

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

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

IN ATTENDANCE: S Benington, P Taylor, S Holgate, L Howell and M Cummings

APOLOGIES: None.

ANNUAL CURRICULUM REVIEW: Susan and Pauline tabled their English Report. Sally tabled her Reading Recovery Report and Linda tabled her Careers report. The reports were discussed amongst the board.

MINUTES:

It was resolved that the minutes of the previous meeting held on the 2nd May 2017 are confirmed as true and correct.

S Wither / G May

MATTERS ARISING:

Student Rep: Still no student representative at present.

CORRESPONDENCE: John tabled the correspondence and this was discussed. Gazette, Ricoh Quote, Asbestos Report, Argest – general building WOF info, School Support/Southern Insulation asbestos clean-up, MOE Lorraine Pearce Project Brief, STA News, STA Otago, Biodet Air testing results, Otago Community Trust Outward Bound Scholarship, Deloitte, Toyota offer of extended warranty, Rotary offer, Lorraine Pearce Feedback from sessions, RAM's, STA AGM.

It was recommended and moved to extend the Toyota warranty on the van.

P Eason / S Wither

OUTWARD CORRESPONDENCE: Paper Plus voucher to purchase for \$50 for Kalin Haywood from the Board – Konica will organise this.

P Eason / K Ponsonby

CHAIRPERSONS REPORT: Still waiting to hear back from Darroch regarding the maintenance and property on the school houses – when they come to review this, board members are to be part of this. Area School's Conference – 4 members to attend this on the 17, 18, 19 August. 6 confirmed members attending STA in Dunedin in July.

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

PERSONNEL: Teacher Aide – Hayley Tree has resigned from her teacher-aide job with Cody and Keily Neilson has shown interest. Discussions with Fiona Sutton regarding teacher aide in Room One.

FINANCIAL: Audited Annual accounts are now ready to adopt/move. Contract from Ricoh to consider – change of plan, new plan to pay for print as opposed to contracted pre-set amounts. Have based

figures on the average monthly use for the last year so should be representative. Steve to look at this and go back to Ricoh regarding the lock-in contract.

PROPERTY; Biodet air testing results are fine. Hampton Jones Asbestos report. Expected evidence of asbestos found in buildings, in the vast majority not exposed. Issue in Art room dealt with through export, surfaces in metal craft bay covered by Tim. Hampton Jones weather tightness intrusive work has revealed quite a number of issues in all blocks – awaiting report and advice on what happens from here. Education brief completed by Lorraine Pearce – have identified a few errors which I will address with Lorraine.

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, update has been emailed and tabled – any queries see John or Gillian. Our students were outstanding at tournament: behavior, attitude, participation. Competitive, good results, eleven selected for nationals. SPORTS: Yr 3&4 football, Yr 9/13 country coaching. ACTIVITIES: 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 discussed the Xero accounting programme – board to decide what option to take. There will be more information on accounting packages at the STA conference – what option the board decide it will need to work in with Kate. Kate to get feedback from other administrators and what packages they use.

Steve recently attended the Simpson Park meeting regarding the insurance.

The latest Audit report was tabled and discussed. Need to look at the wording on the lease agreements on the laptops. Be aware of leases on operations e.g. photocopiers. Implement a fraud policy. Principal payments to be approved.

S Wither / P Eason

SPORT/LEOTC: 17th – 19th May Area Schools tournament at Catlins Area School. Yr 5/6 attended Ripa Rugby in Balclutha today.

STAFF REPORT: Term 2 is very busy. Last week 4 students went to the inaugural digital dynamos day hosted at Clutha Valley. These students took workshops in digital technology where they taught other students from South Otago schools. They then attended 3 other workshops that were run by students. This was an excellent day. 3 Year 8 students attended Young Leaders Day in Dunedin which

is an excellent investment in our future leaders. Room 4 are away at camp this week for two days in Dunedin. Room 7 attended the Rippa tournament in Balclutha today - run by Sport Otago. Area schools tournament was a huge success, congratulations to all involved. PE T-shirts - we need to change our design of our t-shirts/singlets as our supplier is no longer doing this line. John and Gillian attending CoL training day next week in Dunedin. John is running full staff PD on Tataiako - the Maori Curriculum competencies, which ERO noted we actually do well at LAS, but we need to document better.

Melinda discussed the different PE top options from NZ Uniforms and it was moved that the Dri -Fit tops be the new PE tops and all tops to be \$35.00.

G May / D Young

STUDENT REPORT: None

SUBCOMMITTEE REPORTS;

PERSONNEL; None.

HEALTH & SAFETY; Mark met with Tim – Library Health and Safety induction has been done. Tash Hughes is requesting a new, ergonomic, chair in Room 7. Tim and Mike have done a physical audit on the school and this has been logged and the chemicals have been sorted. Tim has requested to attend the next meeting. An updated Health and Safety policy to be sent to Tim. Student incidents were discussed and plans are put in place should students not be able to participate in contact sport.

GROUND AND BUILDINGS; Principals house – minor repairs – fireplace, oven, heat pump and clothes line.

POLICIES;

Careers Policy – Linda has made some changes to the policy: Added into purposes No 2 and 3. Changed wording in No 6.

Christine moved that these changes be ratified – seconded Paul.

Communications Policy – Changes to Purposes No 1, 2 and 3. Guidelines No 5.

Christine moved that these changes be ratified – seconded Konica.

Self-Review Policy – Changes to Guidelines – School Charter (Nag 7) and Analysis of Variance (Nag 8) was added to guidelines section.

Christine moved that these changes be ratified – seconded Gillian.

Lockdown policy to be looked at.

GENERAL: Rotary Exchange correspondence to be circulated amongst senior students. Steve has looked at the STA self-review this can be done individually online – it was suggested to do this at a meeting via the chrome books. Brushes for spider webs – check with Keeley where to purchase these.

John has requested 10 weeks sabbatical leave next year, to do a Professional Isolation paper, if his application is successful. The leave was moved and accepted.

P Eason / G May

NEXT MEETING DATE:

The next meeting will be held Tuesday 27th June 2017 at 5:30pm in the library.
The meeting closed at 8:50pm

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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	
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.	
	Ricoh Contract	
Paul/Steve/Dana	Spider spray and guttering – Check with Keeley on Brushes	
Paul	Lawnmower to be tidy before Trade Me.	
Konica	Paper Plus Voucher for Kalin	