

MINUTES OF THE LAWRENCE AREA SCHOOL BOARD OF TRUSTEES MEETING HELD ON TUESDAY 27th JUNE 2017 COMMENCING AT 5:30 P.M.

PRESENT: P Eason (Chairperson), G May, C Harrex, J Auld, S Wither, Mark Patterson, D Young, H O'Shea.

IN ATTENDANCE: P Taylor, S McTavish and M Cummings

APOLOGIES: K Ponsonby.

Kate discussed with the board the accounting package Xero/Monty. She outlined the pros and cons of this programme and along with the board agreed to go ahead and get this up and running. Kate will proceed with this.

Mark left the meeting at 5:45pm.

ANNUAL CURRICULUM REVIEW: Pauline tabled the Junior Physical Education Report and Sara, on behalf of the PE department, tabled the Senior Physical Education report. The reports were discussed amongst the board.

Paul, on behalf of the board, acknowledged the staff for their hard work in the PE Department.

MINUTES:

It was resolved that the minutes of the previous meeting held on the 30th May 2017 are confirmed as true and correct.

J Auld / C Harrex

MATTERS ARISING:

Paper Plus Voucher: John has spoke to Konica about this.

CORRESPONDENCE: John tabled the correspondence and this was discussed. Gazette, Letter from ALL class regarding the skate park, Letter from Susan Holgate, Edge/Monty info, Matt Enright Ricoh, NZSTA unopened, RAM's Otago Netball, SO Music Festival, Asbestos report, MOE – disposal of 70 Whitehaven St, STA News, letter from Tash Hughes.

It was moved that Susan Holgate's letter of resignation be accepted.

J Auld / G May

It was moved that Tash Hughes' letter of resignation be accepted.

J Auld / D Young

Gillian discussed the letter from the ALL class and their request for a skate park to be built on the school grounds up near the Educare – a public meeting is being held Tuesday 4th July. The Board agreed to support this project and could negotiate the land once a committee was formed.

John received some letters from students in Room 7 outlining their request for the new Room 7 teacher.

OUTWARD CORRESPONDENCE: Konica to send Susan and Tash letters acknowledging their resignations. John to write letters to the ALL group in support for the skate park and to the Room 7 group acknowledging their letters.

CHAIRPERSONS REPORT: Paul acknowledged the students from the ALL group and their hard work they are putting in towards the building of a skate park. Paul attended the Health and Safety meeting with the committee and is happy with how this progressing.

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

PERSONNEL; New teacher aides in place. Fiona Sutton in Room 1 attached to a student Wednesday/Friday, Kiely Neilson – Cody to cover Hayley Tree's position, plus Room 1. MOE and RTLM funding for Room 1. Angela Morton in training as a 'reliever' T/A for Cody. To advertise in the Tuapeka Times for a relief cleaner to cover Elly when she is ill. Jason Hodgson working with Mike to learn the caretaking job to be able act as a reliever when needed. Accept Tash Hughes and Susan Holgate resignations. Job advertised Ed Gazette online closes 4th July – several applications to date. Letter from Susan Holgate.

FINANCIAL; Good discussion with Matt from Ricoh, answered all of our key questions. Agreed to stay with Ricoh, savings as outlined are achievable e.g. @\$600 per month. User codes to be on both photocopying and printing. 1 July funding to come in next week. Staffing Overuse – how can we best financially manage this? All teachers including relievers have to date been paid from Teachers' Salaries. Current entitlement 14.92 full time teacher equivalent, 14.92 FTTE. Predicated fortnightly use 15.42 FTTE which is an overuse situation of .5 of a teacher. MOE recover overuse at a salary of \$69500 (from our bank account July 2018), which if we overuse by .5 is \$34750. However if we pay our least expensive teacher from Bulk Grant we can save a significant amount.

