

MINUTES OF THE LAWRENCE AREA SCHOOL BOARD OF TRUSTEES MEETING HELD ON TUESDAY 24th MAY 2016 COMMENCING AT 5:30 P.M.

PRESENT: P Eason (Chairperson) R Dickey, G May, C Harrex, S Wither, J Auld, J Lyders and E McLaughlin (arrived 5:42pm).

IN ATTENDANCE: L Howell and M Cummings

APOLOGIES: D Shaw.

ANNUAL CURRICULUM REVIEW: Linda discussed the Careers curriculum report to the board. Linda mentioned that exposure is the key thing to get the students out in the working environment to choose their career path, this could be done by visiting local businesses within the area e.g. Calder Stewart, Panpac etc.

MINUTES:

It was resolved that the minutes of the previous meeting held on the 3rd May 2016 are confirmed as true and correct.

S Wither / G May

Amendment to the NCEA policies – these are to stay in Nag 6 and not moved to Nag 1.

C Harrex / P Eason

MATTERS ARISING: None

CORRESPONDENCE: The correspondence was tabled. Additional correspondence – letter from Kate Anderson thanking the board for the help and assistance for the recent tournament – this was a great success – special thanks to John.

J Auld / S Wither

OUTWARD CORRESPONDENCE: None

CHAIRPERSONS REPORT: Paul thanked the staff, PTA, parents and community for all their help with the tournament. Paul has joined the NZ Area Schools Association.

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

PROPERTY; H&S we have 35 employees. As such we need to elect/appoint and train one Safety Officer. Tim Samson has expressed interest and is ready to train etc. MOE has approved and paid for the boiler pipe replacement, work currently underway....capital works expenditure. Job completed, operating well. Frost protection at a more realistic temperature in place for Simpson Park and Tuapeka Aquatic Centre (lines only). Awaiting MOE approval to make repairs to Room 1 roof....gaining feedback from Ian Johnstone. Term1 coal costs 2015 \$1847, 2016 \$1856 does not seem quite right- John will check with Kate prior to the meeting. Need to meet with Keeley to discuss painting. H & S committee to form, volunteer from BOT needed from new board. Blake Luff currently reviewing LEOTC policy/procedure has passed on a number of documents to Christine for review. Meeting with Lorraine Pearce, Chch MOE Vision and Design, 15th June 2pm.

PERSONNEL; Have advertised sabbatical leave position for Term 3 to replace Kerren Crawford.....ideally we are looking for an experienced teacher. Have five applicants to review...timeframe to discuss. Kerren would like to work alongside successful candidate in Week 10 of this term to get things set up for Term 3. I would like to meet with personnel sub-committee and Steve to go over staffing for balance of year, transparency and to prepare info for the incoming Board (Induction)

FINANCIAL; Application made to Trusts Community Foundation for \$20,000 to help purchase new mowing equipment for the school. \$20,000 approved. Paul has gathered good product information. On site demo needed. Community Trust of Otago. Both ALiM2 and HCN funding received as \$ rather than a staffing allocation. This will have to be carefully managed.....will form part of staffing for balance of year discussion. Staffing underuse 2015 will be paid 1st July \$16,000. A break-down of Tournament Income/Expenditure will be needed post tournament....working on this.

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. These goals align well with COL goals, next meeting Roxburgh 7th June. Professional development focus: ALiM2, G&T, Science, MX Lead Teacher. Tertiary Day 9th May.....positive feedback from this. SAS Tournament 11th -13th May, a brilliant success in every respect. Gymfest 17th May...30 students involved, further info from Gillian. Photos 19th May....cold but successful....interesting H & S aside. ERO review 30th May to 2nd June. ICAS Science/Rippa Rugby 31 May. Room 4 Camp 2nd – 3rd June, Invercargill, Murihiku Marae. NZASA Tournament, Dunedin. NZASA Conference, Wellington 17th – 19th 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. Auditor has here on Monday 23rd May. School donation letter was discussed – Steve moved that the donation remain the same as last year - \$50.00 for one child and \$100.00 for 2 or more children.

S Wither / J Auld

It was moved that Paul is to have electronic authorisation for internet banking.

S Wither / J Lyders

SPORT/LEOTC:

Sports BOT Round Up – May 2016

3rd May – Country Coaching- Targeted at Tournament sports trial– Basketball and Football

11th – 13th May – Southern Area Schools Sports Tournament – Lawrence 38 Lawrence Area School participating students.

