

MINUTES OF THE LAWRENCE AREA SCHOOL BOARD OF TRUSTEES MEETING HELD ON TUESDAY 1st MAY 2018 COMMENCING AT 6:00 P.M.

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

IN ATTENDANCE: M Cummings and L Howell.

APOLOGIES: Jason Hodgson and Keegan Tunnage.

ANNUAL CURRICULUM REVIEW: Linda discussed the Careers report that was tabled at the last meeting. Special Needs report will be sent to the board members via email.

MINUTES:

It was resolved that the minutes of the previous meeting held on the 28th March 2018 are confirmed as true and correct.

G May / K Ponsonby

MATTERS ARISING: Letter will be sent to families regarding the change over of supplier for school uniforms along with a copy of the policies.

CORRESPONDENCE: John tabled the correspondence and this was discussed. Gazettes, MOE Confirmed Staffing Entitlement, MOE Staffing Overuse 2017, PPTA planned workshops, NZSTA News.

OUTWARD CORRESPONDENCE: Konica will email Sara regarding approval of requested holiday leave.

CHAIRPERSONS REPORT: Paul thanked the board and staff for their help at the formal, it was very well organised – a very successful night. Steve has been organising the self review – Anne Bixley will email each board member with a survey and once this has been completed she will come and talk to the board. The NZASA Exec Meeting minutes from the recent meeting are available for the board to read.

PRINCIPAL'S REPORT: John 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. Emily Melville has started her Junior School release teaching. Sue Wither working with Cody. During my sabbatical in Term 3 an additional teacher has been allocated. Very likely to be middle school based to release Pauline who will be Acting Principal as well as covering my classes. This position will need to be advertised. Gillian to remain in the CoL 'In-school' teacher role. Working on drivers for Fridays for students attending Cromwell Polytech.

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 \$10912 including of GST, payable on 1st 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. Have spoken/emailed Ian Johnstone

post our meeting with Ismael and Margaret (MOE). Have asked him to trim \$1500 and move on. Play centre complicated by asbestos, 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; Very constructive meeting held on 11th April with upfront Q & A. Clarification re existing 5YA monies. Good meeting held with Ismael and Margaret (MOE). BOT Walk-round appreciated. Play Centre demo / removal clarified. Next set of plans to arrive soon. 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. Asbestos. 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. On 6 April Sara coordinated the senior school students who attended 'Be Motivated Be You' in Balclutha. This day focused on well being and leadership. Feedback was exceptionally positive. The balance of staff had a CoL PD day in Cromwell which proved to be very positive. Further PD monies/hours are being sought to facilitate in-school PD for the balance of the year. Writing is the focus. We have identified across the school those students who would benefit from additional help through intervention. Staff are keen for the PLD providers to come into classes and offer specific, practical advice, take a demonstration lesson showing best practice especially in relation to teaching boys and accelerating progress. We have targeted interventions using the ALL program started in three rooms (4,6,7). The cohorts are boy heavy which aligns with achievement information which shows only 58% of boys are meeting respective

standards. An excellent school formal was held on Friday 13 April. Sara and senior students worked very hard to; plan, prepare for and run a great night. 90 young people took part. We are grateful for the role played by staff and BOT. Craig our local policeman likewise is most appreciated for help.

SPORTS/ACTIVITIES: 13 April End of Term, School Formal, 15 – 20 April NZASA Leadership course, 30 April NZASA Leadership Course, 30 April Term 2 begins, 4 May Fire Fighters, 10 May School Photos, 16 – 18 May SAS Tournament at Tuatapere, 22 May Gymfest, 27 – 28 May NZASA Exec Meeting Christchurch, 21 June Room 4 Camp, 6 July End of Term, 9 – 13 July NZASA National Tournament Christchurch, 20 – 22 July NZSTA Conference Rotorua, 22 – 24 August NZASA Conference Christchurch.

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

Change to budget – Formal Expenditure changed, Junior Social Science budget increased and Health and Safety Supplies budget added.

The board has reviewed the draft budget for 2018 and approves/moves this as a working budget.

Steve / John

A gift register will now be available in the office for any purchases around gifts for employees.

Steve / Paul

School Donation letter to go out to families this term – amount for the 2018 to remain the same: \$50.00 for one pupil - \$100 for two or more pupils.

Steve / John

The board approve to invest money from accounts 001; 002; 017; 018; 019 – total of \$134,162.18 with Westpac for a six month term at 3.30% interest.

S Wither / P Eason

SPORT/LEOTC: None.

STAFF REPORT: Thank you from Sara McTavish and senior students for your support at the formal last term. It was a huge success, which would not be possible without your help. Letter to go home to families about the new uniform source? Can this happen soon, please so that parents know where they can purchase uniform now that we have changed? Sports hoody - what do the board think about the introduction of a non-compulsory school hoody for wearing to sports. Emily Melville started today as the junior school release teacher. She had a very enjoyable first day.

STUDENT REPORT: None.

SUBCOMMITTEE REPORTS:

PERSONNEL; As discussed in Johns report.

HEALTH & SAFETY;

GROUND AND BUILDINGS; The Skate Park will now become an Incorporated Society, so are no longer seeking to be under the 'umbrella' of the school for fundraising and grants.

POLICIES;

Changes to the Uniform Policy:

Change of supplier from The Warehouse/Schooltex to NZ Uniforms.

Junior Policy - Yr 7/8 Culottes can be worn.

Junior Policy - Yr 7/8 Grey Shorts can be worn.

NZ Uniforms codes will be added once we have received them.

Christine moved that these changes be ratified – seconded Gillian.

Gillian suggested that a non-compulsory hoodie can be purchased for students to wear – this will not be for every day use as part of the uniform but can be used for sporting events and at lunchtime when playing sport. Gillian will liaise with Carla on where she purchased the Young Farmers ones and will sort out printing and pricing etc. It was decided to also get LAS printed on the back of these with the school colours.

The board is in favor of the hoodies.

P Eason / G May

Next round of policies is Nag 3.

GENERAL: Working bee on the 2nd June to cut down the trees – Toby Young will do this and helpers will be needed. The wood will be split and used as fundraiser.

NEXT MEETING DATE:

The next meeting will be held Tuesday 29th May 2018 at 6:00pm.

The meeting closed at 8:14pm.

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Chairperson

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Date

