

MINUTES OF THE LAWRENCE AREA SCHOOL BOARD OF TRUSTEES MEETING HELD ON TUESDAY 26th FEBRUARY 2019 COMMENCING AT 6:00 P.M.

PRESENT: P Eason (Chairperson), K Haywood, S Wither, J Auld, J Hodgson, K Ponsonby and G May

IN ATTENDANCE: M Cummings and S McTavish

APOLOGIES: C Harrex.

Paul stood down as Chairperson and was re-elected as Chairperson.

G May / S Wither

ANNUAL CURRICULUM REVIEW: Library/Stationary/Uniform report by Andrea Cotton and Melinda Cummings was tabled and this has been uploaded onto the Website.

MINUTES:

It was resolved that the minutes of the previous meeting held on the 18th December 2018 are confirmed as true and correct.

S Wither / J Auld

MATTERS ARISING: None.

CORRESPONDENCE: John tabled the correspondence, and this was discussed. Request from Formal Committee, Christine Harrex Bible in Schools Request, Stephenson Turner Fee Proposal, Anna Drinkwater (MOE) intro, Pauline Taylor leave request, Trusts Community Foundation, grant for van approved, Van quotes x2, BOT Election timeframe, Turbovac info, School Boiler Survey – need to organise meeting with TAC, STA News, RAM's LEOTC Proposal (various), Gazette. Additional Correspondence – NZ STA, NZ STA conference in July.

The board moved that the Formal committee's request for the 5th April be accepted.

P Eason / G May

The board moved that the Bible in School's request be accepted.

P Eason / J Hodgson

The board moved that the decking proposal be accepted.

J Auld / P Eason

The board moved that Pauline Taylor's leave for 20th June to 5th July be accepted.

P Eason / J Auld

The board moved and approved that Kate Anderson is to be the returning officer for the 2019 Board of Trustees elections.

J Auld / P Eason

OUTWARD CORRESPONDENCE: None.

CHAIRPERSONS REPORT: The ride-on lawnmower has been returned but does need repaired, Paul is going to repair this. Mark Chapman from Tuapeka Health has approached the board about purchasing this – will need to look at prices and get back to him. Need to also look at purchasing a

compressor. Tasks to be completed at the principal's house, Board will schedule a visit to forward plan painting and maintenance.

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

PERSONNEL; New staff: Tony Foster – Caretaker, Zarah Boyland and Suzanne Stoddart – Cleaners and Sophie Brotherwood Teacher 0.6. Our relieving pool is limited. We are able to call on Jeff Howell and Yvonne Cunningham. Teacher Aide Barbara Osbourne has returned to full duties. Roanne Heppel-Pukehika is currently on ACC. Bill Lovell-Smith is on extended leave. We are currently covering Bills position internally. Stephen Newnham has a CoL role, in school teacher to provide the CoL with secondary representation. Current staffing entitlement is 14.27 FTTE. Current usage 13.87 plus relieving. We have \$17,518 of unused staffing from last year. Confirmed staffing happens post March 1, based on our 1 March returns.

FINANCIAL; Kate completing Ánnuals' at present. 2019 budget ready to adopt. Van purchase monies from van account and TCF grant \$22168, total cost approximately \$58,000. Grey van prepare for sale. We have had success on Trade Me previously - \$8,000. My current thinking around using Otago Community Trust learning impact fund would be to support kapa haka. OCT offer \$6,900. We will need to match that. Yr 11 + RTLB funds of \$2,073 to assist learning in Yr 11 – 13. Still wait for probate re Elly Clucas.

PROPERTY; Health and Safety Report: Hazard Register held in office. Ongoing notification to trades people of the presence of asbestos. No other issues noted. Nothing of note in the Accident Register. Grounds in great shape. Cleaning regime reshaped, going very well. Awaiting follow-up form Design team and MOE with meeting date. Anna Drinkwater has been in the process of seeking additional funding for our redevelopment as well as seeking funds for the removal of asbestos. No feedback on this yet. We do have to approve costs S & T for design of decking. We need to ask them for design for all outdoor space e.g what happens to spaces where buildings are removed? MOE is in the process of appointing a Project Manager as is their prerogative. Boiler inspection between 18 – 20 March – MOE contractor looking at 'condition'. Ian Johnstone has left his position at School Support. We can approach SS's other property personnel to act on our behalf. Sam Smith is following on drains in and around the Boiler Room. Need to organise contractor to drain the field above the tennis courts – contact Jason Lyders regarding this. Gillian to organise a sign for the school gate saying "No Dogs allowed" on the premises. This also to go in the Tuapeka Times. Re-test the Music Room, Library and Science room for asbestos.

Need to discuss/approve and include in our minutes the following:

The Board of Trustees of Lawrence Area School approves of the Lawrence Stake Park Inc. plan to seek 'Third Party Occupancy Application for Approval in Principle' from the Ministry of Education as part of their aim to build a skate park on the grounds.