7 Students were selected to take part at the Nationals 11th – 14th July. Those selected Josh, Fletcher, Kane, Annie, Harmony, Amy and Chaleece

17th May – Gympsports – Balclutha – 30 students took part. Gillian said was a very successful event. Silver awards achieved by many athletes.

20th May – Sports Activator – Yr 0-8 Rippa Rugby

Upcoming Events:

25th May – Sports Activator – Yr 0-8 Rippa Rugby

31st May – Rippa Rugby tournament in Balclutha – 52 Lawrence Students Yrs 5-8 to take part

12th – 8th June – Otago Secondary Schools Netball Champs Dunedin – Kate to attend with 10 students

24th June – Sports Activator – Yr 0-8 Hockey

STAFF REPORT: Tournament was brilliant. Kids and teachers loved being involved. Schools Photos last week. Staff rep - BOT, only one nomination, therefore Gillian May is re-elected as the staff rep. Gymfest last week - 30 students from years 3-8 took part. Much improved scores from 2 years ago. Used the TAC gym as a training area while the school gym was out of action. 3 year 7&8 students will be attending 'young leader's day' in Dunedin on Monday 30th May. Year 5- 8 will be attending South Otago Rippa Rugby tournament on Tuesday 31st May. Room 4 will be on school camp at Murihiku Marae on Thursday 2nd and Friday 3rd June. 6 new iPads have arrived for the juniors classrooms, just waiting for robust covers to arrive and then they are ready to use. Annah Mac - song writer and singer took a workshop with students from years 3-10. This was a free workshop to encourage students into private lessons which will be offered in due course. It was very popular.

STUDENT REPORT: Eloise expressed her thanks to the board for the massage voucher. Tournament was a great success and Eloise felt it was one of her best ones that she has attended. This Friday some of the students are going up to the rest home to visit the elderly and have a chat. Youth Quiz this Friday night in Clutha.

SUBCOMMITTEE REPORTS;

PERSONNEL; End of the month interview for Kerren's replacement for Term 3.

HEALTH & SAFETY; Hole in fence and pipe signage were discussed.

GROUNDS AND BUILDINGS; Russell discussed about signage to go up where the new pipes have been laid to Simpson Park – Russell left at 6:21pm. Lawnmower quote discussed. Gates that are at the entrance of the school are to be closed during school hours, at nights and weekends. People visiting the school should report to the office. Parking down at the bottom carpark – visitors need to be able to turn their vehicles around – lines to be painted for parking – Jason to talk to Keeley about the paint for this.

It was moved that no unauthorised vehicles are to be parked on school grounds during school hours.

J Lyders / S Wither

POLICIES;

Reporting on Sexual and Physical Abuse Procedure

Staff worked on it. Got feedback from Jane Pridham. Rewrote it based on her comments. Also wrote a Child Protection policy which we need but don't seem to have, at least I couldn't find one Jane is looking at both of these. She's attending a workshop this week and will get back to Christine with any new information she finds out from that.

Education Outside the Classroom

Blake Luff has written a new EOTC policy which Christine has reworked and sent back to him for comment.

At Christine's request Blake's looked at EOTC Procedures and Checklists and updated them. Christine has reworked those and he's got them to look at now. Christine will try and meet with Blake this week to get them finalized for ratifying.

Lock Down Procedure

John has worked on this. Ready to be ratified. Copies to look at.

Health and Safety Policy

Chritine used health and safety toolkit sheet which she found among her papers to write a new health and safety policy. Copies to look at.

Digital Citizenship Policy

Christine has used resources from John Parsons and written a policy for us. Copies to look at.

NCEA policy all done just need to be added to the Website. Health and Safety policy draft been written and the board looked over this – changes to be made and discussed at the next meeting.

Christine moved that the Lockdown Policy be accepted.

C Harrex / S Wither

Christine moved that the Digital Citizenship policy written be adopted and to replace the Cyber Safety Policies.

C Harrex / G May

GENERAL: Russell moved that a meal voucher to the value of \$150.00 be purchased for Kate Anderson in appreciation for organising a very successful Area School Tournament.

R Dickey / S Wither

Debbie has analysed the parent survey – John has also looked at these.

Steve mentioned about ideas of overseas trips for senior students in the future and to get ideas on how other area schools offer these and could this be combined with other area schools – ideas were discussed.

Weight Watchers in Lawrence will be closing on Monday 30th May – Gillian thanked the board on behalf of Weight Watchers for the use of the Library for the last 7 years.

NEXT MEETING DATE:

The next meeting will be held 28th June 2016 at 5:30pm.

The meeting closed at 7:54pm

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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	
Jason	Talk to Keeley regarding paint	