

**MINUTES OF THE LAWRENCE AREA SCHOOL BOARD OF TRUSTEES MEETING HELD ON TUESDAY 26<sup>th</sup> JUNE 2018 COMMENCING AT 6:00 P.M.**

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

**IN ATTENDANCE:** C Laughton, Z Taylor and M Cummings.

**APOLOGIES:** K Tunnage and J Hodgson.

**ANNUAL CURRICULUM REVIEW:** Junior and Senior Physical Education and Health curriculum review was tabled and discussed by Carla and Zoe with the board.

**POLICIES;** Nag 3 Policies – Changes were made to the following policies and ratified.

Advertising and Appointment of Support Staff Policy.

C Harrex / K Ponsonby

Advertising and Appointment of Teaching Staff Policy.

C Harrex/ K Ponsonby

Future policies to be circulated amongst the staff and then any changes that the staff wish to change or discuss can be forwarded to Gillian or John and this will then be discussed with the board at the meetings.

**MINUTES:**

It was resolved that the minutes of the previous meeting held on the 31<sup>st</sup> May 2018 are confirmed as true and correct.

S Wither / K Ponsonby

**MATTERS ARISING:** None.

**CORRESPONDENCE:** John tabled the correspondence and this was discussed. MOE advice on asbestos, MOE acknowledging 'snow days', Jon V update, Sara report on school visits, EXPO, NZSTA operations updates, Auditor General, School Audit arrangements 2018 – 2020, Key Education Updates, NZSTA correspondence Ann and Gigi, NZSTA Annual Report, Gazette, NZSTA News, RAMS; Otago Secondary Schools Netball, Get Ahead Day, proposal Yr 9 Camp, Marae visit, Art Gallery. Property ideas – John. Additional Correspondence – Ricoh – 3D printer, Yr 7 Technology Buddy Seat.

It was moved that the board to fund the costs for the Buddy Seat.

S Wither / K Ponsonby

It was moved that the Ricoh lease be extended.

P Eason / S Wither

**OUTWARD CORRESPONDENCE:** Beaumont/Tuapeka Rural Women regarding the annual Adults Learners Day on the 8<sup>th</sup> September at the school. Year 7 Technology class – Buddy Seat.

**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. Ginny Young employed for Term 3 to cover Pauline and John's classes.

FINANCIAL; Groundsman has area around steps looking good. 5 YA being used frugally in order to support rebuild. Need to help stake park committee liaise with MOE. Managing staff usage within parameter of MOE allocation. Final payment from MOE for special needs capital works not yet received.

PROPERTY; Sara, Stephen and Elsa have visited MLE schools in Queenstown and Christchurch will circulate Sara's report. 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. John shared his ideas regarding new library. Awaiting further communications from designers. Quantity Surveying underway. Awaiting MOE boiler survey.

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. Senior student well-being. Two opportunities in the near future; Loves Me Not, a police education programme shaped by experiences of Sophie Elliot; Mike King focusing on mental well-being. CoL has secured 100 additional PLD hours, looking carefully at reviewing achievement challenges and our next focus. LAS EXPO – July 5 an opportunity to bring parents and students in to school to share what we do. Board Survey to be done.

SPORTS/ACTIVITIES: 7 June Careers Expo Yr 11/12. 9-11 June Otago Netball Champs, 13 June Get Ahead Yr 12, 14-15 June Barista course, 19 June Sports Activator, 21 June Room 4 Camp, 25 June Loves Me Not Yr 12-13, 29 June Year 7 and 8 Top Team competition in Balclutha, 6 July End of Term, 9 – 13 July NZASA National Tournament Christchurch (lot of work from Kate has gone into this), 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. School Donation letter has been sent out to families and monies are coming in. Kate still working with Westpac regarding interest accounts. New server will be set up on Wednesday. South Otago has paid for the Mandarin teaching. Donation from PTA to the Library has been paid.

S Wither / P Eason

**STAFF REPORT:** Teachers are busy writing reports. Year 11-13 reports have already gone home, as the end of term was too late for informing parents about student learning as their year is quickly coming to an end. Secondary teachers are running year 11-13 interviews on Thursday night. Room 4 camp was very successful. Great parents and great kids. Paid union meetings tomorrow afternoon for NZEI contract - Eileena & Zoe will attend to show our support. (Not our Area Schools contract, but we will no doubt benefit from the negotiations when our contract is renewed.) Staff preparing for EXPO next week, do the BOT want to set up a recruitment station; thinking ahead for next year?

**STUDENT REPORT:** None.

**HEALTH & SAFETY:** None.

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

**GENERAL:** Paul discussed the Student Awards for Area Schools Conference, and wondered if a student from the Southern CoL could be put forward – there is a set criteria for this and this needs to be met before a student can apply. Strategic Plan to be discussed at the next meeting - Keegan to go around classes to get input from students – leadership students to help him with this.

**NEXT MEETING DATE:**

The next meeting will be held Tuesday 31<sup>st</sup> July 2018 at 6:00pm.

The meeting closed at 7:44pm.

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Chairperson

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Date

