

MINUTES OF THE LAWRENCE AREA SCHOOL BOARD OF TRUSTEES MEETING HELD ON TUESDAY 25th JUNE 2019 COMMENCING AT 6:00 P.M.

PRESENT: K Ponsonby (Chairperson), G May, K Haywood, J Joyce, D O’Neill, J Hodgson, S Wither, P Eason and J Auld.

IN ATTENDANCE: C Murray, Z Taylor and M Cummings.

APOLOGIES: None.

ANNUAL CURRICULUM REVIEW: Carla and Zoe tabled their Physical Education and Health curriculum review and discussed this with the board. Carla has been looking at what space is available for storage while the re-build is happening – board to view this on their walkround.

MINUTES:

It was resolved that the minutes of the previous meeting held on the 4th June 2019 are confirmed as true and correct.

S Wither / G May

MATTERS ARISING: Well Being Survey – staff have completed this waiting on feedback. Students will complete by the end of term 2.

CORRESPONDENCE: John tabled the correspondence, and this was discussed. Bill-Lovell Smith; Animal Assisted Education Programme, Carla Murray information on NCEA Level 2/3 snowboarding trip; Various new build communiques, Trusteeship – guide from NZSTA; RAM’s Hockey Tournament; Gazettes. Additional Correspondence – Area School Conference; NZQA – Managing National Assessment Report; Chinese Lion – Kelly Aitken; CDC – Meth Awareness Week 18th September, National Tournament to Rotorua list of Fundraising monies.

OUTWARD CORRESPONDENCE: Letter to Bill Lovell-Smith.

CHAIRPERSONS REPORT: None.

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

PERSONNEL: Letter received from Bill Lovell-Smith resigning from the classroom teaching component of his position (.47 FTTE). Bill should get a medical clearance to return to working with Cody at the beginning of next term. This does not however resolve the issue around social sciences in the senior school. We do now have sufficient staffing to advertise for a social sciences teacher in senior school. To discuss. Pauline Taylor is currently on approved leave.

Overview for the new board: Based on student numbers at Roll Count days (1st March, 1st July, 1st September) the MOE allocate a staffing entitlement for teachers. This year we have been allocated 14.80 full time teacher equivalents. 0.01 goes to NetNZ, leaving 14.70. Currently we employ ten full time teachers and six part time teachers using 13.96. Part of our underuse goes to pay relieving teachers, covering PD, and sick days. We also employ fourteen support staff. These are funded out of our Ops Grant and are our single biggest expenditure.

FINANCIAL; Need to confirm acceptance S & T fees quote for ramps. Need to confirm request to S & T for landscaping. 2019 budget ready to adopt. Awaiting delivery of new van this Friday. We can then complete all the financial transactions and sign off with the Trusts Community Foundation.

May accounts and commentary will be presented at the meeting. We have a new support person from Solutions and Services. Feedback from Kate is that she is very thorough and has offered to upskill Kate on aspects of Monty which is most appreciated. Kate and Sara attended the Edge Conference at Queenstown. Feedback was that it was a very worthwhile conference with plenty of new learning in all aspects of Edge. 1 July we receive our third quarter Operations Grant.

Overview for new board: Annually the Ministry of Education funds the school based primarily but not entirely on student numbers. Our financial year is January to December. Payments from the ministry are received quarterly.

The money we receive (Bulk Grant / Operations Grant) covers all the costs save Teacher Salary and Capital works. The vast majority of our funding comes from this source.

Expenditure headers: Learning resources includes curriculum personal, ICT, PD, STAR, Library, Teaching and Learning resources.

Administration includes personal, photocopying, communication, BOT expo, MT exp, consumables.

Property – caretaker, cleaners, cleaning material, repairs and maintenance, energy (electricity and coal), grounds, vans, use of land buildings (paper figure).

Depreciation – paper figure.

We, through Kate, do all the prep, data entry and budget entries. Solutions and Services have an overview and produce monthly 'financial commentary'. Prep for annual auditing is done by Kate and S&S, then passed on to government appointed auditors Deloitte. They review onsite and remotely requesting information etc.

Our 2018 Annual Audited accounts have been uploaded to the MOE. It is essential that we operate within budget, there are no top ups for failing to do so. Our 2nd Quarter Ops Grant is also attached. We will receive \$478,000 to meet our 2019 costs (excluding teachers and capital works). Whilst this seems a lot it is easily spent.

PROPERTY; Weekly, daily contact with Andrew Voss covering various, growing, elements of the new build. Currently we are working on the preparation of the school library for multiple use during the build: Yr 7/8 classroom, reception, offices for management, staffroom, reading recovery, teacher prep room, sickbay as well as an area for library operations. It all fits! We will finalise this at the meeting with Andrew on Tuesday 1pm. Q and A at that meeting on all matters, with hopefully some feedback on deck and landscaping. Interesting reading in the ODT (weekend) on woodchip boilers.

Overview for new board: the rebuild is the prime focus of property this year, capital works (5YrA). With advice we are not focusing on cyclic maintenance (10YrP). We are close to a tender process, not a totally open affair as the MOE have preferred providers. We may have some input but by and large the MOE favor the lowest quote. \$4.9 million, a one year build. Our designer has headed overseas but we should still be well catered for. Landscaping meeting, feedback at meeting.

