

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

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

**IN ATTENDANCE:** T Samson, B Lovell-Smith, J Murray and M Cummings

**APOLOGIES:** M Patterson.

**ANNUAL CURRICULUM REVIEW:** Bill discussed his Individual Needs Report. Gillian discussed the Gifted and Talented Report. Tim discussed Workshop Technology and Graphics report and Jo discussed the Food & Nutrition and Fabric Technology report.

Tim has recently attended a Health and Safety course – and beehive flat packs as a fundraiser was discussed.

**MINUTES:**

It was resolved that the minutes of the previous meeting held on the 26<sup>th</sup> July 2016 are confirmed as true and correct.

E McLaughlin / S Wither

**MATTERS ARISING:** None

**CORRESPONDENCE:** John tabled the correspondence and this was discussed. Additional correspondence: STA Newsletter, Collective agreement. PPTA & NZEI have asked union members to attend the meeting which will be held in Alexandra on the 7<sup>th</sup> September, the board have given staff permission to attend this – there will be sufficient staff remaining at school for students. Sam Chapman's quote was moved and carried for the repairs to the Room One roof. Email from Jason Lyders regarding the boiler. A letter was received from Tash Mikaere indicating her intentions to return to classroom teaching in Room 7 at the beginning of Term, 2017. A letter of acknowledgement and acceptance will be sent to Tash, and John will speak with Judy Weild who has been covering this maternity leave position.

**OUTWARD CORRESPONDENCE:** None

**CHAIRPERSONS REPORT:** John and Paul are attending a seminar regarding principal appraisals. Previous minutes are to be signed off by Konica and folder to be handed over. Bowls grant money was explained to the new members. The new lawn mower is in Dunedin. Results of the parent survey are to be advertised in the newsletter. Option of doing another survey at prize giving.

**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, 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. Ian Johnstone agrees that replacing Room 1's roof is best long term. He is preparing docs and asking some Dunedin roofers for quotes. Locally who do we ask? Lorraine Pearce, ChCh MOE Vision and Design for property, Wednesday 14<sup>th</sup> September – provisional thinking: 2:30 discussion with senior students – 3:30

discussion with staff – 5:30 discussion with BOT/parents/community. Tim Samson has completed a two day Health and Safety representative's course – next steps: Health and Safety committee to form. Representation should be of staff who deal with health and safety e.g. Mike, Kate, Tim (Chair), management and BOT.

PERSONNEL; Teachers, principal, support staff, caretakers cleaners have been asked to attend paid union meetings to discuss proposed changes to school funding. Staff do need to know more and be in an informed position to decide on future actions. Whilst the changes are proposed for 2020, legislation is to be passed this year giving very little time to shape changes. To date there is less than adequate information available. The meeting is planned for Alexandra, Wednesday 7<sup>th</sup> September, 1:30pm. This will be disruptive. Schools remains open with skeleton staff, with supervision provided. School buses will run at normal times. Parents may pick up their children at lunch time. While this is not ideal it should be noted that this is the first time in a decade that this has happened. Global funding looks a lot like bulk funding, a failed policy of the 1990's. With the loss of two high needs students Doyas and Bevan some staffing actions have had to be taken; advising the connected staff of period of notice, getting assurance from funders – CYF, GSE, MOE resourcing that they would fund this.

FINANCIAL; Not a lot but need to start to plan for 2017. We have been the 'banker' for the area school national tournament. Kate will provide a break down/balance sheet. This should be cash neutral for LAS.

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. ERO, confirmed report received, very positive, shared with community. Week 2 Book Fair, Weeks 2 & 3 Parent/Teacher interviews. 3/8 clued up kids Yr6, 4-5/8 Yr 12 Ski Assessment, 10/8 Inter collegiate Shoot, 11/8 School Cross Country, 12/8, 2/9, 16/9 Sports Activator, 16/8 O'Mathlon, 18/8 Class Act, 17-19/8 NZASA Conference, 19/8 School Ski Trip, 23/8 Junior School Speeches, 24/8 South Otago Cross Country, 31/8 Principal appraisal workshop.

### **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

Steve attended Solution and Services seminar in Dunedin – it was suggested that the board start recording their hours – Gillian will set up a table log on the website.

