOGIES: E McLaughlin.

ANNUAL CURRICULUM REVIEW: Susan and Pauline tabled their English report and this was discussed. Junior school is on track with reading but there is a concern with the results for boys writing – staff will investigate 'ALL' writing programme for next year. This would be run in a similar way to ALiM and would involve some additional costs.

Bill Lovell Smith tabled the Individual Needs report to the board – SAC application for NCEA was discussed. The initial assessment to qualify for this comes at a cost to the family and could the board consider ways and means to remove this barrier to receiving approval for SAC. The PN and Senco are committed to identifying the potential SAC candidates.

Gillian discussed the Gifted and Talented students – 14 students at present are currently confirmed as Gifted and/or Talented on the register. Three students are 'flagged' on the register and are having data being gathered on them throughout the year.

Sally Benington tabled the Reading Recovery report and discussed this. Currently there are 2 students on the programme but 6 children are being monitored. Sally's recommendation in order to help meet the identified goals would be for the Board to continue to fund the shortfall as Ministry contribution is beyond our control.

The Careers report was tabled and is available on the website.

MINUTES:

It was resolved that the minutes of the previous meeting held on the 29th March 2016 are confirmed as true and correct.

G May / C Harrex

MATTERS ARISING:

Survey; These have been returned to the school by parents, student and staff members.

Gift; A gift for Eloise has been purchased.

CORRESPONDENCE: The correspondence was tabled. Additional correspondence – STA News, Gordon Wilson Community Trust, NZ STA Delegate for AGM.

J Auld / S Wither

OUTWARD CORRESPONDENCE: None

CHAIRPERSONS REPORT: Thank you to Steve, Russell and Dave Shaw for the help on the fence and gates. Paul expressed his concern on what the board and the school can do to keep students at Lawrence Area School. Great to see tournament is on track and is there any way the board can help for the week. ERO visit coming up.

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

PROPERTY; Fencing to be undertaken as a working bee. MOE has approved and paid for the boiler pipe replacement, work currently underway – capital works expenditure. Awaiting MOE approval to make repairs to Room 1 roof. TAC closed for winter, currently evaluating cost of coal for February, March and April. Need to meet with Keeley to discuss painting.

HEALTH & SAFETY; Health and Safety we have 35 employees. As such we need to elect/appoint and train one Safety Officer. Health and Safety committee to form and volunteer from BOT needed. Blake Luff currently reviewing LEOTC policy/procedure.

PERSONNEL; Have advertised sabbatical leave position for Term 3 to replace Kerren Crawford – ideally we are looking for an experienced teacher. Looking to have Carla Laughton teach Yr 11 accountancy papers, post tournament. With ALiM2 teaching to starting this term we have employed Sally Benington full time to cover teacher release etc. Tournament will necessitate some additional hours for support staff – minor cost.

FINANCIAL; Application made to Trusts Community Foundation for \$20000 to help purchase new mowing equipment for the school, awaiting response. Community Trust of Otago likely to come on board with funding for technology for all schools, no further information at this stage. Both ALiM2 and HCN funding received as funding rather than a staffing allocation. This will have to carefully managed. Staffing underuse 2015 will be paid 1st July \$16000. A break-down of Tournament Income/Expenditure will be needed post tournament.

STRATEGIC ACTIVITIES; Strategic Plan finalised, sent to MOE - Suggest that we adopt a Dec 1 to Nov 30 school year for our Strategic planning e.g. finalised before the actual school year. 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 Professional development focus: ALiM2, T & G, Science, MX Lead Teacher. ERO review 30th May to 2nd June. BOT self-assurance checklist to complete

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

SPORT/LEOTC: John discussed the layout for tournament.