J Auld / P Eason

STRATEGIC ACTIVITIES; Appoint a Returning Officer for BOT election. RO to register. Consider having an election organiser. PTA gained excellent support from parents, teachers and students for their catering project at the Lawrence Lions Trail Bike Ride. Record numbers fed. We have organised new hats for our seniors, a stylish cap. Proposing that this cap is mandated as school uniform. John moved that this be added to the Senior Uniform Policy. ERO, no confirmation of visit yet. BOT should consider

reviewing the Board Assurance Statement sooner rather than later. CoL: Principals and CoL teachers took part in MOE organised day of seminars attended by all Otago/Southland CoL's. Something useful at all sessions. CoL online meetings planned for March 5th. CoL Jumbo Day 22 March. CoL overriding direction changing with well-being at the centre backed up by future focus, student agency and cultural competencies. John and Paul have discussed John's Principals Appraisal.

Property development: work closely with stakeholders to facilitate new build and refurbishment.

Community of Learning: contribute positively and collaboratively to SAS CoL focusing on 'wellbeing'.

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.

SPORTS/ACTIVITIES: 4 Feb: 'Run Jump Throw' course for teachers, 15 Feb: Room 7 Triathlon, 16 Feb Teen Ag, 16/17 Feb: Trial Bike Catering, 19 Feb: Triathlon at Wanaka, 19 Feb: Kapahaka (weekly), 20 Feb: Roxburgh Athletics, 20 Feb: Sports Activator, 21 Feb: Yr 11 Primary Industry Trip, 25 Feb: Polytech liaison: 25/28 Feb: Room 7 Camp Berwick, 26 Feb: BOT meeting, 4 Mar: SO Athletics, 5 Mar: Clutha Swimming Champs, 7 Mar: Coaching Clinic, 11/12 Mar: NZASA Executive Meeting, 12 Mar: Yr 5/6, Yr 7/8 Golf coaching, 12 Mar: Dental Bus arrives, 14 Mar: Yr 11 Safer Journeys, 16 Mar: Otago Sec Athletics, 19 Mar: Clutha Jnr triathlon, 20 Mar: SO Athletics, 21 Mar: School Swimming Champs, 22 Mar: JUMBO day at Cromwell, school closed, 25 Mar: Otago Anniversary, school closed, 26 Mar: BOT meeting, 3 Apr: Top Team, 4 Apr: Otago Primary Triathlon, 5 Apr: School Formal, 6 Apr: Otago Primary Swimming Champs, 9 Apr: Yr 3/6 Football, 10 Apr: Sports Activator, 12 Apr: End of Term. NZ Area Schools Leadership Camp.

FINANCIAL REPORT: Steve will catch up with Kate regarding finances and budgets. The chromebook fee was discussed.

STAFF REPORT: A great start to the 2019 school year. New timetable seems to be working very well for both teachers and learners. Very busy start to the term. Two very successful athletics days, both in Roxburgh for the secondary students and in Lawrence for the junior students. CoL - teachers are having cohort hangouts next week to become familiar with the technology, process and each other. JUMBO day 22nd March in Cromwell. Uniform changes, girls culottes, current style are too narrow and too long, so not practical. Suggest that we move to a more practical style, which is a skort-style, also supplied by NZ uniforms.

STUDENT REPORT: The leadership team have chosen 2 values, Respect and Responsibility, to model and showcase to all year levels. Leadership team have been awarding a certificate to acknowledge senior students who have demonstrated these values. This week the team have also done an activity with all year levels – issuing two pieces of card and have asked students to write down 1 idea on each of what they think Respect and Responsibility look like at LAS. This information will be collated and put into a model of a tree in the office foyer. Thank you card from Jacob Homer acknowledging his trip on the Spirit of Adventure. School Fair will be on the last day of term 12th April.

SUBCOMMITTEE REPORTS;

PERSONNEL; None.

HEALTH & SAFETY; None.

GROUNDS AND BUILDINGS; None.

POLICIES; Need to work on what needs done from the Board for ERO.

GENERAL: Steve has been talking to Mark Patterson regarding the Tomorrow's School Review – which is reviewing how boards are run across the country. Members to read this and as a board submit a letter to Mark showing their views on this. Simpson Park have concerns about the heating getting to the hall – Paul to meet with a Simpson Park committee member to explain the procedure on how the boiler system works to clarify any issues they may have. Need to have a representative the Simpson Park meetings.

NEXT MEETING DATE:

The next meeting will be held Tuesday 26th March 2018 at 6:00pm in the library.
The meeting closed at 7:50pm.

.....
Chairperson

.....
Date

LAWRENCE AREA SCHOOL BOARD OF TRUSTEES

"TO DO" LIST

NAME	JOB TO DO	COMPLETED
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	
Steve	Chase up STA self-review - 2018	
Paul/Jason	Welder to Stephen to look at.	
Paul	Ride-On mower – repair and sell	
	Compressor	
	Jason Lyders – Drainage of field	
Gillian	Sign for Gate "No Dogs"	
Konica	Outgoing Letters: Pauline Taylor, Formal Committee, Simpson Park.	
	Principals House – inspection and tidy up.	
	Tomorrow's School – Review	