

MINUTES OF THE LAWRENCE AREA SCHOOL BOARD OF TRUSTEES MEETING HELD ON TUESDAY 24th OCTOBER 2017 COMMENCING AT 5:30 P.M.

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

IN ATTENDANCE: K Crawford and M Cummings

APOLOGIES: M Patterson, H O'Shea and L Howell.

Paul put forward a motion to co-opt Jason Hodgson onto the Board of Trustees.

P Eason / S Wither

ANNUAL CURRICULUM REVIEW: Kerren Crawford tabled the Arts report on behalf of herself and Linda Howell. The report was discussed amongst the board. Anna Mac is going to come along until the end of the term to assist with Ukulele tuition – extra Ukulele's will need to be purchased. It was discussed about approaching Simpson Park in regards to the annual Piano tuning costs.

MINUTES:

It was resolved that the minutes of the previous meeting held on the 26th September 2017 are confirmed as true and correct.

P Eason / K Ponsonby

MATTERS ARISING: None.

CORRESPONDENCE: John tabled the correspondence and this was discussed. Gazette, NZSTA, MOE ChCh, MOE Major re-development information.

OUTWARD CORRESPONDENCE: None.

CHAIRPERSONS REPORT: Grounds have been sprayed. The board are to attend the staff meeting on the 28th November to discuss the re-build. Monthly meeting to follow this.

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

PERSONNEL: Good appointment process for HOD English and HOD Technology. Very good appointments made: Elsa O'Sullivan as HOD English and Stephen Newnham as HOD Technology. HOD Physical Education to close 24 October 2017 – this to be discussed. Required by MOE to change from BG to TS for salary - discuss. Staffing in overuse but will right itself next term. Tim will be back for a week to run the Twizel Yr9 camp. Linda and John running the Yr10 camp to Wellington the same week Nov 27 to 1 December.

Pauline, Sally, John headed to Stewart Island with the Yr7/8's in Week 3, 30th October - 3 November.

FINANCIAL: No change from September - Provisional funding and staffing for 2018 has now been printed. \$518,600 for the year inclusive of gst. This compares favorably with \$508,300 in 2017. Provisional staffing can be reviewed upward on March 1 2018, it is based on 133 students which, at this stage, we will exceed and gives a provisional staffing of 13.86, which likewise compares reasonably with 2017 13.92. Management units unchanged at 17 MMA's unchanged at 4. Can we staff the school

with 13.86 FTTE (full teacher equivalents)? Junior School 5*full time = 5FFTE 2* part time =1.2 FTTE a total of 6.2 FTTE. Senior School 4* full time = 4 FFTE plus 5* part time = 2.5 FTTE a total of 6.5 FTTE. Principal 1* = FTTE a grand total of 13.7. Specialist Classroom Teacher .16 plus CoL in school teacher .07 = .23 taking the total to 13.93, .07 overuse. Other considerations: 0.1 FTTE we pay to Net NZ. Susan Holgate has been our Specialist Classroom Teacher. Pauline, Sara and I will review what our needs are in relation to SCT. We can now plan a draft budget.

PROPERTY; Robert Lyle communication.....going to GETS or similar for expression of interest from architects. We need to start thinking seriously about what we want from a rebuild. In my opinion the seven proposals fall short of meeting our needs e.g. the Library is approximately 15*15=225 square metres, whereas the proposed replacement space is 11*12=132 square metres, too much of a compromise. Six, if not seven, teaching spaces are being removed to be absorbed into the existing footprint of the south and north block. Some intelligent design is needed. Keeley has not completed painting tasks as yet. Tractor and Mower on Trade Me sold for \$6000. TAC now open for the season. Health and Safety Committee: Jason H to join committee.

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. LEOTC next term Yr 7/8 camp to Stewart Island 30 October to 3 November. Yr 10 Camp to Wellington 27 November to 1 December. Yr 9 Camp to Twizel 27 November to 1 December. Senior School Kepler Track tramp, 24 to 28 November. Otago Community Trust Outward Bound. Clutha Licensing Trust Outward Bound. Gardening – Tidy up Young Farmers; building raised gardens Yr 11-13 Tech, outdoor furniture Yr 11-13 Tech. Heating TAC last week of the holidays. Working hard at present on: pathways for seniors with a number confirmed with tertiary courses and halls of residence for next year. Working hard with students and families with regard NCEA. Reports for senior early next term. Sports/Activities: Drama Night excellent in every way, 16 October start of Term 4; Junior Touch; Junior Cricket, 16 October sports activator, country coaching, 16-18 October Senior School exams, 27 October Bellview Conservation project 6/9 November Sports Extravaganza, 7 November Whole School Assembly, 8 November Senior Study Leave, 9-13 November Life Education, 13-17 November Yr9/10 exams, 13 November – 1 December NCEA exams, 14 /15 November yr5-8 cricket tournament, 25-28 November Kepler Track, 28 November Quadrathon, 30 November PCT Challenge, 7 December Special Assembly 8 December Gut Buster, 12 December Prize Giving.

FINANCIAL REPORT: The Financial report will be emailed out to the board. The fix term options were discussed from the information from Kate.

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

STAFF REPORT: Teachers are all VERY busy with what is going to be a crazy, busy term. The calendar is full of lots of activities which will keep both staff and students busy throughout the term. Mock exams were held last week for year 11-13 students. Year 9 and 10 have exams coming up. Camps for year 7 & 8 to Stewart Island, and Year 9 to Twizel, and Year 10 to Wellington. Preparations have

already begun for prizegiving. BOT will provide drinks and nibbles for staff and partners following the prizegiving. Can Andrea and Jennie do the supper again as they did such a great job last year. Gillian attending ALL impact day on Friday 2nd November to present our school report for the ALL programme. Will meet with Jenny Harrex from the ministry tomorrow to finalize the report. Eloise McLaughlin began a 3 week teaching practicum in Room 4 today, as a part of her first-year teaching training.

STUDENT REPORT: None.

SUBCOMMITTEE REPORTS;

PERSONNEL;

HEALTH & SAFETY; The Health and Safety folder to be passed on to Jason.

GROUPS AND BUILDINGS; Walkround after the meeting. Organic Garden course is going to be started up with the use of the old pool grounds near playcentre. Tash Hughes will be running this. Dana will catch up with Keeley.

POLICIES; None

GENERAL: Steve spoke to Mark Patterson regarding his position within the board – as the monthly meeting night cannot be changed is there a possibility that Mark could Skype into the meetings when he is in Wellington.

NEXT MEETING DATE:

The next meeting will be held Tuesday 28th November 2017 at 5:30pm in the library. (Following the staff meeting).

The meeting closed at 6:44pm

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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.	
Everyone	Walkround	