

**MINUTES OF THE LAWRENCE AREA SCHOOL BOARD OF TRUSTEES MEETING HELD ON TUESDAY 25<sup>th</sup> SEPTEMBER 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 and M Cummings.

**APOLOGIES:** S McTavish.

**ANNUAL CURRICULUM REVIEW:** Senior and Junior Science reports were tabled by Eileena.

**POLICIES:** Next meeting.

**MINUTES:** It was resolved that the minutes of the previous meeting held on the 28<sup>th</sup> August 2018 are confirmed as true and correct.

S Wither / C Harrex

**MATTERS ARISING:** None

**CORRESPONDENCE:** Pauline tabled the correspondence and this was discussed. School Safely News, Gazette, NZ Principal, NZSTA News, MOE – staffing entitlement, Dave Davis – letter of resignation, Mike Healy – letter of resignation, RAMS: RYDA road safety course at Telford, RM 7 visit to fire station, visit to Edgar Centre for netball, Yr 9-10 orienteering trip to Gabriels Gully, Otago Primary Cross Country in Dunedin, PCT challenge Balclutha, Yr 3-8 Touch Balclutha, Sports Leaders Breakfast Dunstan HS, Yr 11-13 tramp Rakiura Track Stewart Island, Get to Go challenge Yr 9-10 Dunedin, Yr 7-8 Bikeathon.

It was moved that Mike and Dave's resignations be accepted.

P Taylor / P Eason

**OUTWARD CORRESPONDENCE:** Konica to write to Mike and Dave.

**CHAIRPERSONS REPORT:** Cover for cleaner to be organised.

**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. Advertised for a casual cleaner to cover absences – two people have expressed their interest. Roanne Heppel-Pukehika has been doing some casual cleaning in the last couple of weeks. Emily Melville has requested maternity leave for next year. Her part-time position will be advertised next week. Dave Davis has resigned and will finish at the end of the school year. His part-time position will be advertised next week. Mike Healy has resigned and will finish at the end of term four. Ginny Young's fixed term position for term three will finish on Friday 28<sup>th</sup> September. Provisional staffing entitlement for 2019 is 13.98. Current use 14.29.

**FINANCIAL**; Managing staff usage within parameter of MOE allocation. Final payment from MOE for special needs capital works not yet received. Robert from MOE has updated our current 5YA and 10YA position and made some recommendations with regard to the rebuild.

**PROPERTY**; Outstanding payment for Special Needs upgrade of \$24,000. 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. This has been sent to Lana at School Support. The figure is now \$22,000. We have three pools of 5YA money \$330,000 pre-existing, \$185,000 from selling houses, \$373,000 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. Next meeting with architects and MOE team is 3 October. Wanting to look at trusses and load bearing walls on this day. They will be coming at 11:15am.

**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. Gary has resigned as Lead principal for our CoL. A new appointment will be made for term one 2019.

**SPORTS/ACTIVITIES**: 27 September Dance night, 2<sup>nd</sup> October PTA Meeting, 3<sup>rd</sup> October Next meeting with architects and Ministry personnel.

**FINANCIAL REPORT**: Steve discussed his finance report. It was resolved that the accounts tabled for payment are approved and the financial statement be accepted. The second letter regarding school donation listing hasn't made any progress – Steve will touch base with Kate on this.

S Wither / J Hodgson

**STAFF REPORT**: A very busy term. Teachers are busy preparing for Thursday night's dance night. This Friday we have Anne Cheng coming in to make Lanterns with years 0-10. This will be from 9.30-12.30. This week we farewell Ginny Young, who has had an extremely successful term, and will be missed by students and staff alike.

**STUDENT REPORT**: Keegan presented his RAM's for their Stewart Island tramp. There have been 2 nominees for student rep for 2019. Student badges were discussed for sporting and academic along with house badges. Hockey has been taking place each Monday of the term. Sports activator has been here for touch rugby. Kane Whitehead and Jacob Deal attended Blue Light Berwick Camp. Full assembly was held on the 20<sup>th</sup> September with sporting champs acknowledged, and some academic awards. South Otago touch has started.

**HEALTH & SAFETY**: Signs are up to keep the gates closed for Cody – spring to be put on gate by the technology block so that it closes automatically.

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

**GENERAL:** Waiting on monies for the van. Carpet cleaning to be done in Christmas holidays (Probably no point doing junior block if construction is beginning in term 1) look at this after 3<sup>rd</sup> October. Konica discussed the Wellbeing at school survey for staff and students. More info needed before its to be sent regarding costs, privacy etc. Pauline will also discuss this with the staff – survey to be sent out in term four. Staff data has been collected for Strategic Planning now need to contact Anne to arrange a time to meet and move forward in developing our strategic plan.

The board thanked Pauline for her roll as acting Principal for term three and commended her on a job well-done.

**NEXT MEETING DATE:**

The next meeting will be held Tuesday 30<sup>th</sup> October 2018 at 6:00pm.

The meeting closed at 7:43pm.

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Chairperson

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Date

# **LAWRENCE AREA SCHOOL BOARD OF TRUSTEES**

## **"TO DO" LIST**

<b>NAME</b>	<b>JOB TO DO</b>	<b>COMPLETED</b>
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	
Gillian	School Website	
Steve	Organize date for trees to be chopped down	
All	Strategic Plan – 1 page document	
Pauline	Check with Mike regarding the quote on the sumps	
Pauline/Keegan	School Badges	
	Carpet Cleaning.	
	Spring on Gate	
Konica	Wellbeing survey info.	