

**MINUTES OF THE MEETING OF THE LINTON CAMP SCHOOL
BOARD OF TRUSTEES HELD ON 24 FEBRUARY 2022**

PRESENT:

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

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: Dean/Seconded: David

CORRESPONDENCE.

MoE: Close Contact Exemption Scheme Critical Services Register.

MoE: Various COVID 19 advisories.

STRATEGIC AREAS.

2022 – 2024 Strategic Plan

The draft 2022 – 2024 LCS Strategic Plan covers LCS intent, focus areas, measurables, and timelines. The draft is to be reviewed by the BoT and tabled at the next meeting, for inclusion into the LCS Annual Plan.

Linton Camp School Strategic Goal 1: Learning

The LCS strategic statements for learning are:

- *To provide quality programmes that lead to students achieving at or above expected level for their age and stage.*
- *To ensure capable staff are supported to deliver quality learning programmes.*
- *For ELearning to be an integrated part of class programmes.*

The LCS strategic focus areas for 2022 – 2024:

Fundamental skills

Support for Learning

The Arts
Professional Development
Quality control
Technology and this Generation of Learners

Digital skills
Te Oro Karaka Kahui Ako
Resources
Reporting to Parents

Reading, Writing and Mathematics will be the core focus for teaching, learning and resourcing for 2022. Other subjects will reflect future focused skills.

LCS funded and non-funded Teaching Aide numbers have increase due to the number of students requiring direct learning support.

LCS senior students are now taking part in the BYOD programme, which has been useful for students unable to attend school.

LCS reporting to parents is effective using a variety of mediums, and students' achievements are quantified and reported on 3 times a year. Active reporting has continued to take place during COVID 19 disruptions.

Staff are participating in regular PD, including sessions on the teaching and assessment of te reo and tikanga Maori, Mathematics, culturally responsive pedagogies, school vision and owning our learning, owning our future. Staff have also attended courses provided by Kahui Ako and curriculum leadership sessions.

National Administration Guideline 6

Each Board of trustees is also expected to comply with all general legislation concerning requirements such as attendance, the length of the school day, and the length of the school year.

This is a general NAG, and is covered in SchoolDocs advisories.

ACTING PRINCIPAL'S REPORT. A written report was presented. The following document was also presented:

- Analysis of Variance

The current LCS student roll is 131. This is an unexpected decrease of students, and may require a return of some MoE funding.

LCS has employed a part-time admin staff member for February.

LCS has ten students with SEN or specific health needs and extra Teacher Aides have been employed to work with these students.

Libelle have adjusted their lunch portion sizes for both junior and senior students.

Reading is the focus area for staff PD in 2022.

A new teacher has transferred an MoE funded STEM (Science, Technology, Engineering, Mathematics) PD project to LCS junior classes.

2021 Analysis of Variance

In 2021 thirty students identified as being below expectation in 2 or 3 of the core subjects and received addition learning support. This programme had a positive impact, as all students showed varying levels of improvement.

LCS maintains a record of all students' learning and achievement as they move through the school, and the MoE requires a record of comparisons between Maori and non-Maori student achievement.

Moved: Letitia/Seconded: Dean

POLICIES.

SchoolDocs policies for review this term are:

- Health and Safety Management
- Emergency, Crisis and Disaster Management

All LCS polices are published on the SchoolDocs website.

FINANCE REPORT.

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

- 2022 Budget
- Profit and Loss End-Dec 2021 (and Balance Sheet)

The LCS Teacher Aide budget needs to be monitored closely.

All LCS BOT election expenses are refunded by the MoE.

The LCS 2022 Budget was approved by the LCS BOT.

Moved: David/Seconded: Letitia

PROPERTY.

A written report was not presented.

Painting of the LCS main block will take place during the xmas closedown 2022.

Trees within LCS grounds that have fallen or been taken down are for sale to raise funds for LCS.

GENERAL BUSINESS.

As OP Protect draws down families may see a decrease in finances after tax recalculations. School donation letters should be sent at an appropriate time, and give payment options.

LCS will remain aware of the implications of COVID 19 Phase 3 on students.

The LMC back gate will now be open until 8.30am each morning.

YMCA may request to use LCS facilities in the future. If approved, charging for LCS facility use should be a consideration.

The LCS Holiday Programme in January 2022 was successful.

Potential new LCS uniforms are still being tested. Academy Apparel requires 1 year notice to cease stocking LCS uniforms.

KARAKIA.

The next LCS BOT meeting will be held on 31 March 2022.

There being no further business the meeting was closed at 2015hrs.

LETITIA MORRIS.....
Presiding Member



Date.....31/3/22