

**MINUTES OF THE LAWRENCE AREA SCHOOL BOARD OF TRUSTEES MEETING HELD ON TUESDAY 31<sup>st</sup> JULY 2018 COMMENCING AT 6:00 P.M.**

**PRESENT:** P Eason (Chairperson), S Wither, G May, J Hodgson, P Taylor, C Harrex and K Tunnage.

**IN ATTENDANCE:** D Sutton and M Cummings.

**APOLOGIES:** K Ponsonby.

**ANNUAL CURRICULUM REVIEW:** Junior and Senior Mathematics curriculum review was tabled and discussed by Darryl and Pauline with the board.

**POLICIES;** Nag 3 Policies:

Equal Employment Opportunities Policy – Christine will contact Anne at STA and get some more information regarding this.

Good Employer Policy and Professional Development Policies were reviewed and these will be taken to the staff to discuss.

Next policies are: Principal Appraisal and Staff Appraisal.

**MINUTES:**

It was resolved that the minutes of the previous meeting held on the 26<sup>th</sup> June 2018 are confirmed as true and correct.

S Wither / G May

**MATTERS ARISING:** Expo Night: Strategic Plan – Gillian discussed the information she gathered from parents at Expo night and from the staff. Lots of great topics of discussion – the next step from Expo night to invite parents/guardians to come into the school during class times and see the children in their learning environment. Keegan is gathering information from the students. Pauline had Eileena and Carla’s consultations information from evening and these were discussed.

The board wish to thank John and the staff for organising a very successful Expo evening.

**CORRESPONDENCE:** Pauline tabled the correspondence and this was discussed. Governance Support Report, Decision 1 IT solutions – quote for server backup, LDV – minibus quotes, Principals Today, MoE – 2/3 Furniture and Equipment grant relative to 5YA, Gazette, NZSTA News, RAMS: School Cross-country, school ski trip, Clutha District hockey competition, Clued up Kids, Inter-school shoot. Additional Correspondence: – Carla and Eileena’s expo report, Letter from Auditor General, Emily Melville, NZQA – NCEA Results 2017, Proposal Yr 10 trip to Wellington.

It was moved that Emily Melville’s maternity leave be accepted.

P Eason / S Wither

**OUTWARD CORRESPONDENCE:** Konica to write to Emily Melville.

**PRINCIPAL'S REPORT:** Pauline's Principal's Report was tabled.

PERSONNEL; Confirmed staffing for 2018 is based on 148 students and provides 14.59 FTTE. Current use is 13.74 as such we have some flexibility. During my sabbatical in Term 3 an additional teacher has been allocated. Ginny Young employed for Term 3 to cover Pauline and John's classes. Ginny is a beginning teacher and is therefore entitled to a tutor teacher. Zoe Taylor to act as Tutor teacher for Ginny Young in Term 3. Advertised for a casual cleaner to cover absences. Fiona Sutton's teacher aide hours have been reduced from 12 hours to 9 hours by mutual agreement (i.e 3 mornings).

FINANCIAL; Groundsman has area around steps looking good. 5 YA being used frugally in order to support rebuild. Need to help stake park committee liaise with MOE. Managing staff usage within parameter of MOE allocation. Final payment from MOE for special needs capital works not yet received.

PROPERTY; Sara, Stephen and Elsa have visited MLE schools in Queenstown and Christchurch will circulate Sara's report. Identified some features that were under-utilised and the real need to get it right the first time. Feedback from staff and BOT: Our wish list and potential CON's: improve indoor/outdoor flow, provide useful decks (4m), office/admin better linked to school with front-of-shop location, resource rooms/space will need to be innovative and fit for purpose, provision/location of toilets needs careful review, what provisions will there be for special needs/how will the present facilities be replaced?, STEM intelligent plan needed must meet the needs of students, desire for single cells with facility to open up close off, REDUCED FOOTPRINT a SIGNIFICANT concern, linking library/admin/office how can this be achieved?, LIBRARY need for smart design that does compromise current use e.g. able to accommodate sizeable group @100 for junior assembly, SCIENCE has complicated needs e.g. teaching space plus safe purpose built storage, landscaping of all areas especially those where demolition is to happen, light/lighting, heating. Outstanding payment for Special Needs upgrade of \$24000. Margaret identified costs that may not be linked to special needs. She has sent the invoice back to Ian Johnstone for further explanation. I will talk with Ian. Ian is working on this. We have three pools of 5YA money \$330000 pre-existing, \$185000 from selling houses, \$373000 current. We have not received a letter as from the MOE inviting us to upgrade our 10PP and 5YA on hold. Awaiting further communications from designers. Quantity Surveying underway. Awaiting MOE boiler survey.

