

**MINUTES OF THE MEETING OF THE LINTON CAMP SCHOOL
BOARD OF TRUSTEES HELD ON 12 MAY 2022**

PRESENT:

Letitia Morris	Presiding Member (via Zoom)	Elijah Peters	Parent Rep
Dean Gerling	HQ 1 (NZ) Bde Rep	Geoff Franks	LCS Principal
David Varley	Parent Rep	Mary McDonald	Acting Staff Rep
Nigel Tongs	LCS Deputy Principal	Caren Roberts	Secretary

OPENING.

The meeting was opened at 1900hrs, and a karakia was recited.

APOLOGIES.

Natacha Cameron

CONFLICT OF INTEREST REGISTER.

No items were recorded in the Conflict of Interest Register.

MINUTES OF PREVIOUS MEETING.

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

Moved: David/Seconded: Mary

CORRESPONDENCE.

MoE: Property Five Year Agreement 2018/19 Three Year Budget Review.

To MoE: Staffing Entitlement. Request to employ a replacement Jnr Team Leader.

STRATEGIC AREAS.

Linton Camp School Goal 3: Hauora/Health and Wellbeing Practices

The LCS Strategic Plan intent is to focus on:

- *Further develop staff understanding of wellbeing practises.*
- *Reviewing systems and processes around Hauora.*
- *Implement programmes that support and grow Hauora.*

LCS staff are to complete training in some Hauora practises, with a review of systems and practices to be reported to the LCS BOT.

A review of LCS policies for Health, Safety and Wellbeing has begun.

LCS teachers have identified initiatives to strengthen Haoura practices and programmes within the school, and are monitoring students who are showing signs of anxiety, relational breakdowns and personal difficulties.

In Term 1 students learnt about hazards, cybersafe practises and relationally unsafe practices.

A team of LCS Year 7-8 students formed a Values Project Team and presented videoed news items to all students around values that have been displayed through a range of events at the school.

LCS uses Etap to record student and parent conversations regarding issues of concern around wellbeing.

National Administration Guideline 8

Each board of trustees is to provide a statement providing an analysis of any variance between the school's performance and the relevant aims, objectives, directions, priorities, or targets set out in the school charter at the same time as the updated school charter provided to the Secretary for Education under NAG 7.

LCS missed the MoE Charter deadline, but submitted this in Apr 22.

PRINCIPAL'S REPORT. A written report was presented.

Also presented:

- Analysis of Behaviour 2021
- Every Day Matters
- Sabbatical Report – Learning Support Coordinators

The current LCS student roll is 131. This low number of students is concerning.

Due to the low number of students attending the Easter Holiday Programme LCS made a loss of \$1800. There will be a new coordinator for the next Holiday Programme and it is hoped that numbers will rise.

Before Sep 22 there is to be community consultation to gauge interest in a LCS bi-lingual class moving forward. Bi-lingual class numbers have been low in the past, and interested student numbers will need to rise to justify employment of a bi-lingual teacher.

Analysis of Behaviour 2021

LCS has a good behaviour management system with inappropriate behaviour comprehensively recorded, along with follow up and consequences. Year 2021 saw a range of behaviours with a small number of standdowns (x 3).

Behaviour has been generally good with no particular behavioural trends, but COVID-19 has produced signs of anxiety in some students.

Every Day Matters

Compared to other schools across the region LCS has a good attendance record. However, there are a few follow up matters required.

Sabbatical Report – Learning Support Coordinators

LCS Principal (Geoff Franks) provided a report from his Term 1 Sabbatical, focussing on Learning Support Coordinators.

Moved: David/Seconded: Elijah

POLICIES.

SchoolDocs policies for review this term are:

- Healthcare
- Behaviour management

All LCS polices are published on the SchoolDocs website.

2022 Health, Wellbeing and Safety Review. LCS has conducted a Health, Wellbeing and Safety Review covering the polices recommended for review in Term 1. Recommendation covered the Hazard Register, directional signage, and the implementation of an emergency kit to be held off-site.

FINANCE REPORT.

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

- Profit and Loss end-March 2022
- LCS Financial motions requests
- MoE: Banking Staffing End of Year Balance

LCS building exterior re-paint has been put to tender and will cost approx. \$60k+. Any damage uncovered during re-paint will incur additional costs.

MoE has confirmed that LCS has a nil balance for banking staffing.

LCS Teacher Aids are being financially supported from the Operations Grant.

Motions submitted by LCS:

1. Haley Flynn is to be issued with a credit card for the school account with a credit balance of \$1000.00. This is to be used in her role as Holiday Programme Coordinator to purchase supplies and pay for programme activities for the Linton Camp Holiday Programme.
2. That Haley Flynn is given 'read only' access to this credit card on the ASB Fastnet Business service.

3. That Amanda Brokenshaw's access is removed from all Linton Camp School bank accounts and the credit card issued to her is cancelled.
4. That the maximum amount of credit Linton Camp School has with ASB Bank is to be \$4000.00 across three credit cards.

All motions were passed by the LCS BOT.

Moved: Dean/Seconded: Nigel

GENERAL BUSINESS.

A tree within LCS grounds needs to be felled before the LCS fence is upgraded.

A survey regarding a new LCS uniform has been sent to parents, and will be reviewed at the next LCS BOT meeting.

To celebrate Matariki LCS will hold a sausage sizzle, possibly the week after the actual event. There may be fun lights around the school.

KARAKIA.

The next BOT meeting will be held on 16 June 2022 at 1630hrs.

There being no further business the meeting was closed at 2000hrs.

LETITIA MORRIS.....
Presiding Member



Date.....18/5/22