**SPORT/LEOTC:** Paul attended the meeting with Kate at Conference. At present Kate and the senior girls Netball team are in Nelson.

**STAFF REPORT:** Staff/BOT dinner was a great success, enjoyed by all. Area Schools conference was brilliant, the workshops and key-note speakers were all of an excellent standard and offered a lot of forward thinking around teaching pedagogy. We enjoyed the opportunity to visit Stonefields Primary school which is a purpose built ILE school in a growing area of Auckland. Senior school parent interviews were held in week 3. School ski trip was very successful. A good turnout of students and

parents and luckily there were two great days of weather. Pauline has begun her classroom observations for junior school appraisal. We have had a very successful school cross country, with 21 students qualifying for South Otago, and 4 students going on to Otago cross country this week. Successful Speech and Poetry recital held in week 5 with a good turnout of parents as an audience. Year 7 & 8 students will go on to represent LAS at the South Otago Rotary Competition next week. Students have been sitting ICAS tests in Science, English, Spelling, Writing and Maths. Results take a while to be sent back from marking. National moderating for Technology and Languages has been in the school this week working with Year 8 as a part of their data collection programme. Junior school are beginning a gymnastics unit for PE this week and have approached the Tuapeka aquatic centre for the use of the gym for the next four weeks. This enables us to leave our gear out for the duration of the unit, which will not impact on senior PE classes in the gym or dance rehearsals leading up to dance night.

**STUDENT REPORT:** Cross Country - always good to see older students interacting with young students and everyone participating. Autumn organised on behalf of SADD an alcohol and drugs seminar with the road safety coordinator. Class Act- Autumn and I attended this in Dunedin and have received a scholarship of \$6000 going towards hall of residence or tertiary fees. Year 10 cupcake day-gold coin donation for RSPCA. Daffodil day- Cheyanne and Taylor from Student Leadership team. Students helped community gathering. Dance Night coming up. Girls up at Nelson - won two games from four. Doing very well for themselves  
Distance learning students last Friday sat mock exams - Media studies, geography etc Mock exams-first week of term 4. Senior students have only 5 ½ weeks left of actual school, until study for exams kicks in.

### **SUBCOMMITTEE REPORTS;**

PERSONNEL; None

HEALTH & SAFETY; None.

GROUND AND BUILDINGS; Room 3 leak – Dana is working on this in the weekend. Follow up on fences on the teacher houses on Whitehaven St.

### **POLICIES;**

#### **INDIVIDUAL NEEDS CO-ORDINATOR**

- Replaced by Job Description – does not need to be included in Policy Folder

#### **INDIVIDUAL NEEDS EDUCATION FOR STUDENTS INDIVIDUAL NEEDS POLICY**

- Both deleted
- Replaced by a new version of Individual Needs Policy

#### **LITERACY AND NUMERACY POLICY**

- Minor wording changes in Guidelines 1, 2, 4, 5, 6

#### **LOCAL CURRICULUM GOALS POLICY**

- Minor wording changes
  - Take out second statement in Purpose
  - Take out heading "Guidelines", "Objectives" is more accurate
  - Tighten up wording in Objectives, make it consistent.

Christine moved that these policies be ratified – seconded Paul.

**GENERAL:** Schooltex list was sent to Steve – few of the items were missing – list forwarded to Andrea and Melinda at the library – still waiting to hear back from them. Paul will email his report from conference. Steve and Paul have voted for the NZSTA exec board election. Paul discussed the student’s achievements at National areas level. He spoke of the high calibre of the students who received these honours and will distribute their information leaflets for staff and students to see. It would be great to nominate some of our own students in the future.

**NEXT MEETING DATE:**

The next meeting will be held 11<sup>th</sup> October 2016 at 5:30pm.  
8<sup>th</sup> November and 29<sup>th</sup> November.

The meeting closed at 7:54pm

.....  
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  |                  |
|                    |   |                  |
| Gillian            | Time Log board website  |                  |
| Konica             | Letter to Tash Hughes acknowledging her letter.   |                  |
|                    |   |                  |
|                    |   |                  |
|                    |   |                  |
|                    |   |                  |
|                    |   |                  |
|                    |   |                  |
|                    |   |                  |
|                    |   |                  |
|                    |   |                  |
|                    |   |                  |
|                    |   |                  |
|                    |   |                  |
|                    |   |                  |