

MINUTES OF THE LAWRENCE AREA SCHOOL BOARD OF TRUSTEES MEETING HELD ON TUESDAY 27th FEBRUARY 2018 COMMENCING AT 6:00 P.M.

PRESENT: P Eason (Chairperson), C Harrex, J Auld, G May, K Tunnage, K Ponsonby, S Wither and J Hodgson (arrived 6:20).

IN ATTENDANCE: M Cummings

APOLOGIES: None.

Paul stood down as Chairperson and was re-elected as Chairperson.

K Ponsonby / C Harrex

Paul has spoken with Dana Young and he will be resigning from the board – an official resignation letter will be sent to the board. A bi-election may need to be held – this to be discussed further.

ANNUAL CURRICULUM REVIEW: Library/Stationary/Uniform report by Andrea Cotton and Melinda Cummings was tabled. Melinda discussed the Uniform situation since the report and NZ Uniform is going to get back to the school with a proposal.

MINUTES:

It was resolved that the minutes of the previous meeting held on the 19th December 2017 are confirmed as true and correct.

S Wither / J Auld

MATTERS ARISING: None.

CORRESPONDENCE: John tabled the correspondence and this was discussed. Gazettes, NZEI advising of PUMs, Request from Formal Committee, NZSTA registering delegate for Annual Meeting, MOE Operations Grant for Term 1, Christine Harrex Bible in Schools Request, Smyth Trusts annual reports, Minutes form property meeting, Property documents, LEOTC request. Additional Correspondence – Principal Discretionary Account, Letter from Stephen Newnham – Welding Equipment, Gillian Wood – CDC, Request for PE/Outdoor – Surfing.

The board moved that the Formal committee's request for the 13th April be accepted.

P Eason / S Wither

The board moved that the Bible in School's request be accepted.

P Eason / S Wither

The board moved that the PE/Outdoor Education request on the 19 – 20 March be accepted.

S Wither / J Hodgson

OUTWARD CORRESPONDENCE: None.

CHAIRPERSONS REPORT: Paul discussed the attendance of meetings by board members – full attendance is required this year. There will be a lot to discuss over the next year with the re-build and ERO next year so full attendance is a high priority.

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

PERSONNEL; Conservative approach to staffing prior to MOE Confirmation of staffing in March/April. Current Entitlement 13.99 FTTE, proposed use including junior school release 13.727 FTTE. There are some minor adjustments to make*. Casey Young appointed to Room 3 teaching position. Casey had previously been doing Junior School release 0.4 FTTE. Linda Howell and Jeff Howell have taken up the slack in Term 1. I would prefer to use Linda in senior school where there is current need to support students. I have talked to Linda about this. I have advertised the .4 Junior Release position in the ODT rather than Gazette. Angela Morton has stepped down from her T/Aide position working with Cody. Bill Lovell-Smith and I are evaluating whether we need to find a replacement T/A. Elsa O'Sullivan, Carla Laughton and Stephen Newnham are all busy in their new roles. SCT to discuss.

FINANCIAL; 2018 Budget needs to be moved. Overuse of staff 2017, still waiting final figure, managed to reduce from \$26971 to \$14301 likely to be reduced further. We received staffing income ALL, Mandarin in 2017 which will more than cover deficit. Final payment from MOE for special needs capital works not yet received. I have expressed our concern to Margaret Pollitt MOE Property who will discuss this with Stewart Lawson MOE: payment, using existing 5YA to upgrade art room and materials tech room, preparing a new 10PP, 5YA + funding for doing this, play centre, land for Skate Park (process).

PROPERTY; 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 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. March 1, 11 to 1 Delisa Lovie and design team presenting ideas. Further information from Margaret Pollitt: discussed a range of matters: 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. Can we use our 5YA funds to complete other projects. Often when there is a major capital project such as our upgrade a proportion of monies from 5YA is channelled into it. We have had no indication that this is the case. We have three pools of 5YA money \$330,000 pre-existing, \$185,000 from selling houses, \$373,000 current. We need to ask Robert whether we can use this. We have not received a letter as from the MOE inviting us to upgrade our 10PP and 5Ya. Play Centre, was on LINZ site for disposal then taken off. Need post upgrade a CAD plan for our school site. Skate Park need to establish an 'Approval in Principle' with MOE. Left a number of useful documents. Not keen to see Music Room demolished whilst we have a need for special needs toilet.

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.

2017 review/report complete...quite a big read, will send electronically. This includes achievement information. Drafting 2018 goals/strategic direction for BOT approval. BIG PICTURE GOALS: (draft) 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.

