

**MINUTES OF THE LAWRENCE AREA SCHOOL BOARD OF TRUSTEES MEETING HELD ON TUESDAY 30<sup>th</sup> OCTOBER 2018 COMMENCING AT 6:00 P.M.**

**PRESENT:** S Wither, J Auld, K Ponsonby, J Hodgson, C Harrex, G May and K Tunnage and P Eason (Chairperson) arrived 7:16pm.

**IN ATTENDANCE:** S Benington, K Haywood and M Cummings.

**APOLOGIES:** L Howell.

**ANNUAL CURRICULUM REVIEW:** Senior and Junior Art reports were tabled by Sally. The Art department wish to purchase 5 ukuleles. An artist has moved into the area and hopefully can assist with students studying art and also contact Anna Mac regarding Ukulele lessons.

**MINUTES:** It was resolved that the minutes of the previous meeting held on the 30<sup>th</sup> September 2018 are confirmed as true and correct.

G May / J Hodgson

**MATTERS ARISING:** Strategic Planning – Gillian collated staff responses and will get this organised. Kate to organise carpet cleaning for the holidays.

**CORRESPONDENCE:** John tabled the correspondence and this was discussed. Teacher recruitment Initiatives, NZSTA courses, Gazette, Smyth Trust, Property (various), MOE – staffing entitlement, RAMS; Yr 10 Camp Sutton, Yr 5/6 Camp Tautuku, Rooms 1 & 3 Dunedin trip, Dunedin Art Gallery, Lawrence Museum, NZSTA News. Additional correspondence – Letter to Kalin from STA, Margaret Larsen – change of venue next year for lessons, Sara McTavish – Sabbatical – weeks 9 & 10 of Term 3 and weeks 1 – 8 of Term 4. NZSTA – election dates for 2019.

It was moved that the Board of Trustees election date to be 7<sup>th</sup> June 2019.

J Auld / S Wither

**OUTWARD CORRESPONDENCE:** Nil

**CHAIRPERSONS REPORT:** None.

**PRINCIPAL'S REPORT:** John's Principal's Report was tabled.

**PERSONNEL:** Provisional staffing for 2019 is 13.98 FTTE. Positions 0.4 Junior School, 0.3 Mathematics close on the 26<sup>th</sup> October. We have 2 applications for JS release and 1 for maths. Cleaning – Roanne and Kate covering. Caretaker position advertised. Cleaner will be advertised in due course.

**FINANCIAL:** Managing staff usage within parameter of MOE allocation. \$22,000 payment from MOE sp needs. \$6,000 payment from MOE to allow 10 year property plan to be drawn up. Cyclic maintenance by and large on hold to post build – accountancy issue, auditing issue. Public Trust Smyth Trust changes.

**PROPERTY:** Robert Lyall has been replaced by Anna Drinkwater. Special Needs finalized. Boiler refractory outstanding. 10yr Property Plan to commission. Constructive meeting with Design team.

No contact from landscape architect to date. Approaching Ian Johnstone re boiler annual inspection – end of January start February 2019. Need to plan change over existing/new caretaker.

**STRATEGIC ACTIVITIES:** A very successful sabbatical, research, e-survey, visiting schools. Engaged all Area School principals, 75% response. Looking at professional isolation through a variety of lens'. Report written, open ended. Principals prove to be very resourceful. Property development: work closely with stakeholders to facilitate new build and refurbishment. Community of Learning: refocusing for 2019, new principal. 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 our next focus.

**SPORTS/ACTIVITIES:** 15-19 October Yr7/8 camp, 17-19 October senior exams, 19 October PTA catering, 23 October Sports Activator, 24 October Rm 1 & 3 trip, 30 October BOT, 1 November Young Farmers, 2 November Hangi & Crazy T-Shirt & Yr 10 Art trip, 5 November cricket coaching, 6 – 9 November Room 7 Tautuku Camp, 8 – 12 November Life Ed, 9 November first NCEA exam, 13 – 14 November Yr 5 & 6 Camp, Yr 7&8 cricket tournament, 15 November Gutbuster, 16 November CoL support staff and ALL impact day, 19 – 23 November Yr 9 & 10 exams, 22 November CoL PD + Quadrathon, 26 – 28 November Yr 9 & 10 exams, 30 November Bellview, 3 – 7 December Yr 9 Camp to Sutton, Yr 10 camp Wellington, 7 December Junior Sports Day, 11 December Sports Activator, 13 December Prize Giving, 14 December EOY.

Term One 2019 we will be trialing 5 periods as opposed to 6 periods a day. Elly passing was discussed – school will be closing at the end of period 3 for the day so that staff and students can attend her funeral. Caretaker and Cleaner positions were discussed with the re-build contracts to be looked at yearly until building work is completed. PTA are catering for the afternoon tea for the funeral – Board will be assisting with funding for this.

**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 / P Eason

Cyclical Maintenance – it was moved that blocks 1/2/6/7/8/11/12/14 (deferred from 2017), block 1,2-12 (balance deferred from 2017), block 3,4 (deferred from 2018), block 3 (deferred from 2018), block 3,4,8,9 (deferred from 2018) need to be deferred till 2023.

S Wither / J Auld

Budgets were discussed and teachers to outline a budget at the beginning of the school year. BOT time logs to be updated on the website. Auditor has been to visit and Payments by parents guidelines discussed.

**STAFF REPORT:** A very busy term. Teachers working on reports. Kapa Haka group are performing at the opening of the arches on Sunday the 4<sup>th</sup> November. A great workshop at South Otago High School last Thursday. Ginny Young has had her baby – a boy named Eddie.

**STUDENT REPORT:** Keegan presented photos from their Stewart Island tramp. A great time had by all – and well worth doing. Youth Council are organizing a march against Methamphetamine in March 2019. NCEA exams are coming up. Seniors go on study leave end of this week. No further ahead with badges. Thank you to Keegan for his time on the board and welcome to Kalin.

**HEALTH & SAFETY:** None.

**GROUND AND BUILDINGS:** Maintenance of the cricket pitch was discussed. Cricket club to mow this if needed.

**POLICIES:** New policy to add to Nag 5:

It was moved Day to Day Care/Contact and Guardianship Policy be adopted.

C Harrex / G May

Changes were made to the following policies:

- Staff Discipline Policy
- Timetabling & Non Contact Time for Teachers
- Unit Management Policy

Christine moved that these changes be ratified – seconded Steve.

**GENERAL:** Konica discussed the transition from Year 8 to Year 9. Possibility of the year 8 students spending a day with the year 9 class towards the end of the school year to make the transition easier at the start of term one – also look at the possibility of year 13 buddy to accompany year 9's.

Wellbeing survey NZCER – John will follow this up with Pauline – hope to get this done before the end of term 4.

**NEXT MEETING DATE:**

The next meeting will be held Tuesday 27<sup>th</sup> November 2018 at 6:00pm.  
The meeting closed at 8:30pm.

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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.	