

MINUTES OF THE LAWRENCE AREA SCHOOL BOARD OF TRUSTEES MEETING HELD ON TUESDAY 28TH FEBRUARY COMMENCING AT 5:30 P.M.

PRESENT: P Eason (Chairperson) F Benington, J Auld, C Harrex, M Patterson, G May and D Young.

IN ATTENDANCE: M Cummings

APOLOGIES: S Wither and K Ponsonby.

ANNUAL CURRICULUM REVIEW: None. Library/Stationary/Uniform report by Andrea Cotton and Melinda Cummings was tabled. Uniform from The Warehouse has been an issue once again – Steve to follow up with this with the School Tex representative.

MINUTES:

It was resolved that the minutes of the previous meeting held on the 14th December 2016 are confirmed as true and correct.

P Eason / G May

CORRESPONDENCE: John tabled the correspondence and this was discussed. Gazette, MOE 5YA funding review, CDC Building compliance suggestion, Insurance quotes, Mindlab, Bible in Schools request, Cunningham Lindsay assessment of water damage – Paul discussed this further, NZQA NMA report – congratulations to Sara McTavish regarding this report, NZSTA AGM info, MOE property various, Pauline Taylor request for leave, Jo Murray request for leave, RAMS. Additional correspondence – NZI STA support staff stop work meeting, TAC agreement and RAMS, Te Reo Maori through the Te Wananga o Aotearoa is going ahead - it was agreed that the library could be used for this.

John moved that Bible in Schools to commence in March – all in favour.

Pauline Taylor's leave request from 4th July – 7th July and 24th July – 3rd August was moved.

P Eason / D Young

Jo Murray's leave request for the 15th – 17th May was moved.

P Eason / M Patterson

OUTWARD CORRESPONDENCE: Gillian will inform Pauline and Jo of their request of leave. Konica to write a letter of thanks from the board to the PTA for the funding of the flat screen TV's.

CHAIRPERSONS REPORT: The bowls grant money was discussed for payment – this was utilised for the Spirit of Adventure 2016 recipient.

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

PERSONNEL; STAFFING 2016.....year finished as at 27th January 2017. Balance -\$863 which is an excellent result. STAFFING 2017...Staffing will be very tight for 2017, will update the Board when the 1st March confirmed staffing is finalised. Currently in slight overuse. Am not sure what our

commitment/cost for NetNZ will be. Teaching staff: Junior School; NE Eileena Kenny, R3 (yr1-2), Kerren Crawford, R4 (yr3-4) Gillian May, R7 (yr5-6) Tash Hughes, R6 (yr7-8) Pauline Taylor & Sally Benington (+reading recovery) Junior release Casey Young (.4), Linda Howell (.2); Senior School; Sara McTavish Science, Susan Holgate Eng, Darrell Sutton Sci/Mx (.8), Jentse Van Miltenburg Ped/Health, Tim Samson Tech/Mx/Graphics/digitech, Bill Lovell-Smith Social Sciences/ORRS (.6), Dave Davis Mx (.2) Linda Howell Arts/SocSci (.3), Jo Murray FoodT (.4). Support Staff: Teacher Aides; Andrea Cotton*, Jennie Cameron, Maree Thompson, Barbara Osborne, Roanne Heppell-Pukehika, Haley Tree, Shelley Neilson, Ally Benington, Leanne Green; Librarians; Andrea Cotton, Melinda Cummings; Caretaker Mike Healy; Cleaner Elly Clucas; office/sport Kate Anderson. A grand total of 16 teaching staff, 13 support staff. Extra teacher-aides. MOE Resourcing has granted 'Staffing for Special Reasons' for Term 1 (term by term request).

FINANCIAL; To do.....adopt the 2017 Budget as a working document. PTA met the cost of new IT equipment. 5 large flat screen TV's and moveable stands were purchased, along with chrome casts and Apple TV boxes, to support the teaching and learning throughout the junior and senior school. Catering; rodeo and trail bike ride very successful. Senior laptops, agreements in place, more formal approach to payments. Simpson Park heating monies in this budget. Insurance renewal date is upon us, have arranged a second quote. Of importance is the excess on devices for damage. Science lab furniture in place, likely to be able to draw down \$6282 from MOE, furniture & equipment grant.

