

MINUTES OF THE LAWRENCE AREA SCHOOL BOARD OF TRUSTEES MEETING HELD ON TUESDAY 30th APRIL 2019 COMMENCING AT 6:00 P.M.

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

IN ATTENDANCE: M Cummings

APOLOGIES: None.

ANNUAL CURRICULUM REVIEW: English review next month.

MINUTES:

It was resolved that the minutes of the previous meeting held on the 26th March 2019 are confirmed as true and correct.

C Harrex / K Ponsonby

MATTERS ARISING: Gillian has organised the signs but dog owners still bringing them on the premises.

CORRESPONDENCE: John tabled the correspondence, and this was discussed. Margaret Pollitt MOE – 2 emails regarding Skate Park; NZSTA Elections Update; Kara Walters School Support, unpaid capital works – boiler; Rural Women request; Armstrong Education agreement re principal appraisal; ERO review 2016; Education Gazette. Additional Correspondence – MOE Staffing; STA News; MOE School Leaver Qualification, NZ STA - Becoming a trustee; Anna Drinkwater – Landscaping Plan.

OUTWARD CORRESPONDENCE: Letter to be sent to Andrea Cotton in response to her leave request.

CHAIRPERSONS REPORT: None.

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

PERSONNEL: Roanne Heppel-Pukehika returning to full duties, as has Leeann Green which gives us a full complement of teacher aides for Cody. Mrs Howell and the balance of the team have done a great job in Term 1. 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. 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 – 27 March.

FINANCIAL: Need to confirm acceptance S & T fees quote for ramps. Need to confirm request to S & T for landscaping. Kate completing 'Annuals' at present. When the auditor visited the school it was a very quick visit. The upshot of this has been numerous requests from the auditor for further information which would have been very easy to observe/discuss whilst at school, making considerably more work for Kate. I have communicated Kate's and my concerns about this to the auditor. I have been in

contact with School Support to discuss capital works payment for work completed on the school boiler last year. They are working with MOE to finalise this. 2019 budget ready to adopt. Van purchase monies from van account and TCF grant \$22,168, 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.

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. Numerous visitors linked to 'build'. We are at present unaware of the tender process and our role in it. Will try to get further information from Anna Drinkwater. Work on boiler augur completed on 26 April. John Diggle is providing a written report as well. Tony Foster worked closely with John Diggle. Set Point worked on the computer system for setting times for the boiler. I have and will continue to send group emails regarding the rebuild. This the best way of keeping everyone informed. Thank you for feedback. Staff will be faced with numerous challenges to allow for the single staging of the build; establishing new classrooms, storing resources, furnishing classrooms etc. Once more definite timeframes are known we will fine-tune these considerations. 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 – very busy long meeting see attached report. 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 – Andrew Voss from Logic to undertake this role. Boiler inspection between 18 – 20 March – MOE contractor looking at 'condition' – MOE funded inspection carried out, reasonably straight forward, report to come. The MOE as is right are looking for cleaner heat. Ian Johnstone has left his position at School Support. We can approach SS's other property personnel to act on our behalf. Need to discuss/approve and include in our minutes the following resolution "The Board of Trustees of Lawrence Area School approves of the Lawrence Skate 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 school grounds. (We should get feedback in the near future). Sam Smith has spent time reviewing drainage, awaiting his feedback. Need to organise contractor to drain the field above the tennis courts. Attended Simpson Park meeting, moving forward to ensure heat for functions. Keeping our caretaker informed essential.

John will indicate to the Architect that a single stage build can be managed.

Floor plan to include sliding doors in the Junior rooms of the rebuild.

Steve moved that Rough and Milne be the architects for the landscaping as quoted.

S Wither / J Auld

STRATEGIC ACTIVITIES; Board of Trustees Elections: Have discussed with Kate. We are currently up to date. We will put further information in to next week's newsletter. Kate has a firm timeline, the biggest task is the sending of all relevant information and forms to all eligible voters (mailed). I have several incidents of bullying reported to me recently. These have been followed up by classroom teacher and management team with meetings held with those involved (students and parents). As part of this process I have reviewed the 'Bullying Procedure'. It is difficult to follow. I have written a new draft and will circulate prior to our meeting. A timely and very appropriate tribute to those impacted by the mosque attacks in Christchurch was held. 'School Fair' and hangi held on the final

day of term funds for both Christchurch and the skate park. Good fun, excellent input from all including our kapahaka group. RO to register. Time to approach potential trustees. 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. CoL Jumbo Day 22 March. Excellent day included Yr 13's who split their time between the polytechnic, discussions and a wellbeing session. It was generally acknowledged by staff that this was our best day so far, possibly because they are now more known to each other. Stephen Newnham gave an excellent address on future focus. Bill Feasy from Twizel is now in the CoL leadership role. CoL overriding direction changing with well-being at the centre backed up by future focus, student agency and cultural competencies.

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

Targeted interventions: continue to support programmes which aim to accelerate student progress.

Latest ALL results to share. Engagement: continue to provide a supportive and welcoming learning environment which positively encourages engagement, contribution and student leadership.

SPORTS/ACTIVITIES: 14-19 April NZ Area Schools Leadership Camp, 29 April Term 2 begins, 30 April Sports Activator, 1 May Country Coaching, 3 May Otago University Liaison, 6 May Tertiary Day, 9 May School Photos, 15-17 May SAS tournament at Maniototo, 18-19 May Otago Secondary Swimming Champs, 21 May Yr 9/10 Debating, 27 May Sports Activator, 28 May Yr 3-8 Rippa Rugby, 30 May Otago Secondary Cross Country, 31 May Young Leaders Day Yr 8, 3 June Queens Birthday, 6 June Digital Dynamos, 8-9 June Otago Secondary Netball, 12 June Sports Activator, 13 June Careers Expo, 17-18 June Edge Conference, 19 June Music Festival, 24 June Yr 7-8 Hockey, 25 June Top Team, 3 July Yr 5-6 Hockey, 5 July End of Term.

FINANCIAL REPORT: Steve will catch up with Kate regarding finances and budgets for the month. It was resolved that the accounts tabled for payment are approved and the financial statement be accepted.

S Wither / J Auld

Steve moved that the 2019 budget be adopted.

S Wither / P Eason

STAFF REPORT: Terrific formal, thank you to all who helped make it a success, and congratulations to the formal committee for a terrific event. Excellent school fair run by the leadership team, and fantastic Hangi organised by Casey Young. A fabulous community event to end term 1. Fire drills - who is responsible for organising fire drills now? Is it the health and safety officer? Tony? Another busy term ahead. Staff and students have had a great couple of days back following the holidays.

STUDENT REPORT: 6 Students attended the Leadership Camp in Wainui in the first week of the holidays. Thank you to the board members for attending the formal. 15th – 17th May is Area School Tournament.

SUBCOMMITTEE REPORTS;

PERSONNEL; None.

HEALTH & SAFETY; Jason has been in contact with Kate and checked registers. Tar to be filled in potholes in bottom carpark.

GROUNDS AND BUILDINGS; Work in progress.

POLICIES; Bullying Procedure – new draft. Staff to look at the old procedure and the new draft and to make any changes. Behaviour Management policy, Child Protection Policy, Guidance and Discipline, Code of Conduct and School Rules – Christine to look at these.

GENERAL: The up and coming board elections was discussed – been some interest within the community. Van scheduled to get fixed and new van due to arrive in May. Insulation in school house to be done – also arrange a time and day for inspection.

NEXT MEETING DATE:

The next meeting will be held Tuesday 28th May 2019 at 6:00pm.

The meeting closed at 7:37pm.

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Chairperson

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Date