STRATEGIC ACTIVITIES; Our school choir was outstandingly successful at the recently held South Otago Music Festival. Digital Dynamos likewise was a very successful day, hosting this event. Multitude of successful sporting events. Reflection on Vision and Mission Statement by student body has been displayed in the office foyer. Keeping these 'live' for students is very important.

Overview for new board: Our strategic plan spans 2019 to 2022. There is an annual plan also which identifies priorities/goals for the year. Much of what we have in our plan comes from parent, staff and student consultation carried out in 2018 initiated at our EXPO evening.

This year's goals are in brief: 1. Improve achievement outcomes for all students; 2. Promote student engagement, especially focused on student leadership; 3. Foster collaboration within and across schools; 4. Build practices that focus on the wellbeing of students and staff.

We are a part of the Southern Area Schools Community of Learning. Much of our professional development is associated to CoL goals which are well aligned with school goals. Currently, as part of their PD, all teachers are engaged in an inquiry into teaching practice. These are under the umbrella of engagement and wellbeing; Student Agency, cultural responsiveness, future focus, student voice, student choice, growth mindset.

SPORTS/ACTIVITIES: 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, 4 July Sports Coordinators meeting in Dunedin, 5 July End of Term, 7-12 July NZ Area Schools National sports tournament in Rotorua.

FINANCIAL REPORT: Steve tabled the financial report. It was resolved that the accounts tabled for payment are approved and the financial statement be accepted.

S Wither / K Ponsonby

New accountant from Solutions and Services – this has been working well and hopefully Kate can get more assistance with the current accounting package.

STAFF REPORT: Term 2 - Teachers and learners are still very busy. LAS choir represented us exceptionally well last week at the South Otago Choir festival.

Teachers are currently preparing mid-year reports, which will go home to parents at the end of term 2. Voting closes this week for our Area Schools collective agreement, so the outcome should be known soon after. Teachers all took part in CoL PLD last week in Cromwell, looking deeper into the inquiry learning with new facilitators. Facilitator Anne Kennealy will come out to school to begin working with staff 1:1.

STUDENT REPORT: Kalin showed the board a picture of the tree that is on the wall in the office foyer – these notes for the tree have been compiled by the students focusing on the mission statement of the school. Next Friday 5th July their will be a School Disco fundraiser for the students attending South Island Secondary Netball.

SUBCOMMITTEE REPORTS;

PERSONNEL; None.

HEALTH & SAFETY; Tar to be filled in potholes in bottom carpark. Grate to be fixed.

GROUNDS AND BUILDINGS; Diesel tank going in this weekend. Security light needed around the back of the caretakers shed. Spouting needs to be repaired on the shed. Principal’s house – arrange inspection and see what maintenance jobs need to be done. The house will be coming vacant in the near future. John discussed the meeting with Andrew regarding the re-build. Staff will need to work out how many electrical plugs they will require in their classrooms. Locks on the doors were discussed. Throughout July plans will be getting consent and then it will go on to a tender process. Those attending the conference may have the opportunity to visit Del at Stevenson Turner and view the 3D plan.

POLICIES; Financial Management Policy; Credit Card Policy; Activity Fees Policy; Community Use of School Facilities Policy and Child Protection Policy - Julie moved that these changes be ratified.

J Joyce / J Auld

GENERAL: None.

NEXT MEETING DATE:

The next meeting will be held Tuesday 30th July 2019 at 6:00pm.

The meeting closed at 8:20pm.

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Chairperson

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Date

Ready to be used in June meeting.

BOT Member name:	Time log for the month of June:
John Auld – Principal:	Monthly Meeting: Meetings with chairperson: Time spent preparing reports and agenda:
Konica Ponsonby – Chairperson:	Monthly Meeting: Meetings with Principal:
Steven Wither – Finance:	Monthly Meeting: Time spent preparing financial reports: Time spent meeting with Kate for finances: Time spent meeting with Principal:
Julie Joyce – Policies:	Monthly Meeting: Time spent preparing policies for meeting: Time spent meeting with Kate to upload policies to website:
Jason Hodgson – Health & Safety:	Monthly Meeting: Time spent on Health and Safety: Time spent meeting with Kate/Tony to review H&S:
Dave O’Neill – Property:	Monthly Meeting:
Paul Eason – Property:	Monthly Meeting:
Gillian May – Staff:	Monthly Meeting: 2 hours Time spent preparing report for the meeting: 20 minutes Proofreading minutes for website: 20 minutes
Kalin Haywood – Student:	Monthly Meeting: Time spent preparing report for meeting:
Melinda Cummings – Minute secretary:	Monthly meeting: Time spent typing up and sharing minutes:

LAWRENCE AREA SCHOOL BOARD OF TRUSTEES

"TO DO" LIST

NAME	JOB TO DO	COMPLETED
Paul	Gym – Brackets and bars missing to pull out structures.	
John/Paul	Extension cords for Vacuum	
All	Principals House – inspection and tidy up.	
	Look at space in the gym for storage.	
	Potholes to be filled	
	Spouting and Security light on Caretakers shed.	
	After the re-build look at Electricity options.	