

MINUTES OF THE LAWRENCE AREA SCHOOL BOARD OF TRUSTEES MEETING HELD ON TUESDAY 28th NOVEMBER 2017 COMMENCING AT 5:30 P.M.

PRESENT: P Eason (Chairperson), C Harrex, G May, S Wither, K Ponsonby (arrived 5:42).

IN ATTENDANCE: K Crawford and M Cummings

APOLOGIES: M Patterson, J Auld, J Hodgson and D Young.

ANNUAL CURRICULUM REVIEW: Social Studies has been moved to December due to Linda attending Year 10 camp in Wellington. Kerren Crawford has come along to discuss with the board her SSP reading programme – which she studied while she was on sabbatical in 2016. There has been some great reading and spelling progress in her class since introducing this programme. Kerren is to come back to the board with a breakdown of costs for the books she would like to purchase for her classrooms and she has also highly recommended training with Yolanda Sorrell, for other junior teachers, in Term One 2018.

MINUTES:

It was resolved that the minutes of the previous meeting held on the 24th October 2017 are confirmed as true and correct.

G May / S Wither

MATTERS ARISING: Paul to approach Simpson Park regarding the piano tuning.

CORRESPONDENCE: John tabled the correspondence and this was discussed. Gazette, NZSTA, NZSTA Subs for 2018, School Support Newsletter, Deloitte – audit info, RAMS – Kepler, Wellington, Twizel (Tim emailing a copy), Life Education, Te Whare Wananga o Awanuiarangi – Polytech Course. Additional Correspondence was tabled as – STA News.

OUTWARD CORRESPONDENCE: None.

CHAIRPERSONS REPORT: Paul discussed John's proposal to the board regarding change of night/time of the monthly meeting – further discussion around this is required. List of requirements from the Board for usage of school buildings for public use was drawn up.

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

PERSONNEL: End of Year Novopay online forms to complete updating personnel. Start of Year Novopay online also to do. Teacher Aide Keily Neilson has resigned....position being covered by existing personnel. At this stage we have a full staff for 2018, breakdown at December meeting.

FINANCIAL: Consider applying for funding to replace grey van. Further discussion was held regarding updating the grey van – this does need to be replaced – Steve to liaise with John. Advised to apply for funding in first round 2018. Will need to move a minute/motion at our December meeting. Approached to host a second polytech course, being run by Tash Hughes (see correspondence). The course is broadly based on organic gardening. Awanuiarangi compensate us for use of the library. Planned use Monday 10-1pm not an issue provided that it left clean and tidy, Wednesday evenings and some weekends. They would like to do some food prep in the Home

Economics room (for weekend classes only). We have to work out a cost for this and agree to some basic usage rules. Provisional funding and staffing for 2018 has now been printed. \$518,600 for the year inclusive of GST. This compares favourably with \$508,300 in 2017

Provisional staffing can be reviewed upward on March 1 2018 is based on 133 students, which at his stage we will exceed, 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 time teacher equivalents). Junior School 5*full time=5FTTE plus 2*part time=1.2FTTE a total of 6.2FTTE Senior School 4*full time=4FTTE plus 5*part time=2.5FTTE a total of 6.5FTTE + principal = 13.7 We can now plan a draft budget

PROPERTY; Robert Lyle coordinated a teleconference at which design proposals from architects were discussed and evaluated: experience, skill base, 'plan', timeline. Each party including myself 'scored' each proposal. Then each firm's cost proposal was included to identify in a fair way the preferred architect. Outcomes at this stage are confidential. As a staff (+Paul) we reviewed the proposed building upgrades, option 1 etc. We noted pros and cons. We have many questions to ask the chosen design team when they consult. There is a definite need for smart planning to fit everything into a smaller footprint. We have to get it right. The BOT should carry out the same process, Paul and Gillian could lead this. Teachers have questions on: provisions for Cody, providing adequate space for teaching science and housing science resources, 'front of house' being genuinely front of house, a library that looks fantastic and is capable of hosting all the activities we currently undertake in the library, shared spaces (Junior School) and ability to open up/close to meet classroom needs, intelligent storage, inside outside flow, landscaping, light, insulation, acoustics, break-out spaces, decks, provision of toilets, new spaces/new furniture. Whole school needs to be to same high standard....upgrading Technology and Art room should be upgraded as should staffroom and offices. Some of the above could be down with our existing capital works money (\$300000+). It would be good to have the same 'design'/standard throughout the whole school. Grounds, looking great, will do some weeding with students in Week 8 Keeley has not completed painting tasks as yet, but is available in January/Feb. I will nail him down for an onsite conversation, with BOT a heads-up.

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) - 2018 School year dates attached: confirm/query.

SPORTS/ACTIVITIES: 27 October Bellview Conservation project, November: Camp Stewart Island Yr7/8, Camp Twizel Yr9, Camp Wellington Yr10, 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, 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).

Paul and Gillian discussed the recent meeting with the staff regarding the re-build. The Pros and Cons will be taken to the ministry and the board also added to this list – lots of consultations to be had before this begins.

FINANCIAL REPORT: Steve discussed his finance report – he is due to meet with Kate and go over next year’s budget.

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

STAFF REPORT: NCEA exams are complete. Students currently coming in to work with senior teachers to complete internal assessments. Year 9 currently on camp with Tim Samson in Twizel. Jo Murray and Susan Holgate are supporting teachers. Year 10 are currently on camp in Wellington with John Auld and Linda Howell. Students have been involved in sports extravaganza, cricket and quadrathon. Life education was excellent. Pip provides a great health programme. Reports are almost complete, with most at the proof-reading stage. These will be sent out at the end of term. Whole school special assembly will be held on Thursday 7th December at 1.30 PM. Prizegiving is at 7pm on Tuesday 12th of December. Andrea and Jennie are preparing nibbles etc for BOT and staff in the staffroom at the conclusion of prize-giving.

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

SUBCOMMITTEE REPORTS;

PERSONNEL;

HEALTH & SAFETY;

GROUNDS AND BUILDINGS; Walkround needs to be organised. Bottom gardens to be tidied up before prizegiving.

POLICIES; None

GENERAL: Area Schools Conference is being held in Christchurch 22nd – 24th August 2018 – those who are going to go will need to start organising travel for this. Vans need to be parked in the shed after they have been used – Paul to get a list created outlining how this is done and the list to be left in the van for the drivers. Painting on the asphalt needs upgraded – a quote has been received – Steve mentioned if this could be taken out of the cyclic maintenance budget. Carpet cleaning to be done over the holidays – date to be set.

NEXT MEETING DATE:

The next meeting will be held Tuesday 19th December 2017 at 5:30pm in the library – this to be confirmed.

The meeting closed at 7:48pm.

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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.	
Paul	Check the Bowling Club letter.	
Everyone	Walkround	