SPORTS/ACTIVITIES: 1 Feb start of term, 14 Feb Roxburgh Athletics, 15 Feb Waitahuna Swim Carnival, 17/18 Feb Lions Bike Ride, 21 Feb BEATS survey University of Otago Yr9/13, 22 Feb Careers afternoon Yr12/13, 23 Feb Junior Athletics, 1 March Design Team presentation, 5 March South Otago Athletics, 6 March CoL PLD, 7 March SOPSSA Swim Carnival, 8 March Otago Poly liaison, 13/15 March CoL Cohort Days, 15 March LAS Swim Carnival, 26 March Otago Anniversary, 28 March South Otago Triathlon, 30 March – 3 April Easter, 4 April Otago Triathlon, 6 April- CoL Jumbo Day, 7 April Otago Primary Swimming, 10 April Futsal Tournament, 13 April End of Term, School Formal.

FINANCIAL REPORT: Steve discussed his finance report – budgets are fine. The formal budget was discussed.

The following motions were moved:

The board note that the 2017 budget was not finally approved at a meeting but agreed 2017 budget was for an operating deficit of \$70,099 as per the draft budget spreadsheet supplied.

S Wither / P Eason

There has been one change to the draft budget as seen December. An added a code 12500 with a budget of \$1000 – Principals Discretionary Account.

S Wither / P Eason

The board will relook at the 2018 draft budget for approval after the March roll returns.

SPORT/LEOTC: Sports Round Up February 2018: 8th Feb – Swim Safe Course at Balclutha Pool – Junior school teachers attended, 14th February – Yr9-13 Roxburgh Athletics, 15th February – Junior School Swim Carnival at Waitahuna – Yr 0-3, 20th February – Sports Activator, 23rd February – Junior School Athletics, 27th February – Senior A Netball – 1st Trial.

Upcoming Events: 3rd March – Otago Secondary Schools Athletics Champs – 4 Students attending – Blaize Potter, Regen Potter, Lee Heppel-Pukehika and Crede Holgate. 5th March South Otago Primary Athletics – 21 students to attend with Pauline and Kate, 7th March South Otago Primary Swimming – 18 students attending, 8th March Otago Secondary Schools Students Coach workshop – Balclutha, 14th March Sport Activator, 15th March School Swimming Sports, 20th March – Sports Activator, 24th – 25th March – SISS Athletics, 28th March – South Otago Primary Tri, 4th April – Otago Primary Tri Champs – Cromwell – 7th April – Otago Primary Swimming Champs, 10th April – Yr ¾ and 5/6 Football Tournament, 16th – 21st April – Area Schools Leadership Camp – 5 Students attending.

STAFF REPORT: A terrific start to 2018. Very busy start as we get to know all of the new students who are filling our classrooms. Excellent weather for athletics and swimming training, and wonderful events at both Roxburgh for seniors and Lawrence for juniors. Swimming sports will be in March.

Year 0-3 attended Waitahuna swim carnival, which is always a very well-run event. The junior school ran class information evenings last Monday, where parents were invited in to find out about the class expectations and routines for the year. These are always reasonably well-attended. Gillian attended in-school CoL teachers meeting in Roxburgh, and has a clear vision going forward for the year. We have cohort days in Roxburgh on 13, 14, 15th March which all staff are urged to attend. We have PLD providers visiting next week to try and establish the needs and expectations of staff for professional development in writing specifically for LAS in 2018. We have a planned JUMBO day in Cromwell for April 6th, which will be a teacher only day and school will be closed. Paid Union Meetings - 28th March Milton Primary school 9.30 and 1.30. NZQA days in Dunedin on Monday 5th March - some secondary teachers attending. Elsa, Stephen, Carla and Casey have all settled into their roles and are taking on responsibilities around the school.

STUDENT REPORT: Kane and Keegan are representatives for the Clutha Youth Council. Bradley Benington and Jameisha Sheridan – head students. Jameisha Sheridan and Keegan Tunnage captains of Read, Amy Eason and Bradley Benington captains of Woods.

SUBCOMMITTEE REPORTS:

PERSONNEL; On Fridays the students that attend Cromwell Polytechnic require a van driver – this has been advertised.

HEALTH & SAFETY; Jason will carry on with this position.

GROUNDS AND BUILDINGS; Grounds are looking good. Simpson Park redoing asphalt in the Car Park – discussions were held about the bottom car park – Jason will talk to Craig Stoddart.

POLICIES:

Digital Citizenship – Changes to 5 and 6 in the procedure:

All cell phones must be signed in at form time at the start of day and collected at the end of the day. School leased devices may be used during interval and lunchtime under the conditions of the Digital Citizenship contract.

Year 11-13 may use chrome books at interval and lunchtime under the conditions of the Digital Citizenship contract. Year 9-10 are only allowed to use Chromebook when instructed by teachers during class time.

Christine moved that these changes be ratified – seconded Paul.

GENERAL: None

NEXT MEETING DATE:

The next meeting will be held Tuesday 27th March 2018 at 6:00pm in the library. The meeting closed at 7:50pm.

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Chairperson

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Date

