

**MINUTES OF THE MEETING OF THE LINTON CAMP SCHOOL  
BOARD OF TRUSTEES HELD ON 15 SEPTEMBER 2022**

**PRESENT:**

Letitia Morris	Presiding Member	Elijah Peters	Parent Rep
Mary McDonald	Acting Staff Rep	Kim Groenewald	Parent Rep
Andy Olivier	Parent Rep	Caren Roberts	Secretary
Nigel Tongs	LCS Dep. Principal/Staff Rep		

**OPENING.**

The meeting was opened at 4.30pm, and a karakia was recited.

**APOLOGIES.**

Geoff Franks and Dean Gerling.

**ELECTION OF CHAIRPERSON OF THE LINTON CAMP SCHOOL BOARD OF TRUSTEES.**

Letitia Morris was nominated and appointed the Presiding Member of the Linton Camp School Board of Trustees.

**LINTON CAMP SCHOOL BOARD OF TRUSTEES MEMBERS.**

The LCS BOT welcomed newly elected members; Kim Groenewald and Andy Olivier. School BOTs should contain five parent reps and LCS extends an invitation to all parents who wish to participate, either by by-election or being co-opted onto the board.

**CODE OF CONDUCT**

All members of the LCS BOT signed a LCS Trustee's Code of Conduct.

**CONFLICT OF INTEREST REGISTER.**

Nil.

**MINUTES OF PREVIOUS MEETING.**

The minutes of the previous meeting were accepted as a true and accurate record.

Moved: Letitia/Seconded: Mary

**CORRESPONDENCE.**

Nil.

**STRATEGIC AREAS.**

**Linton Camp School Strategic Goal 2: Te Ao Maori**

The LCS strategic statement for Maori Education is:

- *Our intent is to focus on building culturally skilled staff and grow bilingualism.*

The LCS strategic focus areas for 2022 – 2024:

- Further building the levels of Te Reo among staff and students.
- Strengthening, building and promoting bilingual classes.
- Ensuring clearly defined school-wide tikanga is practised.
- Ensuring staff understand and practice culturally responsive pedagogies.

LCS staff have participated in PD sessions focusing on te reo resources and learning approaches by gathering online resources for use in facilitating learning and building te reo Maori proficiency in the classroom.

In Performing Arts classes in Term 2 students participated in learning poi techniques, and in Term 3 LCS celebrated its first Haka Powhiri since COVID 19 restrictions were lifted.

In 2022 LCS has been unsuccessful in finding an appropriate person to lead a bilingual class. When staff numbers are allocated for 2023 LCS will determine a strategy moving forward.

LCS continues to focus on culturally responsive and relational pedagogies, and this is a PD focus within the Kahui Ako cluster.

### **National Administration Guideline 3**

*According to the legislation on employment and personnel matters, each board of trustees is required in particular to:*

- a. develop and implement personnel and industrial policies, written policy and procedural frameworks set by the Government from time to time, which promote high levels of staff performance, use educational resources effectively and recognise the needs of the students; and*
- b. be a good employer as defines in the State Sector Act 1988 and comply with the conditions contained in employment contract applying to teaching and non-teaching staff.*

LCS has a robust set of policies around employment and personnel matters covered in the SchoolDocs site, which are regularly reviewed by the LCS BoT.

**ACTING PRINCIPAL'S REPORT.** A written report was presented. The following documents were also presented:

- **Term 2 Behaviour Report**

The current LCS student roll is 136. The roll at the same point in 2021 was 152.

There will be an extra new entrant class in Term 4, to meet needs.

In Term 4 Nigel Tongs will return to the Acting Principal role.

**Behaviour Management Plan (BMP).** A BMP consultation with a two-question survey was sent to all families, with a low return rate of 27 responses. 79% responded that the BMP was fair in encouraging positive behaviour and 70% responded that the BMP was fair in addressing inappropriate behaviour.

LCS also received two emails, one suggesting that the Traffic Light System was too punitive and one suggesting that LCS identify a procedure for restoring relationships following an inappropriate

behaviour incident. LCS will develop a procedure for restorative justice and this will be included in the BMP. (AP220)

The LCS BOT discussed what the consultation questionnaire was trying to achieve, and why 30% of parents did not think that the BMP was fair and effective.

It was also noted that the BMP is not included in the initial package for new entrants who start LCS mid-year. This will now be given out in the enrolment pack.

Currently there are a range of rewards in classrooms recognising good behaviour resulting in points for school house, end of term fun time, etc. It was noted that there may be too many different reward systems in place and there is a need for consistency across the school. It was acknowledged that consistent good behaviour should be rewarded.

It was discussed why there is no allowance for teachers to explore other systems for students who do not respond to Traffic Light System, as the BMP has no room for amendment.

There is an option for an individual plan (wrap around) for particular students.

**Reading support review.** The Reading Tutor and the Reading Recovery Teacher are well supported and experience good communication and collaboration with classroom teachers in addressing student's needs. The Reading Recovery teacher is due to retire and after receiving the staff allocation for 2023 LCS will assess a way to move forwards with a replacement.

**Term 2 Behaviour Report.** LCS behaviour records have been reviewed and data indicates a low incident rate of disruptive, major or severe behaviours compared to other regional schools; with ten LCS students causing most of the problems

There are 41 LCS students on record, and the school receives MOE intervention support for 2 new entrant students.

**IT Support.** Yorh has withdrawn IT support to schools and LCS is to meet with other providers moving forward. This could impact the LCS budget, but a flexi-contract will be investigated. (AP221)

Moved: Elijah/Seconded: Letitia

#### **FINANCE REPORT.**

A written report was presented. The following documents were also presented:

- **Balance Sheet end -July 22**
- **Profit and Loss – end-July 22**

There was an overspend in Jun 22, decreasing to an overspend of \$900 by end Jul 22.

Staff Usage now has a 0 balance, which may change next year. Locums are paid from surplus staffing or from the LCS budget.

Yorb will refund LCS for an underspend of 32hrs of monies given to the IT provider.

Moved: Letitia/Seconded: Andy

**PROPERTY REPORT.**

No report was presented.

Lights have been replaced in Te Whare Tapere.

Contractors will be on site on 19 Sep 22 using heavy equipment to remove trees.

The LCS field will be weed sprayed during the xmas break.

Funding for the new fence is imminent. Once received the Project Manager put the job out to tender. There are currently temporary gates in place.

Outside building boards and being repaired ready for maintenance paintwork over the xmas break.

**POLICIES.** Includes:

- BOT Guidelines for Policy Review
- Policy Review and Board Assurances

SchoolDocs policies for review this term are:

- Child Protection policy
- Sun Protection policy
- Harassment policy

All LCS polices are published on the SchoolDocs website.

The Physical Restraint policy has been reviewed and some LCS staff have undertaken the relevant training in how to apply this.

There is no formal sharing of information between the NZDF and LCS, as covered by the Privacy policy.

**GENERAL BUSINESS.**

**Health and Safety.** All hazards and sick bay visits are reported to the LCS Principal and uploaded to the eTap LCS Management System for review by the Senior Leadership team. There is a H&S register held at LCS. A recent LCS H&S audit was conducted by the BOT. As a legal precedence hazard reports should be presented to the BOT each month, and a process for this will be organised. (AP222)

**KARAKIA.**

The LCS Strategic Planning Board meeting will take place on 20 Oct 22. Place and time TBC.

The next BOT meeting will be held on 3 November 2022 at 4.30pm.

There being no further business the meeting was closed at 6.15pm.

LETITIA MORRIS.....  
Presiding Member



Date..... 3/11/22