

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

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

IN ATTENDANCE: M Cummings and A Cotton.

APOLOGIES: Linda Howell and Keegan Tunnage.

ANNUAL CURRICULUM REVIEW: Linda's Careers report was tabled and Linda to attend the next meeting to discuss this report.

MINUTES:

It was resolved that the minutes of the previous meeting held on the 27th February 2018 are confirmed as true and correct.

G May / K Ponsonby

MATTERS ARISING: None.

Andrea and Melinda discussed with the board NZ Uniforms proposal about supplying the junior and senior school uniform in their store in Dunedin and also online. They showed the board the samples that they have which are very similar to Schooltex in The Warehouse.

Paul moved that the board accept this proposal. Contract to be looked at and then signed by John to return.

P Eason / S Wither

CORRESPONDENCE: John tabled the correspondence and this was discussed. Gazettes, Careers report, Third Party Occupancy (proforma), Margaret Pollitt requesting POD's, Margaret Pollitt emails around 5YA (circulated), Genesis wanting to lock us in for 24 months – John will look into this and get some other prices. Sara McTavish LWOP request to attend her sister's wedding – moved Paul seconded by Gillian.

OUTWARD CORRESPONDENCE: Konica emailed the Clutha Council regarding the potholes down the bottom drive as this needs to be repaired – we may need to approach the Squash Club to see if they can also assist with this – Konica will forward the reply from the council to the board members to read.

CHAIRPERSONS REPORT: Paul requested a list of people from the board who would be attending the formal. Area Schools Conference is being held in Christchurch on 22nd – 24th August and STA Conference is being held in Rotorua on the 20th – 22nd July – Konica and Jason may be able to attend this – confirmation for both of these conferences will need to be sorted soon to book the flights.

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 - waiting for 'Confirmed Staffing' based on our March 1 returns.

Emily Melville appointed to Junior School release position, will at the beginning of Term 2 Sue Wither trialling in T/A role at present.

FINANCIAL; 2018 Budget needs to be moved. MOE hold over 5YA money.....landscaping, technology block - Overuse of staff 2017, still waiting for 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 \$ figure to come, payable in July. 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. Spoken/emailed Ian Johnstone, School Support with regard this. Still waiting for feedback play centre, land for skate park (process) school and skate park committee to a 'Third Party Occupancy. Application for Approval in Principle' form and submit to the ministry

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 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. Delisa has asked for approval in principle of the 'big picture' design and for detailed feedback to be given at the preliminary design phase Feedback from Tuesday: need reassurance re connect with Room 1; general request to define teaching spaces and know or where not 'sliding doors' and walls will be; Want ability to open up/close off; is there a school with similar design that we could visit; where should we visit in Christchurch?; photos of large collaborative area would be helpful; Is the maker space dividable?: bag hook query; leadership space requires further discussion Next meeting with Design Team Wednesday 11 April. 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 had the boiler maintenance/repairs accepted as a capital works item. Gary Lawrence is making the repairs in the holiday break, rebuilding the refractory is the major task. 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. Play Centre- group investigating feasibility at present. Need post upgrade a CAD plan for our school site. Skate Park need to establish an 'Approval in Principle' with School/MOE

STRATEGIC ACTIVITIES; 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. 2018 School year dates attached: confirm/query. Staff have been busy with PD related to 'writing' linked to school and CoL goals. April 6 is a Jumbo Day to be held in Cromwell. This includes opportunities for BOT involvement.

Our seniors Yr9-13 have a 'Be Motivated Be You' day in Balclutha organised by the CDC and Malcam Trust. They have excellent speakers and workshops. The timing of this event is good. On the 6 April with teachers attending the Jumbo Day we cannot staff the Junior School. Additional PD: Reading Recovery, Boys Education, ALL training, NZQA.

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. 15 – 20 NZASA Leadership Course, 30 April Term 2 begins, 16 – 18 May SAS Tournament at Tuatapere.

FINANCIAL REPORT: Steve discussed his finance report – he will liaise with Kate and get back to the board with any queries.

SPORT/LEOTC: None.

STAFF REPORT: Term 1 continues to be very busy. Extremely successful school swimming sports. The quality of swimming has increased exponentially since the opening of TAC, we are sending our largest team of swimmers to Otago Primary champs ever, on the 7th April. South Otago Triathlon tomorrow. Otago triathlon next week in Cromwell. We have had PLD providers from the University of Otago visit school to discuss teacher's Inquiry studies for 2018 and to offer support. They will visit again in Term 2. All staff were involved in CoL cohort days at Roxburgh last week, which were excellent. All staff will be attending the Col Jumbo day on Friday 6th April. Two senior teachers attended the NZQA day in Dunedin on 5th of March. NZEI staff will be attending PUM's tomorrow in Milton tomorrow, Wednesday 28th March.

STUDENT REPORT: None.

SUBCOMMITTEE REPORTS:

PERSONNEL; As discussed in Johns report.

HEALTH & SAFETY; Jason will arrange a meeting with John, Stephen, Kate and Mike.

GROUND AND BUILDINGS; The tree near the path towards Simpson Park needs to be removed – Paul to talk to Jeremy Hills regarding this and wood could be used as a raffle.

POLICIES:

Statement of Documentation of Self Review changes to No 2.

Strategic Planning Policy changes to Guidelines No 1, 3, 5 and 7.

Christine moved that these changes be ratified – seconded Gillian.

Next round of policies are Nag 3 and also the Uniform policy will need to be updated.

GENERAL: None

NEXT MEETING DATE:

The next meeting will be held Tuesday 1st May 2018 at 6:00pm.

The meeting closed at 7:44pm.

.....
Chairperson

.....
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	
Steve	Chase up STA self-review – next meeting.	
Paul/Jason	Welder to Stephen to look at.	
Everyone	Walkround	