

MINUTES OF THE LAWRENCE AREA SCHOOL BOARD OF TRUSTEES MEETING HELD ON TUESDAY 27th AUGUST 2019 COMMENCING AT 6:00 P.M.

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

IN ATTENDANCE: S McTavish, E Kenny and M Cummings.

APOLOGIES: None.

ANNUAL CURRICULUM REVIEW: Sara and Eileena tabled their Science curriculum review and Eileena discussed the Maori curriculum review with the board.

MINUTES:

It was resolved that the minutes of the previous meeting held on the 30th July 2019 are confirmed as true and correct.

J Joyce / G May

MATTERS ARISING: Walkaround to be carried out on Thursday 19th September. Principal's House – Tenancy Agreement and clear out the rubbish – this will need to be done before new tenants move in. Caretaker shed – spouting. NCEA – Information Evening to be organised.

CORRESPONDENCE: John tabled the correspondence, and this was discussed. NZSTA Knowledge Hub, Amper4Life, NZEI request, Hon Tracey Martin – Learning Support Coordinators, NZSTA Update, Andrew Voss update, RAM's – Yr 9/10 civil rights trip to Dunedin; Yr 5/6 Netball, SI Secondary Schools Netball, NZSTA News, Gazettes, George Arthur, Carla Laughton Bike Ride Yr 11 23rd September.

OUTWARD CORRESPONDENCE: None.

CHAIRPERSONS REPORT: Konica read out her report from the Area Schools Conference in Wellington last week. One of the presentations that she attended was about having a strategy plan in place to deal with the media should there be a crisis at the school. They were offering a package to conference members for \$497.00. It was moved that this package be purchased. Wellbeing at schools was a real focus and it will be interesting to get the results from the survey that the staff and students completed in Term 2.

K Ponsonby / G May

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. Personnel sub-committee should proceed with this appointment, 1.0 FTTE. Carla Murray is expecting her third child and is requesting maternity leave for 2020, .6FFTE. Emily Melville is ready to return to her .4FTTE Junior Release position for 2020. Sharon Foster has been employed as cleaner. Need to still find potential relieving cleaner and back-up caretaker/boiler operator. Sabbatical leave for Sara McTavish begins on the 2 September. We are arranging cover for Sara. Jeff Howell will be teaching Sara's classes, Jo Murray will be undertaking the management tasks. That leaves a little amount of time. 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. Susan Holgate covering. 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 detailed set of documents to work through with teachers. The ministry is signaling change 2020 – this hopefully simplifies and strengthens the process.

Delegate Authority to management, Julie and Konica to carry out the appointments for the Social Studies and P.E/Ag positions.

P Eason / G May

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; Conference Costs higher than normal. Will request \$3000 that was allocated in the 'build' funding for travel to view Modern/Flexible learning environments and the attached pedagogy. Have finally received monies from MOE for additional relief teacher funding \$10000+, unbudgeted at present. Still awaiting final boiler payment. Grey van to sell on Trade Me. Finding additional funds for furniture and equipment in the build. Anything built-in e.g stage in the learning street is a part of capital works. 'Class' furniture rep. Brent Edwards is planning to meet with LAS, RAS and MAS to work on furniture packages for each school.

PROPERTY; Konica, Gillian, Sara and Steve met with S & T in Wellington and have plenty to share at our meeting. Daryl Austin S & T comes on board for the build. Process still at consent stage. Landscape designers seeking feedback. Helicopter pad at Simpson Park (Paul Eason). 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 tenders to be review. 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 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; Kalin Haywood and Amy Eason are Class Act Nominees, ceremony with the Prime Minister to be held 5th September. The Muruhiku Polyfest is a major event for 50 of our students this Thursday 29 September. The annual cross country was a fabulous community event a great lead-in to the South Otago Cross Country at which our students competed well. Junior Speeches (will report at meeting).

3. Foster collaboration within and across schools; Having missed the first tranche of Learning Support allocation we approached MP Mark Patterson to discuss our situation with the Hon. Tracey Martin. Julie Anderson MOE visited with a proposal, will discuss at meeting.

4. Build practices that focus on the wellbeing of students and staff. Endeavoring to have NetSafe work with students and parents. They are in a situation of over-demand. The earliest time frame is Term 1 2020 and the delivery will cover South Otago e.g students and parents (evening) will need to travel to Balclutha. Amped4life is however coming to Lawrence working in the afternoon with students and 7pm meeting for parents on 18 September. Wellbeing surveys complete, overload of information. Review and analyse in Term 4 to provide goals for 2020. George Arthur has me our seniors. They can self-refer online for counselling.

SPORTS/ACTIVITIES: 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 Amped4Life, 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: Thank you for the amazing opportunity to attend conference last week. It was exceptionally good, and I will have two main focuses to share with staff, "teaching digital technologies across the curriculum", and "culturally responsive practice". Teachers are very busy, with what is shaping up to be an extremely busy term. We have had junior speeches, cross country, Kapahaka and are now working towards Drama night. Seniors have been very busy preparing for exams etc. Anne Kenneally and Gemma Stewart, from CORE ed, worked with staff on their Inquiry.

STUDENT REPORT: Last Friday – Yr 7 & 8 students attended Friday Night Fives in Balclutha. Feedback from organisers were that LAS students were well-behaved and had the most teams entered. Senior girl's netball are attending netball in Nelson. Kalin and senior students will organize Daffodil Day this coming Friday. On the 16th August Kalin Haywood and Amy Eason will be attending Class Act in Dunedin.

SUBCOMMITTEE REPORTS;

PERSONNEL; None.

HEALTH & SAFETY; John and Jason will meet with the contractors prior to the rebuild. John will make contact with Andrew Voss regarding this. Bolt on fence out the front of the school to be removed.

GROUNDS AND BUILDINGS; Covered in John's report.

POLICIES; Health and Safety – changes to be made and will be ratified at the September meeting.

GENERAL: John met the staff today to discuss the up and coming ERO visit. Gillian showed the board the 3D recording she took while visiting S & T in Wellington.

NEXT MEETING DATE:

The next meeting will be held Tuesday 24th September 2019 at 6:00pm.

The meeting closed at 8:17pm.

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Chairperson

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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.	
John/Paul	Extension cords for Vacuum	
All	Principals House – inspection and tidy up and tenancy agreement.	
	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.	
John	NCEA Evening	
ALL	Walkround – 19 th September 2:10pm	