

**MINUTES OF THE MEETING OF THE LINTON CAMP SCHOOL
BOARD OF TRUSTEES HELD ON 3 NOVEMBER 2022**

PRESENT:

Letitia Morris	Presiding Member	Elijah Peters	Parent Rep
Kim Groenewald	Parent Rep	Geoff Franks	Principal LCS
Andy Olivier	Parent Rep	Caren Roberts	Secretary
Nigel Tongs	Staff Rep LCS		

OPENING.

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

APOLOGIES.

Sandra Patterson.

CONFLICT OF INTEREST REGISTER.

Nil.

MINUTES OF PREVIOUS MEETING.

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

Moved: Elijah/Seconded: Kim

CORRESPONDENCE.

Academy Apparel: Linton Camp School uniforms.

MOE: Changes to the School Donations scheme eligibility.

MOE: 2023 Equity and Isolation Index funding – Linton Camp School.

MOE: 2023 Provisional Roll and Resourcing Entitlement.

LCS: Email – MOE School Donation Scheme consultation process.

MOE: New Primary School on Ruapehu Drive.

Dean Gerling: Resignation from the LCS BOT.

STRATEGIC AREAS.

LCS Strategic Plan 2023 – 2025 (Draft).

The Strategic Plan is a living document which has been updated to aid cohesiveness and connectivity in teaching students the NZ curriculum. This document reflects LCS BOT priorities, and members will review updates IOT critique positively in discussions at future BOT meetings.

Linton Camp School Strategic 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.*
- *Implementing programmes that support and grow Hauora.*

It is noted that some LCS students have difficulty forming and maintaining appropriate relationships with their peers.

LCS staff have completed training in some Hauora practises, and a review of systems and practices has been completed. Programmes supporting Hauora have been delivered.

In Term 3 an eight-week 'Pause, Breathe, Smile' programme was implemented at LCS, supported by Southern Cross Medical.

In Term 2 senior students completed a wellbeing@school survey, and data gathered is currently being processed. The results are to be shared with the BOT. (AP223)

LCS teaching staff coordinate wellbeing information, and any issues are communicated to parents. Suitable support is offered as required.

National Administration Guideline 4

According to the legislation on financial and property matters, each board of trustees is also required in particular to:

- a. Allocate funds to reflect the school's priorities as stated in the charter,*
- b. Monitor and control expenditure, and ensure that annual accounts are prepared and audited as required by the Public Finance Act 1989 and the Education Act 1989; and*
- c. Comply with the negotiated conditions of any current asset management agreement, and implement a maintenance programme to ensure that the school's buildings and facilities provide a safe, healthy learning environment for students.*

The LCS annual budget reflects charter goals and meets all projected operational costs.

The LCS finance team regularly meets to discuss spending and finances, and a financial report is presented at each LCS BOT meeting.

Authorisation by the LCS Principal is required for all expenditure, outside of allocated discretionary budgets for classrooms, and day-to-day consumables. The LCS secretary purchases items where needed without LCS Principal oversight.

LCS uses the XERO accounting package and annual accounts are prepared by Open Book Solutions, with financial records audited annually by Silk Audit Accountants.

LCS has a 5-year and 10-year property plan and consults with a Project Manager over projected works.

LCS H&S matters are regularly reviewed through the annual H&S audit.

PRINCIPAL'S REPORT. A written report was presented.

The following documents were also presented:

- Term 3 Behaviour Report
- EOTC Event Proposal, Approval and Intentions (Highland Home Christian Camp)

The current LCS student roll is 140, compared to 148 in Oct 21.

The projected student roll for Term 1 2023 is 146. Teacher staffing levels will be 8.16 FTTE, resulting in 6 classes and a loss of some staff.

School Donation Scheme. The school donation scheme will generate \$154 per student. Parents will still be required to pay for stationery and sports fees, and school camps will be excluded from the scheme. Fundraising is still accepted. *Acceptance of adopting the School Donations Scheme was passed by the LCS BOT.

LCS Year 4-6 Camp. LCS Year 4-6 students will attend Highland Home Christian Camp, Pohangina Valley in Mar 23, with a cost of \$250 per student. *LCS BOT approved the Year 4-6 LCS camp.

LCS senior students will attend Vertical Horizons school camp in Nov 23.

Term 3 Behaviour Report. The Behaviour Report identifies a consistent record of behavioural issues. For most students the LCS behavioural plan works effectively, but for a small minority other interventions and support is required.

The LCS Principal has the authority to stand down students for a total of 5 days per term, and 10 days in total for the school year. For instances of suspension and exclusion the LCS BOT must hold an extraordinary meeting.

Moved: Elijah/Seconded: Letitia

HEALTH AND SAFETY. A written report was presented.

The H&S Report covered hazards, injuries reported, contractors on site and other issues.

LCS acts to eliminate or minimise reported hazards.

In future, workplace hazards are to be noted on a monthly report and presented at LCS BOT meetings. (AP 224)

As a PCBU (Person Conducting a Business or Undertaking) it is a legal requirement for the LCS BOT to sign off all JSA (Job Safety Analysis) plans provided by contractors working at LCS. Sign off will be conducted by the LCS Principal or Deputy Principal on behalf of the LCS BOT.

Moved: Elijah/Seconded: Letitia

FINANCE REPORT.

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

- Draft 2023 Budget
- Profit and Loss – end-September 22

The MOE Operations Grant for 2023 will increase by \$65k.

Teacher Aides incur a large cost from the LCS budget.

IOT save money solar energy is to be investigated. (AP225)

Moved: Letitia/Seconded: Andy

PROPERTY REPORT. No report was presented.

LCS will begin a new 10-year property plan in 2023. An Auckland firm has been contracted to prepare this plan. LCS will be allocated \$150k - \$160k.

Outside painting of classrooms will be completed next week at a cost of \$6k. During painting some rotten boards were identified for repair.

POLICY REVIEW AND BOARD ASSURANCES.

SchoolDocs policies for review this term are:

Health, Safety and Welfare.	The LCS H&S policy is reviewed throughout the year and will be discussed at the next LCS BOT meeting.
Digital Technology and Cybersafety.	Digital Technology and Cybersafety instruction is given at the start of the school year, and will in future be given to students who start at LCS mid-year.
Swimming off site.	LCS does not have a requirement for a Swimming off site policy.

Board Assurances

Emergency Evacuation/Kit.	Kits are being assembled.
Staff Usage and Expenditure Reports.	Needs to be reviewed in Term 4.
Provisionally Certified Teachers.	LCS has one PCT teacher.
Teacher Registration, Certification and Police Vetting.	LCS adheres to this requirement.
Appointment Procedure.	
Length of School Year.	This has been approved by the LCS BOT.
Reading Recovery/Literacy Report.	A report will be presented at the next LCS BOT meeting.
Risk Management.	A H&S report will be presented at every LCS BOT meeting.


GENERAL BUSINESS.

It was noted that LMC families are coming under financial strain with cost-of-living rises. NZDF personnel undertaking Europe deployments will receive only small extra allowances.

KARAKIA.

The next BOT meeting will be held on Wednesday 30th November 2022 at 4.30pm.

There being no further business the meeting was closed at 6.45pm.

LETITIA MORRIS.....
Presiding Member

Date.....30/12/22