STAFF REPORT: Term 2 has begun and all staff are back on board ready for a very busy term. Staff enjoyed the school formal and the organising committee are to be commended on the excellent organisation of this event. A gift was purchased for Eloise from the BOT - she received a massage

voucher to assist in her comfort and recovery. Alim 2 has begun in the junior school with Pauline taking a group of Year 7 students and Kerren taking a group of Year 4 students. This programme runs for 50 lessons, which are all to be carried out in term 2. Some students from Year 3-8 have chosen to compete in the South Otago gymfest and they are training for this event in Week three. Preparations are well underway for Tournament next week and students and staff are eagerly awaiting the commencement of activities. In the past the BOT have paid for flu immunisations for staff, as this is much more economic than paying for relievers, will be this be the case this year? Staff are preparing for an extremely busy term with many events, activities, camps and professional development opportunities on the calendar over the next ten weeks. The teachers in Year 0-2 classes would like the Board to consider leasing 6 Ipad Air 2, (3 per class), quotes supplied for both 2 year lease option and 3 year lease option.

STUDENT REPORT: None

SUBCOMMITTEE REPORTS;

PERSONNEL; End of the month interview for Kerrens replacement for Term 3.

HEALTH & SAFETY; N/A.

GROUNDS AND BUILDINGS; Path up to the pool put on hold. Steve queried the fences at the pool around by the school houses on Whitehaven Street. Check on the principal's house.

POLICIES; Summary of the NCEA policies are as follows:

NCEA Policies – move all to Nag 1

Needed to be updated and revised.

Summary of changes

ASSESSMENT POLICY

Title – Years 1 – 10

Guideline No. 8 removed

NZQA ASSESSMENT POLICY

Completely new policy

COURSE INFORMATION AND ASSESSMENT

New rationale

Original Rationale changed to Guidelines

Standard operating Procedures removed

EXTENSIONS/LATE ASSESSMENTS POLICY

Added in Extensions

Added Guidelines

New Procedures added

MISSED ASSESSMENT POLICY

New Rationale

Original Rationale changed to Guidelines

New Procedures added

NCEA APPEALS POLICY

Revised Rationale and Guidelines

Removed 7, 8, 9

AUTHENTICITY POLICY

Completely rewritten

MODERATION POLICY

New rationale
Original rationale changed to Guidelines
Purpose removed
New Procedures added
FURTHER REQUIREMENTS POLICY
Completely new policy
FURTHER ASSESSMENT OPPORTUNITIES POLICY
Completely new policy

Christine moved that the changes be ratified for the NCEA Policies – All in favor.

Lock Down Procedure – cellphone to be added to this.
Sexual and Physical Abuse Procedure – Christine will email Jane at STA for assistance with this. There is a double up with the Privacy Policy. Next polices to discuss are Nag 1.

GENERAL:

Board Assurance Statement and Self-Audit Checklist was discussed.

It was moved that 6 Apple Ipads be ordered for the Room One and Three classes on a three year lease as per agreement.

R Dickey / P Eason

NEXT MEETING DATE:

The next meeting will be held 24th May 2016 at 5:30pm.

The meeting closed at 8:04pm

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Chairperson

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Date

LAWRENCE AREA SCHOOL BOARD OF TRUSTEES

"TO DO" LIST

NAME	JOB TO DO	COMPLETED
John	Mural John has discussed this with her, work in progress.	
Paul	Access door in bus shed to prevent access to caretakers shed, maybe also put in stop blocks.	
Paul	Gym – Brackets and bars missing to pull out structures.	
	Room 3 – Water leaks above projectors Hard drive to fix up or replace asap	
	Questioned that the tables are getting old and would like some form of storage under table.	
Russell	Caretakers room – Leak in hallway and stain on floor	
John	Letter to Simpson Park regarding Lawn Mowing - in progress	
Jason/Gillian/Mike	Instructions/Procedure on the Boiler system – to be drawn up	
Walk Around Jobs	Woodwork Room – Roof – internal ceiling old water damage	
	Windows – replace louvers	
	Art Room – Ceiling tiles in lean to water damaged	
	Science Lab – Water damage along near table top around sinks – requires sealing and maybe a splash back	
	Room 12 – Curtains or some form of blank out top windows	
	Beam on walkway between Room 12 and Music/Science	
	Spouting on shed next to Room 1	
	Mission statement and others put up in class rooms	
	Annual Plan	
	Fencing to be done	