PROPERTY; Lengthy asbestos report received. Actioned the do now tasks e.g art room cleansed, warning signs in place for sub-floor entries to North block, Admin block and South block, Keeley contracted to paint/seal walls in the metal craft bay. Patiently awaiting property report from MOE and/or other information. Simpson Park Hall flooring replaced. We need to plan for this potential eventuality in the Gym. Tractor and Mower on Trade Me \$5500. Barry Guthrie valued at \$5000. Skateboard Park – no objection from MOE. Health and Safety Committee – ongoing issue the extraction machinery in the Materials Tech room. Can trip fuses, does not operate 100%.

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 Gillian and John took part in MOE Roadshow on CoL's. Sports/Activities: 1st – 2nd June Room 4 Camp Otago Museum, 1 June Careers Expo Yr 11/12; 11-12 June Otago Netball Champs; 13 June Defense Forces careers talk; 15-16 June Barista Course; 22 June SO Music Festival; 23 June Colour Run; 25 June Bingo Night; 26 June Portobello Bio Trip Yr 12. Coming Up – 27 June Yr 7/8

Hockey; 30 June Young Farmers Event; 30 June Yr 7/8 Top Team; 30 June Seniors working on catering Lions Winter Crop; 4 July R1/R3 Museum trip; 9-14 July NZAS National Tournament Whangarei.

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

S Wither / P Eason

Lawrence Area School and the Board of trustees wish to appoint an Executive Office Holder to act on our behalf with Inland Revenue. John Auld the principal and position of owner with the Inland Revenue wishes to appoint Kate Marie Anderson as the Executive Office Holder. Kate Anderson's current position at the school is that of Office Administrator/Executive Officer. An IR401 has been filled out and a job description enclosed with this.

S Wither / J Auld

SPORT/LEOTC: As discussed in Johns report.

STAFF REPORT: Teachers have been busy preparing reports for mid-year reporting. Pauline and Gillian attended ALL cluster meeting in Omakau on 16th June, and had a visit from ministry mentor (Rosemary Smith) this week. Our school choir represented us very well at the South Otago Choir festival. By far the best group there.

STUDENT REPORT: Hello my name is Hayden O'Shea and I have started the school year here at Lawrence as a year 13 with plans of going to the Otago Polytech. I am participating in the community, like Friday night basketball and boxing every Tuesday and Thursday nights. Recently the school hosted the colour run to help fundraise for the people going to Area Schools Nationals in Whangarei. The defense forces came and spoke with the year 9-12's to try and inspire them into choosing a career in the navy, army, airforce or the NZ defense force. We also had some med students come and talk to us about first year of health-sci and the areas you can go into after that first year. There were 32 students that attended the South Otago music festival and they performed extremely well and the choir is growing year by year. All the year 5-6's went and participated in a Rippa Rugby tournament Clutha on the 30th of May. 10 students in the ALL writing program have been writing letters to gain support for getting a skate park in Lawrence. The year 7-8's were meant to play hockey today but it was postponed till this Thursday. Year 12 Biology had a cold, but successful, day at the marine centre at Portobello yesterday.

SUBCOMMITTEE REPORTS;

PERSONNEL;

HEALTH & SAFETY; Paul met with Tim after school for a Health and Safety meeting – glass shelf on Rm 3 TV cabinet broke – looking at taking all these shelves off the stands.

GROUPS AND BUILDINGS; Waiting on Keeley to spider spray the buildings and painting jobs. Water leaking from Rm 4's heat pump with the frosty mornings and hole on the outside wall to be looked at.

POLICIES;

Theft and Fraud Prevention Policy/Theft and Fraud Investigation Procedure – that was discussed and Christine moved that this be accepted – seconded Steve.

Lockdown policy – changes made, 3 bell rings for lockdown.

Discussed having a Lockdown drill next term – this will need to be discussed with caution with the students.

Nag 3 to be looked at next.

GENERAL: Conference next term in Dunedin.

NEXT MEETING DATE:

The next meeting will be held Tuesday 25th July 2017 at 5:30pm in the library.

The meeting closed at 7:07pm

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Chairperson

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Date