STRATEGIC ACTIVITIES; Property development: work closely with stakeholders to facilitate new build and refurbishment. Community of Learning: contribute positively and collaboratively to SAS CoL focusing on 'writing'. Targeted interventions: continue to support programmes which aim to accelerate student progress. Engagement: continue to provide a supportive and welcoming learning environment which positively encourages engagement, contribution and student leadership. Senior student well-being. Two opportunities in the last month or so; Loves Me Not, a police education programme shaped by the experiences of Sophie Elliot; Mike King focusing on mental well-being. Both of these programmes were well-received by senior students. CoL has secured 100 additional PLD hours, looking carefully at/reviewing achievement challenges and next focus. Next visit from PLD providers – 15 August – come into classes and offer specific, practical advice, observe a lesson and provide feedback to teachers. Principals to discuss the future structure of our CoL after consultation with staff. LAS EXPO July 5 – More than 60 parents took part, 14 teachers took part, more than 90 students took part (93/140), 61 families were represented (61/80). A great success. Feedback from each of the three consultations has been collated and summarised.

SPORTS/ACTIVITIES: 21 June Room 4 Camp, 25 June Loves Me Not Yr 12-13, 9 – 13 July NZASA National Tournament Christchurch, 20 – 22 July NZSTA Conference Rotorua, 22 – 24 August NZASA Conference Christchurch, 24 July Mike King Yrs 9-13, 1 August Clued up Kids Yr – 6, 2 August – Inter Schools Shoot, 3 August – Friday Night Fives, 7 August – Netball Smart Course, 6-7 August Parent interviews, 9 August School cross country, 15 August PLD providers visit, 17 August School ski trip, 21 August Junior speech and poetry recital, 22 August SO cross country, 22-24 August NZASA conference Christchurch, 29 August – Otago Primary netball Yr 5 & 6, 30 August – Otago Primary netball Yr 7 & 8, 2-8 September SISS Netball tournament, 3 September Rotary speech competition, 17 September Get-to-go Challenge Yr 9-10, 21 September Rm 6 Bikeathon, 26 September PTA meeting, 27 September Dance night.

**FINANCIAL REPORT:** Steve discussed his finance report. It was resolved that the accounts tabled for payment are approved and the financial statement be accepted. Get quote on the cleaning of the sumps.

S Wither / J Hodgson

**STAFF REPORT:** A great start to what is going to be a very busy term. Ginny has settled into her role very well. Parent interviews next week Year 9 and 10 Monday, and Year 0-8 Monday and Tuesday. Sports Hoodies look great - will be on true display next week at Cross Country. CoL - PLD providers are coming to school on August 15th to meet with staff. Relief has been sought so that teachers can come out of their classrooms.

**STUDENT REPORT:** 29<sup>th</sup> June Yr 7 & 8 top team competition – Balclutha – Turbo Touch ended up 5<sup>th</sup> at the end of the competition. 8<sup>th</sup> July – 12<sup>th</sup> July NZ Area Schools National sports tournament in Christchurch. Kane Whitehead, Amy Eason, Harmony Cameron-Tuhaka, Caine Ritchie, Liam Homer, Taylor Homer, Kyle Whitehead, Jacob Homer Blaize Potter, William Haywood, Regen Potter, Osheana Fenton-Houpapa. Extremely successful national's tournament. Lawrence students were outstanding on and off the field. South Island Representatives: Liam, Blaize, Harmony, Amy and Kyle. NZ Representative: Amy.

**HEALTH & SAFETY:** None.

**GROUND AND BUILDINGS:** Potholes bottom driveway – hold off until the summer to fix these.

**GENERAL:** Badges for students to implemented – these to go to students as they have achieved throughout the year e.g. citizenship, sports, SADD, board rep etc. Gather a list from the senior students of what achievements they would like to be recognised for – maybe approach the PTA to help fund this. Basketball hoops look great and are being well utilised.

**NEXT MEETING DATE:**

The next meeting will be held Tuesday 28<sup>th</sup> August 2018 at 6:00pm.  
The meeting closed at 7:58pm.

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Chairperson

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Date

