

MINUTES OF THE LAWRENCE AREA SCHOOL BOARD OF TRUSTEES MEETING HELD ON TUESDAY 19th DECEMBER 2017 COMMENCING AT 5:30 P.M.

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

IN ATTENDANCE: M Cummings

APOLOGIES: M Patterson and J Hodgson.

ANNUAL CURRICULUM REVIEW: Gillian tabled the Social Sciences report on behalf of herself, Linda Howell and Bill Lovell Smith.

MINUTES:

It was resolved that the minutes of the previous meeting held on the 28th November 2017 are confirmed as true and correct.

K Ponsonby / S Wither

MATTERS ARISING: Carpet cleaning is to be left until sometime next year once there is a clearer understanding of what is happening with the re-build. Room One carpets to be assessed and we could hire the rug doctor to get these clean if needed. Paul to approach Simpson Park regarding the piano tuning. Bowling Club – Steve moved that the amount of \$500 is to be paid to assist with travel for students attending Outward Bound per annum – seconded Paul Eason.

CORRESPONDENCE: John tabled the correspondence and this was discussed. Gazette, Beats-R Study, Kerren Crawford resignation, Casey Young to teach Room 3 in Term One until position is filled. Ian Johnstone property matter. RAM's Yr 9/10 trip to Dunedin.

It was moved that Kerren Crawford's resignation be accepted.

J Auld / P Eason

OUTWARD CORRESPONDENCE: Memorandum of Understanding – Future Working Arrangement. Deloitte – Declaration of Audit.

CHAIRPERSONS REPORT: Paul discussed the attendance of meetings by board members – full attendance is required next year. Board meetings will still be held on the last Tuesday of each month but the new time will be 6:00pm – location to be confirmed. Usage of buildings has been passed on to the groups who will be using the school library.

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

PERSONNEL: Kerren's resignation - Position advertised online, first paper gazette 29/01/18, set closing date as 12 February 2018, position to take up at beginning of Term 2. Casey Young to teach in Room 3 in Term 1. Need therefore to find teacher for junior release 0.4 two days. Start of Year Novopay online to file.

FINANCIAL; Budget to draw up. Katherine Kelly has always been a brilliant help, no longer linked to Solutions and Services. Overuse of staff 2017. Final payment from MOE for special needs capital works yet to be received. Apply for grant for van. The auditor has visited – this was a very quick process.

It was moved that funding be applied for, for the school van, to the Trusts Community Charitable Foundation.

J Auld / S Wither

PROPERTY; Collation of feedback from staff and BOT - PRO's: new modern facilities set up for innovative learning, efficient, future proof, less cyclic maintenance therefore less cost to BOT, reduced 'work' for caretaker/cleaner, reduced health and safety matters. Our wish list and potential CON's: improve indoor/outdoor flow, provide useful decks (4m), office/admin better linked to school with front-of-shop location, resource rooms/space will need to be innovative and fit for purpose, provision/location of toilets needs careful review, what provisions will there be for special needs/how will the present facilities be replaced?, STEM intelligent plan needed must meet the needs of students, desire for single cells with facility to open up close off, REDUCED FOOTPRINT a SIGNIFICANT concern, linking library/admin/office how can this be achieved?, LIBRARY need for smart design that does not compromise current use e.g. able to accommodate sizeable group @100 for junior assembly, SCIENCE has complicated needs e.g. teaching space plus safe purpose built storage, landscaping of all areas especially those where demolition is to happen, light/lighting, heating, WAITING FOR MOE to commit to an architect.

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.

Review of 2017 to undertake -Need to confirm (Jan/Feb) strategic direction 2018 to 2021 -Need yet again to make an understandable working document -Audit also underway (Deloitte).

SPORTS/ACTIVITIES: 25-28 November Kepler Track, 28 November Quadrathon, 30 November PCT Challenge, 7 December Special Assembly, 8 December Gut Buster, 12 December Prize Giving, 13 December EOY.

Proposed Dates 2018: Monday 29 January: TEACHER ONLY DAY, Wednesday 31 January: Senior Students course confirmation plus leadership, Thursday 1 February: School begins for all students Monday 5 & Tuesday 6 Feb Waitangi Day (long weekend proposed), Monday 26 March Otago Anniversary, Friday 30 March – Tuesday 3 April Easter holiday, Friday 13 April EOT (94 ½ days) Monday 30 April Term 2 begins, Monday June 4 Queen's Birthday holiday, Friday July 6 EOT (98 ½ days), Monday July 23 Term3 begins, Friday September 28 EOT (100 ½ days), Monday October 15 Term 4 begins, Monday October 22 Labour Day holiday, Friday December 14 EOY (88 ½ days).

FINANCIAL REPORT: Steve discussed his finance report – thank you to the staff for keeping within their budget this year. Steve and Kate have been through the draft budget which was discussed with the board. Steve and John both happy with how this will look for next year. Final budget to be moved

at the next board meeting. The painting on the asphalt is to be done and a portion of this can be taken out of the Cyclical Maintenance Budget. The following motions were moved:

Cyclical Maintenance – Request from Solutions and Services:

The Board proposes to postpone a proportion of any planned cyclical maintenance for 2017 and 2018 pending information regarding the pending rebuild.

S Wither / P Eason

Statement of Financial Position (Balance Sheet)

The board approves the inclusion of a budget for the 2017 Statement of Financial Position and a budgeted Cash Flow which are derived from the Board's 2017 operating and capital purchases budgets.

S Wither / P Eason

Signed Statement of Responsibility

The Board authorises the Board Chairperson and Principal to sign the Statement of Responsibility for the 2017 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed.

S Wither / G May

SPORT/LEOTC: As discussed in John's report.

STAFF REPORT: A big thank you to the board for the nibbles and drinks provided to the staff after prizegiving. Also thank you to Andrea and Jennie for decorating the staff room and getting the food prepared. Great prizegiving with great recognition to the students. Staff are happy to be on holiday!

STUDENT REPORT: Keegan Tunnage is the new student representative for 2018.

SUBCOMMITTEE REPORTS;

PERSONNEL; Covered in John's report.

HEALTH & SAFETY;

GROUNDS AND BUILDINGS; Working with the ministry re: the rebuild.

POLICIES; Christine has worked with Kate today and all the policies have been update online.

GENERAL: None

NEXT MEETING DATE:

The next meeting will be held Tuesday 28th February 2018 at 6:00pm in the library – this to be confirmed.

The meeting closed at 7:50pm.

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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	
	Follow up on the extractor fan timer in the Tech room – need to get a quote for this.	
John	Follow up PP4L	
Paul/Steve/Dana	Spider spray and guttering – Check with Keeley on Brushes	
Steve	Chase up STA self-review - 2018	
Everyone	Walkround	