

**MINUTES OF THE LAWRENCE AREA SCHOOL BOARD OF TRUSTEES MEETING HELD ON TUESDAY 28<sup>th</sup> AUGUST 2018 COMMENCING AT 6:00 P.M.**

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

**IN ATTENDANCE:** E Kenny, S Newnham and M Cummings.

**APOLOGIES:** J Murray.

**ANNUAL CURRICULUM REVIEW:** Te Reo Maori report was tabled by Eileena – feedback from the Expo night – great interest to form a Kaka Hapa group from students and parents. Food & Nutrition/Fabric Technology report was tabled by Jo Murray. Technology report was tabled by Gillian and Stephen – leases were discussed, and Stephen discussed his budget for 2019/2020. Buddy seat will be started in the next few weeks.

**POLICIES;** Nag 3 Policies:

Good Employer Policy was tabled and reviewed and this will be taken to the staff to discuss.

Professional Development Policy – to be taken to the staff to view and feedback to Gillian.

Principal Appraisal Policy – template given at the conference workshop – changes will be made and forward onto John for feedback. Performance Appraisal format was discussed.

Staff Appraisal – Christine and Pauline will go over this.

Next policies – Staff Discipline and Statement Policy of Personnel.

**MINUTES:**

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

G May / P Taylor

**MATTERS ARISING:** Strategic Planning – Gillian has collated the student's feedback – still working on staff feedback. Having a full staff meeting next Tuesday to complete.

**CORRESPONDENCE:** Pauline tabled the correspondence and this was discussed. Legalwise seminars – 4<sup>th</sup> & 6<sup>th</sup> September; MOE – Proposed funding schedule for ORS; MOE – Kurt Howat-Bath closure report; Get Licensed – Copyright Licenses; Deloitte – audit fee proposal for next three years; Gazette; NZ Principal; NZSTA News; Rams: Brando Yelavich talk – Milton, Steven Adams Camp, Otago Primary Schools netball tournaments, Food Safety Course – Dunedin, Friday biking – room 6, Building Industry Seminar course, School Camp – Tautuku, School Camp – Queenstown, South Island Secondary Schools netball championships. Additional Correspondence: Toyota Hiace Van.

Start applying for grants now for the van now that we have the quotes.

It was moved that Copyright Licence fee to be paid for printing/copying - \$1.65 per junior student, \$3.30 per secondary student – approximately \$310.00 a year.

P Taylor / P Eason

## **OUTWARD CORRESPONDENCE: Nil**

**CHAIRPERSONS REPORT:** Paul paid respects to past board member Debbie Shaw who passed away last month.

**PRINCIPAL'S REPORT:** Pauline's 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. Zoe Taylor to act as Tutor teacher for Ginny Young in Term 3. Advertised for a casual cleaner to cover absences – two people have expressed their interest. Emily Melville has requested maternity leave for next year. Her part-time position will be advertised next month.

**FINANCIAL;** 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;** 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 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. 16 August – A visit from Del and Jackie (Stephenson and Turner) and Robert (MOE Delivery Manager). Met with John, Pauline, Sara, Gillian and Christine (plus Melinda, Andrea, Kate). Key points from the meeting are outlined in John's feedback report. Awaiting MOE boiler survey.

**STRATEGIC ACTIVITIES;** 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. CoL has secured 100 additional PLD hours, looking carefully at/reviewing achievement challenges and next focus. 15 August – PLD providers visited our school; came into classes and offered specific, practical advice, observed a

lesson (if requested) and provided feedback to teachers. Principals have discussed the future structure of our CoL after consultation with staff. 20 August – In-school teachers (Gillian) have met with Gary and Sandy to discuss going forward.

**SPORTS/ACTIVITIES:** 17 August School ski trip, 21 August Junior speech and poetry recital, 22 August SO cross country, 22-24 August NZASA conference Christchurch, 29 August – Otago Primary netball Yr 5 & 6, 30 August – Otago Primary netball Yr 7 & 8, Otago Athletics, Class Act, 2-8 September SISS Netball tournament, 3 September Rotary speech competition, 7-9 September Blue Light Berwick Camp, 10<sup>th</sup> September Yr 9 & 10 Orienteering at school, 11<sup>th</sup> September Sports Activator, 12<sup>th</sup> September Top Team, 14<sup>th</sup> September Otago Cross Country, 17 September Get-to-go Challenge Yr 9-10, 21 September Rm 6 Bikeathon, 26 September PTA meeting, 27 September Dance night.

**FINANCIAL REPORT:** Steve discussed his finance report. It was resolved that the accounts tabled for payment are approved and the financial statement be accepted. Send out another letter regarding school donation listing what the donation goes towards.

S Wither / G May

**STAFF REPORT:** A very busy term. I thoroughly enjoyed my opportunity to attend the conference last week, and the quality of motivational speakers was outstanding. I highly recommend that the Board continue to support teachers attending this conference. CoL in-school teachers structure meeting, last Monday 20<sup>th</sup> August to discuss the structure of our PLD and staffing for 2019. This was an excellent meeting, and we are all very excited about the strength and direction of our CoL.

**STUDENT REPORT:** Keegan has spoken to senior students regarding badges for achievements – majority would like sporting/cultural badges. Pauline has done some research on this. Students did well at Cross Country with great results. Fast 5's was held on the 3<sup>rd</sup> August with Keegan and Kane who did a great job of organising this.

**HEALTH & SAFETY:** None.

**GROUND AND BUILDINGS:** Potholes bottom driveway – hold off until the summer to fix these.

**GENERAL:** John's report has been sent regarding conference. Carpet cleaning to be done in Christmas holidays (Probably no point doing junior block if construction is beginning in term 1).

**NEXT MEETING DATE:**

The next meeting will be held Tuesday 25<sup>th</sup> September 2018 at 6:00pm.  
The meeting closed at 8:36pm.

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Chairperson

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Date

