

**MINUTES OF THE LAWRENCE AREA SCHOOL BOARD OF TRUSTEES MEETING HELD ON TUESDAY 26<sup>th</sup> JULY 2016 COMMENCING AT 5:30 P.M.**

**PRESENT:** P Eason (Chairperson) M Patterson, D Young, S Wither, E McLaughlin, C Harrex, J Auld, G May and K Ponsonby (arrived 5:34pm).

**IN ATTENDANCE:** P Taylor, D Sutton and M Cummings

**APOLOGIES:** None.

**ANNUAL CURRICULUM REVIEW:** Pauline Taylor and Darryl Sutton tabled their Mathematics reports with the board and this was discussed.

**MINUTES:**

It was resolved that the minutes of the previous meeting held on the 28<sup>th</sup> June 2016 are confirmed as true and correct.

S Wither / C Harrex

**MATTERS ARISING:**

Thank You voucher: This has been purchased and will be presented at assembly to Kate.

Signage: This has been done.

Mark thanked the board for allowing him to be co-opted on.

**CORRESPONDENCE:** John tabled the correspondence and this was discussed.

**OUTWARD CORRESPONDENCE:** None

**CHAIRPERSONS REPORT:** Results from the parent survey are in John's reports. Paul congratulated the staff/parents/students that attended the recent National Areas Schools tournament that was held in Dunedin over the holidays.

**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. The ex-school flats in Lancaster Street have sold, the net proceeds being added to our capital works fund (\$100,000+) to be used for 5YA projects. Awaiting MOE approval to make repairs to Room 1 roof – gaining feedback from Ian Johnstone our reckoning is that the whole roof needs replacing. Date for Lorraine Pearce, ChCh MOE Vision and Design to be finalized, provisionally Week 5, 22-26 August.

PERSONNEL; Katie Russell from Tapanui has been appointed to cover Kerren Crawford's class whilst she is on sabbatical in Term 3. It is likely that our high and complex needs pupil is moving on. This presents us with a staffing dilemma in that we have to give appropriate notice as per collective employment agreements; four weeks to support staff, two months for teaching staff. We will receive funding for this. John will action appropriately.

**FINANCIAL**; The MOE is currently looking at how it funds schools, both the mechanisms and the principles. At present they are consulting. 2020 is the planned date of implementation. Politics are a part of this with bulk funding by another name re-emerging, boosting funds to private schools is also mooted as is replacing the decile funding system. We need to know more – will confirm meeting date. We have been the 'banker' for the area school national tournament. Kate will provide a break down/balance sheet. Unfortunately it should be as neutral for LAS. We have to date net teaching costs of ALiM2 and complex and high needs out of Teacher Salaries. We are likely to have to meet 0.1 FTTE to NetNZ out of bulk grant, will work with accountant to journal this properly.

**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. I attended an Appraisal course, Paul and I to attend the follow up. ERO, draft report very positive, awaiting final report. NZASA Tournament, Dunedin 10<sup>th</sup>-14<sup>th</sup> July – we were very heavily involved in this event. Kate Anderson was the event organiser putting many hours of work into ensuring its success. We had nine students taking part, competing in Ki o Rahi, football, netball, basketball and rugby. We had many supporters present each day, Mums and Dads, relatives, current pupils, ex pupils and community members. NZSTA Conference, Wellington 15<sup>th</sup> – 17<sup>th</sup> July – Steve and Dana, NZASA Conference Auckland 17<sup>th</sup> – 19<sup>th</sup> August Paul, Pauline, Sara and Gillian. Parent/Teacher interviews 9<sup>th</sup> August – senior, 1<sup>st</sup> and 4<sup>th</sup> August – junior. Ski Trip 19<sup>th</sup> – 21<sup>st</sup> August. South Island Netball Champs in Nelson. Clued Up Kids, Inter-school Trap Shoot, Get2Go, Athletics, Dance Night, Class Act and NMSSA Study.

### **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 / C Harrex

### **SPORT/LEOTC:**

24<sup>th</sup> June – Sports Activator – Yr 0-8 Hockey. 11<sup>th</sup> – 14<sup>th</sup> July – New Zealand Area Schools Nationals – Dunedin – Hosted by South of the South Very successful trip. 9 Students attended. 6 students staying with the South team and 3 travelling each day. 4 being selected for South Island teams – Josh Eason - Basketball and Rugby; Fletcher Benington - Rugby; Amy Eason – Netball A, Basketball and Football; Harmony Cameron-Tuhaka – Netball B . Amy Eason was selected for the New Zealand Teams Basketball Team. Thank you very much for the support of John Auld, Blake Luff, Paul Eason and Berna Tuhaka.

