

MINUTES OF THE LAWRENCE AREA SCHOOL BOARD OF TRUSTEES MEETING HELD ON TUESDAY 2nd MAY 2017 COMMENCING AT 5:30 P.M.

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

IN ATTENDANCE: M Cummings

APOLOGIES: D Young.

ANNUAL CURRICULUM REVIEW: None.

MINUTES:

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

J Auld / K Ponsonby

MATTERS ARISING:

Student Rep; Election will be held to elect new student rep to replace Fletcher Benington who has resigned.

STA Conference; Need to get confirmed numbers for the conference in Dunedin, Steve has looked into the budget for this. Looking at the workshops that are on offer, doing the full day on Saturday would be beneficial – need to book in early.

CORRESPONDENCE: John tabled the correspondence and this was discussed. Gazette PPTA, MOE staffing balance, MOE confirmed staffing and operations grant, Simpson Park partnership agreement, Hampton Jones asbestos survey notification, Robert Lyall notification, Advaro, MOE receipt of planning. Additional correspondence – STA News.

J Auld / S Wither

OUTWARD CORRESPONDENCE: None

CHAIRPERSONS REPORT: Paul queried the frost protection for the boiler with Simpson Park. John to contact Darroch regarding the maintenance and property on the school houses – upkeep on these houses needs to be done.

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

PERSONNEL; Confirmed staffing 2017 – based on 137 students + one STP unchanged at 13.84 full time teacher equivalents. Currently receiving 14.84 FTTE's. 1.0 staffing for special reasons. Gillian May is our CoL in-school teacher. Will receive a time allowance for this. Currently working with across school teacher and CoL principal. Focus is on writing Yr 0-13. Teacher aides to discuss.

FINANCIAL; Audit slow progress: change of auditor, no on-site visit, clash of dates etc. Quarter 2 Operations Grant Entitlement attached. Monies received April 1st for staffing in relation to ALL. Will meet the cost of releasing Pauline and/ or Gillian to implement ALL for balance of year \$7367.83 +gst (listed as Maths Support Teach??). Slight underuse of staffing in 2016, not intended and not shown as such in our 'banked staffing' \$6662 inc gst. In theory to be received in July 1st instalment.

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. Lorraine Pearce meeting to arrange Robert Lyall and architect at school on Friday 28th April. Lorraine Pearce to meet with MT/staff 2nd May. Tracy Hilliker completed an acoustic survey, report pending. Have carried out an extensive asbestos review, awaiting report. Have contacted Biodet, air quality testing equipment is now on its way. Exterior paint completed except for where walkway and other repair need to take place. Grounds looking good, some weeding to do.

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 2016 complete, sent to MOE. Strategic Plan/charter updated.....no huge changes as plan spans 2016-19. Annual Report (2016) and strategic plan have been acknowledged by MOE as received. CoL, principal appointed (Gary Pasco), across-school teacher appointed (Sandy Nelson), within school teacher Gillian May. 2017 goal focusses on writing therefore aligns well with our own goals. Property: Asbestos review undertaken. SPORTS: Yr 3&4 football, Yr 9/13 country coaching. ACTIVITIES: Both Yr 12 biology trip and NCEA evening to be rescheduled. School formal 100% success. Thanks to organizers and all involved. Coming up this term: Lorraine Pearce 2nd May, Yr 12/13 Tertiary Day 8th May, Southern Area Schools Tournament hosted by Catlins Area School 17-19 May, School Photos 26th May, Careers Expo 1st June, Room 4 Camp 1st and 2nd June, 5th June Queens Birthday. MOU to sign.

FINANCIAL REPORT: The Financial report was tabled. It was resolved that the accounts tabled for payment are approved and the financial statement be accepted.

Steve had queries from Kate regarding the auditor. Katherine from Solutions and Services has moved on – different options regarding accounting packages and training for Kate were discussed with the board – Steve will look into the costing of this and get back to the board.

S Wither / P Eason

SPORT/LEOTC: 17th – 19th May Area Schools tournament at Catlins Area School.

STAFF REPORT: Term 2 is underway, with lots of upcoming events, including Tournament at Catlins in week 3. Very pleasing to see our school getting a positive review in the New Zealand Herald, showing our 100% pass rates in Level 1, 2 and 3 NCEA for 2016. The senior formal was a huge success, congratulations to all that ran it, and thank you to the staff and board for their input to the evening. In the holidays the teachers of the junior school attended the Otago Literacy symposium in Mosgiel, which was a day of guest speakers and workshops. Kerren and Gillian both represented LAS by presenting workshops on the day. ALL has started, with 10 students in Year 7 & 8 having been selected for this group.

STUDENT REPORT: None

SUBCOMMITTEE REPORTS;

PERSONNEL; None.

HEALTH & SAFETY; None.

GROUPS AND BUILDINGS; Discussed in Johns report.

POLICIES; Nag 1 and Nag 2. Statement of Documentation of Self Review, Self-Review Policy, Strategic Planning Policy – these were discussed and changes to be made.

Self-review template is up on the STA website – members to get together and do this – there is the option of Jane from STA to come and work with the board on this. Steve will look into this.

Digital Policy to be looked at – as this will need to be updated due to the increased use of 1:1 devices.

Careers policy to be discussed with Linda at the next meeting. Students to be aware of the scholarship information in time for applying.

GENERAL: The lawnmowers were discussed – John will talk to Mark at the health centre. Mowers to be cleaned up and put on Trade Me. There is the possibility of a student doing an exchange overseas next year.

NEXT MEETING DATE:

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

The meeting closed at 7:21pm

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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	
John	Agreement with TAC	
	Whitehaven Street Houses and Lancaster Street Flats	
John/Mark	Exchange student documentation – work in progress – pass on the information thus far to senior management.	
John	Mark Chapman - Lawnmower	
John	Follow up with Gary re: PP4L for the April Meeting	
Steve	Accounting packages.	
	Self-review template on STA	
Paul/Steve/Dana	Spider spray and guttering	
Paul	Lawnmower to be tidy before Trade Me.	