

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

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

IN ATTENDANCE: L Howell, C Young, P Taylor and M Cummings.

APOLOGIES: None.

ANNUAL CURRICULUM REVIEW: Pauline gave a presentation on ALL – Accelerating Learning in Literacy. This was taken over 10 weeks in Term 2 by Gillian, Zoe and Pauline. 16 students took part in this and 13 of these were boys. Gillian would like assistance in the classroom next year to assist with the rest of the class while she works on this programme.

Senior and Junior Social Studies reports were tabled by Linda and Casey and discussed with the board.

MINUTES: It was resolved that the minutes of the previous meeting held on the 30th October 2018 are confirmed as true and correct.

P Eason / C Harrex

MATTERS ARISING: Carpet cleaning has been organised for the week after school finishes. Teachers to be advised of what needs done with the furniture etc. Wellbeing Survey – need to register for this.

CORRESPONDENCE: John tabled the correspondence and this was discussed. NZSTA News, Gazette, Third Party Occupancy (example), Job acceptance Sophie Brotherwood, NZSTA Planning and reporting changes 2020, Delisa Lovie (Sent), RAMS x7. Additional Correspondence – Deloitte – Consideration of Fraud Declaration, Life Education Trust, MOE Memorandum of Understanding – Future Working Arrangements, MOE Property – Emailed.

OUTWARD CORRESPONDENCE: Mike Healy acceptance of resignation and Sara McTavish acceptance of sabbatical.

CHAIRPERSONS REPORT: John and Paul have recently attended Area Schools Exec meeting – new chairperson has been elected. Conference next year will be held in Wellington on 21st – 23rd August 2019. School house funds discussed. The houses being rented need to be looked at for maintenance etc.

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

PERSONNEL: Provisional staffing for 2019 is 13.98 FTTE. Very good applications for 0.4 Junior Release maternity leave position. Sophie Brotherwood appointed. No suitable applications for 0.3 senior mathematics. Sara has set up a timetable which negates the need for 0.3. Cleaning positions advertised this week. Probate of Elly's estate will take time. We have communicated with lawyer and family. Some liabilities. We currently have our teaching staff in place for 2019 – a number of minor changes to facilitate. Only support staff changes are caretaker and cleaner. Tony Foster is the new caretaker.

FINANCIAL; Managing staff usage within parameter of MOE allocation. Draft budget being prepared. Could/should include \$6900 for learning impact which can be matched \$ for \$ by Otago Community Trust. Yr 11 + RTLB funds of \$2073 to assist learning in Yr 11 – 13.

PROPERTY; Last correspondence from Jackie 8/10/2018 summarised discussion from the last property upgrade meeting. Requested that our electrician review aspects of our power supply and switchboard – done. Robert Lyall has been replaced by Anna Drinkwater. Margaret Pollitt MOE Property Advisor visited, shared ideas and documents. We need to be prudent about money spent on landscaping e.g. ensure that we have \$200000+ uncommitted. Boiler refractory outstanding. 10yr Property Plan to commission – can delay this task. No contact from landscape architect to date. Approaching Ian Johnstone re boiler annual inspection – end of January start February 2019. Need to plan change over existing/new caretaker. We came through the rains reasonably. Submersible pump needed for boiler room, drain needs clearing Sam Smith doing this. Sam Chapman sealed skylight area in English Resource Room, need to invest in clear all drains, need to drain field above tennis court.

STRATEGIC ACTIVITIES; CoL: Bill Feasy from Twizel moving into Principal Role. Gary Pascoe has stepped down after two very successful years establishing our SAS CoL. CoL – We have both Gillian and Stephen in an in-school teacher role. CoL – looking at how we refocus in 2019. Well-being a definite focus. Property development: work closely with stakeholders to facilitate new build and refurbishment. Community of Learning: refocusing for 2019, new principal. 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: 15-19 October Yr7/8 camp, 17-19 October senior exams, 19 October PTA catering, 23 October Sports Activator, 24 October Rm 1 & 3 trip, 25 October Kapahaka at Balclutha, 30 October BOT, 1 November Young Farmers, 2 November Hangi & Crazy T-Shirt & Yr 10 Art trip, 5 November cricket coaching, 6 – 9 November Room 7 Tautuku Camp, 8 – 12 November Life Ed, 9 November first NCEA exam, 13 – 14 November Yr 5 & 6 Camp, Yr 7&8 cricket tournament, 15 November Gutbuster, 16 November CoL support staff and ALL impact day, 19 – 23 November Yr 9/10 sports week, 22 November CoL PD + Sports Activator, 26 – 28 November Yr 9 & 10 exams, 30 November Bellview, 3 – 7 December Yr 9 Camp to Sutton, Yr 10 camp Wellington, 7 December Junior Sports Day, 11 December Sports Activator, 13 December Prize Giving, 14 December EOY.

FINANCIAL REPORT: Steve discussed his finance report. It was resolved that the accounts tabled for payment are approved and the financial statement be accepted.

Kate is re-advertising the school donation in the newsletter this week. Todd from Deloitte has visited. Timeline – please keep this update on the board website. Principal expenditure and Otago Polytechnic budgets were discussed. Cost of magazine could be higher than previous years.

S Wither / K Ponsonby

Paul moved to apply for a grant from The Trusts Community Foundation to replace existing school van.

P Eason / J Auld

STAFF REPORT: Teachers are very busy working towards the end of the year, collecting, collating, presenting data, and writing reports. Year 9 &10 are currently sitting school exams. Classes are busy with activities outside of the classroom. Junior teachers had a writing moderation day yesterday, which was very useful. Reports are almost complete, ready to be sent out to parents at the end of the term. Students are working towards special assembly and prizegiving presentations, including choir and kapa haka. Our Kapa Haka group represented us very proudly at the opening of the arches. We have had some input from the Kapa Haka leader from South Otago High School, which is awesome.

STUDENT REPORT: Kalin reported on the activities that have been happening over the last month: Sport Census was completed by Kate for NZ Secondary Schools sports. Currently sitting at 95% Female school reps and 83% male school reps. We currently have only 6 in senior school not taking part in school. Included in these figures is Cody. Jameisha and Keegan ran a successful obstacle course in the gym for the junior kids – this was a house competition that all students enjoyed. Yr 13 students would like to hold a school fair next year and proceeds for this to go towards the Skate Park. Need to catch up with Mrs Taylor regarding School Badges.

HEALTH & SAFETY: None.

GROUND AND BUILDINGS: Potholes still need to be filled in. Drains around the boiler room were discussed these need to be looked to prevent the flooding happening again.

POLICIES: Following policies were ratified:

- Good Employer Policy
- Professional Development Policy
- Principal Appraisal Policy

Christine moved that these changes be ratified – seconded Paul.

GENERAL: Gillian presented the Strategic Planning slideshow she had of the information that was gathered from Parents, Students, Board and Staff. Next step would be to email Gigi and see if she would be available to come down and go over this with this with the board, to help is turn these brainstorms into our strategic goals.

Year 9’s students and parents for 2019 will be having a meeting with senior teachers on Wednesday 28th. John has also invited each of these families to make time for an interview with him.

NEXT MEETING DATE:

The next meeting will be held Tuesday 27th November 2018 at 6:00pm.
The meeting closed at 8:30pm.

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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	
Gillian	School Website	
Steve	Organize date for trees to be chopped down	
All	Strategic Plan – 1 page document	
Pauline	Check with Mike regarding the quote on the sumps	
Pauline/Kalin	School Badges	
	Spring on Gate	