Coming up:

3<sup>rd</sup> August Clued up Kids, 11<sup>th</sup> August – Cross Country, 12<sup>th</sup> August – Sports Activator – Squash, 14<sup>th</sup> August – Paddlepop netball – will there be a board team?, 19<sup>th</sup> August – School Ski Trip. John to write a letter to Blue Mountain College to thank the students that contributed to the recent Tournament.

**STAFF REPORT:** Teachers are gearing up for another very busy term. Katie Russell has been welcomed onto staff this week as the replacement for Kerren Crawford while she is on sabbatical, and she seems to be very happy in her role. Parent interviews begin next week with the junior school meeting on Monday and Thursday evening. The secondary school interviews will be held on the Wednesday night of week 3. These meetings are a great opportunity for parents to follow up from

school reports which were received in the school holidays, and to discuss the achievement and progress of their child. School Cross Country will be held in week three and students have already begun training for this event. School dance night will be held in week 9 of this term and classes have begun preparations for this event, which is always a fun night on the school calendar. In week four Sara, Pauline, Gillian and Kate will be attending Area Schools Conference in Auckland with Paul Eason. Sally and I have been investigating options for our BOT/Staff function to celebrate our ERO report and to farewell our outgoing BOT and welcome in our new members. At this point we wondered about going to Gabriel's for a meal on Friday 5th August at 7pm. We can get numbers and book in.

**STUDENT REPORT:** 2 students will be going on Spirit of Adventure – Caine Ritchie and Jemisha Sheridan. 9 students will be attending the Roxburgh Formal that is coming up.

### **SUBCOMMITTEE REPORTS;**

**PERSONNEL;** Board to go into committee after the meeting.

**HEALTH & SAFETY;** Mark will get updated with this.

**GROUND AND BUILDINGS;** John, Dana and Russell looked at Room 1 roof. Gate has been installed for the Special Needs project. Room 3 leak – Dana is working on this.

### **POLICIES;**

#### **ASSESSING ACHIEVEMENT OF MAORI STUDENTS**

- RATIONALE
  - Change of wording Line 4
- PURPOSES
  - Minor wording changes
  - Add in Number 3 – to reflect ERO report
- GUIDELINES
  - Number 2. Change order of wording
  - Numbers 3. 4. 5. 7. Take out superfluous words and tighten up wording
  - Number 7 – add statement relating to “the implementation of Maori cultural competencies” (ERO report)

#### **CURRICULUM DELIVERY POLICY**

- RATIONALE:
  - To read: “The needs of individual students are at the centre of all teaching, learning and assessment.”
- PURPOSES:
  - List of 3, change order
- GUIDELINES – completely new order and minor wording changes

#### **EQUITY POLICY**

- RATIONALE – no change
- PURPOSES
  - Number 3 to read “To ensure that the ethnic background of students is treated with respect
- GUIDELINES
  - Numbers 1 – 4 no changes

- Number 5 to read "Where practicable, the school will endeavour to provide a balance in the gender and ethnic background of its staff"
- Number 6 to read "Opportunities will be provided to enable staff to develop expertise in Te Reo and Tikanga."
- Number 7 to read "Teaching methods and assessment will align with expected cultural competencies"

**HOMEWORK POLICY**

- RATIONALE – take off last 5 words – unnecessary here, stated in Purpose 1.
- PURPOSES (not Objectives)
  - Minor wording changes
- GUIDELINES
  - Rewritten:
    1. The amount of homework set will be determined by teacher and will reflect the age and capabilities of the students.
    2. Any homework set for Year 0 – 10 should not exceed ½ hour per night. Year 11 – 13 homework should not exceed 2 hours per night.
    3. Homework set will be completed and handed in on the due date. It will be checked/marked, returned promptly to the student and feedback provided.
- Take out Effectiveness Review – doesn't need to be stated, we review every policy

HOMEWORK GUIDELINES

- Delete

HOMEWORK PROCEDURE

- Delete

Christine moved that these policies be ratified – seconded Paul.

**GENERAL:** Paul has spoken to those who need to park in the school grounds during school time.

Steve and Dana discussed their trip to Wellington to the NZSTA conference and the workshops that they attended. Steve is waiting to hear back from Schooltex about the lack of uniforms at The Warehouse. Dana discussed about having neuro scientist Nathan Mikaere Wallis come and brief the senior students the effects of alcohol on the teenage brain. Maybe this could involve the other schools in the area.

**NEXT MEETING DATE:**

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

The meeting closed at 7:34pm

.....  
Chairperson

.....  
Date

# LAWRENCE AREA SCHOOL BOARD OF TRUSTEES

## "TO DO" LIST

<b>NAME</b>	<b>JOB TO DO</b>	<b>COMPLETED</b>
Paul	Gym – Brackets and bars missing to pull out structures.	
Dana	Caretakers room – Leak in hallway and stain on floor	
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	
	Beam on walkway between Room 12 and Music/Science	
John	Letter to BMC – National Tournament	
	Furniture in the Science Lab	