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 ageing buildings and infrastructure this is a challenge. MOE property funding for capital works. We 'received' an additional \$32 413 because of roll growth. The timeframe for our capital works is July 2018. The attached letter implies that we would lose 50% of any unspent money. We currently have around \$300 000 unspent. I will contact De Thompson our MOE property advisor about this plus funds from the sale of 12A & 12B Lancaster Street. The online PMIS (MOE property info. Portal) is not up to date as a new online information facility is currently being 'built'..... information available is as at 30 June 2016. Meeting held with: Robert Lyall (MOE Christchurch) and Stewart Lawson (MOE Dunedin). In short Robert's job is to prepare and present a 'business case' to MOE in Wellington re the future development of our school buildings by May 2017. He will commission reports on: water tightness, acoustics, insulation, general condition etc. He will look at over-code buildings and projected roll numbers. He will give a recommendation to Wellington somewhere on the continuum; do nothing to a complete rebuild. This will most probably include \$ costings. He will want to know from us what we think need-based on how we see teaching and learning. Stewart Lawson is the boss of property for the MOE in Otago/Southland. Lorraine Pearce, wishes to run another session with essentially the management looking at big picture stuff....will keep the Board informed. Exterior painting of Library, Science Lab and Music Suite almost complete. Interior and minor jobs to be done, including window frames and eaves in Room 1. Vege gardens, great first up effort, plenty of scope for further development. Could look at grants/ funding for this, also some plans could be drawn for easy maintenance. Thanks is extended to BOT members who helped out with mowing during the school holidays. Mike has the mowing under control, the lawns look great. CDC letter suggesting one compliance schedule for school and Simpson Park to discuss. Simpson Park partnership agreement ready to sign as working document. Need to draw up similar agreement with Tuapeka Aquatic Centre. Comparing the cost of coal is a reasonably clumsy task, the hard and fast figures we have are full year totals (exc gst) 2014 \$12 458, 2015 \$10 816, 2016 \$16 340. Until we complete another full season of pool operations we are speculating. The cool summer will also impact. Air quality report organised for library etc. Health and Safety Committee: Teachers with Tim's help if needed will

review their working space with a focus on potential or actual hazards. Mike and Tim will look at non-classroom spaces such as passages and playgrounds. (May require some BOT help).

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. Annual Report (2016) to adopt, Analysis of Variance, National Standards 2016 reporting and commentary, 2017 Annual Goals to adopt. Term Dates: Term 1: 1st February to 13th April; Term 2: 1st May to 7th July; Term 3: 24th July to 29th September; Term 4: 16th October to 12th December. We are working with Lorraine Pearce and Robert Lyall with developing a vision for property. **SPORTS:** Cricket, athletics, swimming, football, triathlon, student coaches workshop, sports activator, swim activator, senior school athletics at Roxburgh, Junior School Athletics, School Swim Carnival, South Otago athletics and swimming, Otago athletics and swimming.

ACTIVITIES: Catering at rodeo and trail bike ride, working bees at health centre and Farmarama, 28th February to 3rd March Room 7 Camp at Berwick, AgriKids, TeenAg....19 students, 8 teams, best placings 4th in AgriKids, 6th in TeenAg.....students had a brilliant day, school/class vege gardens, School Formal 7th April, yr12 Biology trip to Portobello, Get Ahead Ag Day (Yr11/12).

FINANCIAL REPORT: The Financial report was tabled. Board to report back to Steve with any queries. It was resolved that the accounts tabled for payment are approved and the financial statement be accepted.

J Auld / D Young

SPORT/LEOTC: Senior athletics in Roxburgh has been held, junior athletics were last Friday with a number of athletes heading to South Otago and swimming sports are next week.

STAFF REPORT: The term has got off to an excellent start, and we are already very busy with lots of school and inter-school events taking place. We have welcomed Jentse to the staff and he seems to be settling in very well. We also welcomed back Tash Hughes who has returned to Room 6. She too is settling in well. Carla Laughton and Paul Murray had a baby girl on Saturday night. All are doing well. Sara has attended PD last week for mentoring a beginning teacher. Junior school held 'Class information evenings' in week 3 to explain the routines and expectations of their classrooms. These were well-attended by parents. Last week we had a very successful senior athletics day at Roxburgh on Monday and junior athletics day, here at school on Friday. Preparations are underway for the Waitahuna swimming carnival to be held at Waitahuna Pool on Wednesday 8th March, and our own school swimming competition to be held here on Friday 10th March. Junior school had Swim NZ Chris Morgan come and help with the teaching of swimming today. She was very impressed with our pool facility and the progress our students are making. This week we have a team of 5 swimmers attending the South Otago Primary school swimming in Balclutha. We have been accepted into the ALL writing programme and Gillian and Pauline will attend the first training for this on March 15th in Alexandra. The 1:1 Chrome books in rooms 4 and 7 are being very well utilised and Kerren, Gillian, Tash, Pauline and Sally will all attend a training day on the 7th of April to learn how to use them even more effectively for teaching and learning. Tash left for Berwick camp today. Kerren will be joining her tomorrow as they have a full and action-packed week of activities planned.

STUDENT REPORT: Fletcher will discuss with the formal committee about the up and coming formal and the Board are aware they may need to attend this on the 7th April. There have been 3 new students in Year 13.

SUBCOMMITTEE REPORTS;

PERSONNEL; None.

HEALTH & SAFETY; Meeting next week.

GROUNDS AND BUILDINGS; Painting has been done on the Library, Music and Science Lab buildings.

POLICIES; None

GENERAL: The bullying procedure was discussed with the new board members and what steps to take should this matter arise. John to talk to Gary Pascoe at Roxburgh about the Positive Behaviour 4 Learning programme that they have implemented in their school.

NEXT MEETING DATE:

The next meeting will be held Tuesday 28th March 2017 at 5:30pm in the library.

The meeting closed at 7:08pm

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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.	
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 – John to talk to Sam Chapman	
Dana	Gather information regarding grants for families to help assist with costs of camps etc –waiting to hear back from Steve Coombes	
John	Agreement with TAC	
	Whitehaven Street Houses and Lancaster Street Flats	
John/Mark	Exchange student documentation	
Steve	Talk to Kate regarding the Credit Cards	
Konica	Letter to PTA	