

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

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

**IN ATTENDANCE:** A Bixley, P Taylor, E O'Sullivan and M Cummings.

**APOLOGIES:** S Benington.

**ANNUAL CURRICULUM REVIEW:** Junior and Senior English curriculum review was tabled and discussed by Pauline and Elsa. Reading Recovery report was also tabled and John and Pauline discussed the report on behalf of Sally.

**MINUTES:**

It was resolved that the minutes of the previous meeting held on the 1<sup>st</sup> May 2018 are confirmed as true and correct.

S Wither / G May

**MATTERS ARISING:** None.

**CORRESPONDENCE:** John tabled the correspondence and this was discussed. Gazettes, Netnz membership, NZSTA looking at the government's budget, Logic Group touting for business, Playcentre Asbestos report, Reading Recovery report, English report, Request form Beaumont/Tuapeka Rural Women. Additional Correspondence – Annual Financial Statement, Principal Appraisal Documents, Information from Anne at STA.

It was moved that the Beaumont/Tuapeka Rural Women would be able to hold their annual Adults Learners Day on the 8<sup>th</sup> September at the school.

**OUTWARD CORRESPONDENCE:** None.

**CHAIRPERSONS REPORT:** The NZASA Exec Meeting was recently held in Christchurch which John and Paul attended. Venues were visited where the Area school's conferences will be held. John, Paul, Steve, Pauline and Gillian will be attending this on the 22-24 August. Christine and Konica will be attending the NZ STA conference in Rotoura on the 20-22 July. Paul requested that the School's website to be updated – Gillian will look into this.

**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. 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 has been advertised. Gillian to remain in the CoL 'In-school' teacher role. Warren Sapsford and Melinda Cummings alternating as drivers to Cromwell on Fridays. Warren also doing some gardening.

FINANCIAL; Kate has visited Westpac, update at meeting re investment. MOE hold over 5YA money.....landscaping, technology block. Overuse of staff 2017, \$10912 inclusive of GST, payable on 1<sup>st</sup> 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/mailed 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. Skate park now an incorporated society which will make all processes more simple. Netnz online learning have made annual request for 0.1FFTE, as well as invoice for membership \$1560 + GST. Matter to discuss in-committee after the meeting.

PROPERTY; Sara, Stephen and Elsa have visited MLE schools in Queenstown and Christchurch. Gained excellent information from looking at buildings, at the teaching/learning and through discussion with teachers. 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 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.

STRATEGIC ACTIVITIES; 2017 review/report complete, acknowledged by MOE. 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. 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. Our students really enjoyed tournament at Waiau. The host school did a great job, excellent organisation, very welcoming. Results wise we were often placed second. Carla, Kate and Steve Whitehead looked after our students brilliantly. Eleven students gained places in the SAS team to attend nationals in Christchurch in the next holiday break.

SPORTS/ACTIVITIES: 4 May Fire Fighters, 7 May Tertiary Day, 10 May School Photos, 16 – 18 May SAS Tournament at Tuatapere, 22 May Gymfest, 27 – 28 May NZASA Exec Meeting Christchurch, 29 May Rippa Rugby Tournament Yr 3-8, 7 June Careers Expo Yr 11/12. 9-11 June Otago Netball Champs, 13 June Get Ahead Yr 12, 14-15 June Barista course, 21 June Room 4 Camp, 25 June Loves Me Not Yr 12-13, 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.

S Wither / J Hodgson

It was moved that the Letter of Representation and Annual Financial Statement be accepted.

S Wither / P Eason

**SPORT/LEOTC:** None.

**STAFF REPORT:** Term 2 has had a very busy start for both staff and students. All staff were visited on the 10th May by our PLD providers from the University of Otago. Staff booked a time that suited them to discuss their teaching inquiry, and to discuss the successes and challenges that they are having with their respective cohort groups for writing. This was very valuable. We have the ALL programmes running each day in room's 4, 6, and 7, with the aim of accelerating achievement in writing for at risk learners. Sara, Elsa and Stephen visited Wakatipu High School and Shotover primary school to see what an innovative learning environment looks like in both the primary and secondary setting. Sara and Stephen also visited two schools in Christchurch. They will report back to staff in a staff meeting, to share photos and findings. I attended an 'In-school teachers' meeting today for our Kahui Ako (Community of Learning), and we met our 'expert partner', Jann Robertson. She had a wealth of knowledge to share with the group, and she spent 5 hours working through some leadership strategies for us as in-school teachers, with a focus on the coaching/mentoring model. It was an excellent day and will be very beneficial to me as I move forward supporting teachers with their inquiries. The school hoodies have arrived today. We ordered one in each size to have in the library for initial sizing options but will eventually be sold on as we won't hold stock. We will need to make an amendment to the uniform policy to cover the wearing of hoodies. They are not compulsory and will cost \$46 each. They are only for wearing during PE, sports times and to sports events. Sara McTavish has asked the Board to look at our school rules, with a view to changing some of the language to come into alignment with policy changes. Particularly the rules about swearing and cellphone use. Pauline took 8 year 8 students to National Young Leaders Day in Dunedin yesterday. They absolutely loved this opportunity and all feedback was positive. Pauline would like to take all Year 8 students each year in the future.

**STUDENT REPORT:** The formal was a great success. Tournament was recently held and thoroughly enjoyed by all students. One of the best tournaments that Keegan has attended. A sausage sizzle fundraiser was recently held for Cody Heslop. SADD days has been discussed amongst the leadership students and looking at fundraising options. Leadership students to attend Junior Assemblies when possible.

**SUBCOMMITTEE REPORTS;**

PERSONNEL; As discussed in Johns report.

HEALTH & SAFETY; Potholes – Jason will continue to liaise with Craig regarding this – will need to get gravel from Downers.

GROUNDS AND BUILDINGS; Trees to be trimmed - will get done when the ground is drier – postpone to a later date.

**POLICIES;** Nag 3 Policy – Changes to be made to the Support Staff and Teaching Staff policies.

Complaints Policy and Complaints Procedure ratified.

C Harrex / J Auld

Discretionary Leave Policy ratified.

C Harrex / J Auld

**GENERAL:** Anne Bixley from NZSTA discussed with the board the outcome from the recent Internal Evaluation Tool Survey that the members completed and the overall result from this provided direction for the Board moving forward.

It was discussed to hold open nights for senior school and have workshops – this would also be a way for the community to come along and look at the plans for the re-build and discuss this with board. We could also include consultation for Maori and Health on the same evening.

Anne will come back and meet with the board on the 19<sup>th</sup> June at 4:00pm to discuss Strategic Planning.

**NEXT MEETING DATE:**

The next meeting will be held Tuesday 26<sup>th</sup> June 2018 at 6:00pm.

The meeting closed at 9:00pm.

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Chairperson

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Date

