

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

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

IN ATTENDANCE: P Taylor, D Sutton and M Cummings.

APOLOGIES: D O'Neill and J Hodgson.

ANNUAL CURRICULUM REVIEW: Pauline and Darryl tabled their Mathematics and Statistics curriculum review and discussed this with the board.

MINUTES:

It was resolved that the minutes of the previous meeting held on the 25th June 2019 are confirmed as true and correct.

S Wither / J Joyce

MATTERS ARISING: None.

CORRESPONDENCE: John tabled the correspondence, and this was discussed. Animal Assisted Education Programme, NZATA Regional PD, MOE Skatepark agreement, MOE 3rd Quarter Grant Notice, University of Otago Research request, ERO School Trustees Booklet, NZSTA Learning Hub, Trusteeship – guide from NZSTA, RAM's – Snowboarding, Yr 5/6 Hockey, Area School's National's, Balclutha Hockey, NZSTA News, Gazette. Additional Correspondence – Boiler Review from Argest, Me and My School Well Being Survey, ERO Request – 14th October.

OUTWARD CORRESPONDENCE: None.

CHAIRPERSONS REPORT: Konica discussed the recent STA Conference held in Dunedin that herself and Julie attended. Need to organise a time to meet with Jason and Dave to discuss the recent information from this. NCEA evening to be held regarding the changes implemented in 2019 – 2020. The Strategic plan was shown and discussed to the new members.

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

PERSONNEL: HOD Social Studies vacancy currently advertised, closed 2nd September. We are attracting a range of applicants. Zara Boyland, our cleaner has been unwell and has resigned. We will advertise next week. The position is 3 hours a day – 3pm – 6pm. If you know of someone suitable please let me know asap. Tony and Suzanne have done a wonderful job covering but cannot be expected to keep this up. Sabbatical leave for Sara McTavish begins on the 2 September. We are arranging cover for Sara (more info at the meeting). Police Vet for teachers – this occurs every three years with their registration. The majority of our support staff are long-term employees. They likewise need to be rechecked every three years. We do this in our ERO visit year. In the next week I will process support staff. Personal leave – I have arranged from 6 September to 13 September. Elsa O'Sullivan has leave arranged 14 – 18 October, her son is getting married in Canada. Principal appraisal. My 2019-2020 Agreement is attached. We have contacted Tim Armstrong to carry out this task. He will be at school during August to carry out interviews. (Process attached). Teacher appraisal. This is an ongoing process. Pauline, Sara and I are organising the documentation side of

this. We have quite a detail set of documents to work through with teachers. The ministry is signaling change 2020 – this hopefully simplifies and strengthens the process.

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; Van delivered and paid for. Bad run of broken windscreens in the other vans. Grey van to sell on Trade Me. Likewise we should plan to sell excess furniture. Community Trust of Otago has allocated \$5850 for Kapahaka. LAS PTA has allocated \$2000 for Kapahaka. We are predicting a total cost of \$11684. There will therefore be a cost to the BOT. Finding additional funds for furniture and equipment relative to the build should be prioritised.

PROPERTY; Dave, Sara and I met with our landscaper Wendy this week. She shared ideas to date. The overview has the site broken down into themed areas. In addition, Wendy presented ideas for each of the 'themes'. We will share at the meeting. A great start. Build process. Consents are being gained at present. Tenders will then be called for around a fairly tight timeframe. Several months are the set aside for the tenders to be reviewed. I have indicated that we would like to be involved in this, a scoring process. The MOE will have the ultimate say. Andrew Voss is working towards a 21 October start date.

STRATEGIC ACTIVITIES; 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; we have traditionally presented achievement information to the BoT, Yr 0 – 8 based on National Standards and NCEA results at the beginning of the new year. For 2018 we used curriculum progressions to gauge achievement at Yr 0 – 8. This method can likewise be used to plot achievement for Yr 9/10. Our goals at Yrs 11 - 13 have been based on the gaining of NCEA credits. This in itself does not give a complete picture of the individual learner, being more an indicator of cohort achievement. Contribution to school, having a pathway and personal achievement are known in our small environment and are as valuable as NCEA results. The focus of outside agencies has of late been on accelerated progress, how we achieve this with at-risk students and how it is sustained. We use programmes such as reading recovery, ALiM and ALL, in which we work with targeted students individually or in small cohorts providing them with an intense programme to accelerate progress in learning. RECAP 2018 review at meeting.

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.

SPORTS/ACTIVITIES: 7-12 July NZ Area Schools National sports tournament in Rotorua, 22 July Term 3 begins, 24 July Sports Activator, Otago Polytech liaison, 23 – 26 July Senior Snowboard Camp, 30 July Otago Rippa Rugby, 30 July BOT, 31 July Clued up Kids, 2 August Skiing, 5 – 6 August Parent Teacher Interviews, 8 August Yr 5 – 6 Netball, 15 August School Cross Country, 21 August South Otago Cross Country, 22 – 23 August Barista course, 23 August Yr 7 – 8 Netball, 24 August Paddle Pop Netball, 27 August BOT, 28 August Sports Activator, Senior Claybird shoot, 29 August Kapahaka – Polyfest at Invercargill, 2 – 6 September South Island Netball Champs (rugby, hockey), 12 September Top Team, 13 September Get 2 Go Yr 9/10, 18 September Sports Activator, 19 September Junior Touch begins, 23 – 24 September Yr 11 PE Camp, 24 September BOT, 25 September University Liaison, 25 September Road Safety Yr 12, 26 September Drama Night, 27 September End of Term.

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

STAFF REPORT: Teachers continue to work on their inquiries, with the support of the CoL. Anne Kenneally from CORE Ed visited in week 10 of term 2 to have 1:1 meetings with those teachers focusing on student agency and future focus. She will return to meet with staff again on August 14th. Gemma from CORE education will visit on August 9th to meet with the three teachers who are focusing on cultural responsiveness. Parent interviews for junior and secondary students are being held next Monday and Tuesday after school and evening. Junior school have begun the audition process for the school production to be held on Thursday night of week 10, term 3.

STUDENT REPORT: Kalin showed the board pictures of the students competing at the recent Area School Tournament held in Rotorua; there was great feedback regarding the 10 students who attended. A number of students were selected to play for the South Island teams and three were selected for the New Zealand teams for Ki O Rahi and Rugby.

On the 16th August Kalin Haywood and Amy Eason will be attending Class Act in Dunedin.

SUBCOMMITTEE REPORTS;

PERSONNEL; None.

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

GROUNDS AND BUILDINGS; Covered in John's report.

POLICIES; Theft and Fraud Prevention Policy, Theft and Fraud Investigation Procedure, Fundraising Policy, and Property Management Policy - Julie moved that these changes be ratified.

J Joyce / J Auld

Next month's policies are Health and Safety – Jason and Stephen to report for this meeting for this.

GENERAL: School house is now vacant – inspection needs to be done for this; John will organise a time with Dave for this. Walkround is scheduled for the 13th August prior to the staff meeting.

NEXT MEETING DATE:

The next meeting will be held Tuesday 27th August 2019 at 6:00pm.

The meeting closed at 8:05pm.

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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 July:
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:

