

**MINUTES OF THE MEETING OF THE LINTON CAMP SCHOOL
BOARD OF TRUSTEES HELD ON 16 JUNE 2022**

PRESENT:

Letitia Morris	Presiding Member	Elijah Peters	Parent Rep
David Varley	Parent Rep (via zoom)	Mary McDonald	Acting Staff Rep
Nigel Tongs	LCS Deputy Principal	Caren Roberts	Secretary
Natacha Cameron	Parent Rep		

OPENING.

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

APOLOGIES.

Dean Gerling and Geoff Franks

CONFLICT OF INTEREST REGISTER.

Nigel Tongs declared one conflict of interest and this was noted on the register.

MINUTES OF PREVIOUS MEETING.

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

Moved: Letitia/Seconded: Mary

CORRESPONDENCE.

MoE (CNGP Team): Actions Required for Carbon Neutral Government Programme Reporting.

LCS: Enduring Authorisation for Request of Consumer Information.

LCS reply to MoE (CNGP Team): Copy of Signed Authorisation.

STRATEGIC AREAS.

Linton Camp School Minor Strategic Goal 3: Physical Education

The LCS strategic statement for Physical Education: *To strengthen our Physical Education and learning practices.*

The LCS Strategic Plan will focus on:

- *Further developing staff understanding of Physical Education programmes and teaching techniques;*
- *Implementing internal and externally sourced programmes that support and grow Physical Education achievement and team-based sport.*

LCS has regular programmes of Physical Education are carefully planned, delivered and evaluated.

During Term 1 senior teams were engaged in small ball games.

In Term 2 all students have participated in cross country. Forty students performed well at the cluster cross country event.

All students are taking part in the KiwiSwim Programme at LMC Pool.

In 2022 there is a basketball team, but no netball team.

Upcoming winter activities include Jump Jam, Just Dance, Pilates and Brain Challenge.

LCS students are able to participate in a range of sports opportunities, and are able to form teams with other participating schools if required.

National Administration Guideline 1

Each board of trustees is to foster student achievement by providing teaching and learning programmes which incorporate the National Curriculum as expressed in The New Zealand Curriculum 2007 or Te Marautanga o Aotearoa.

Student achievement is the focus of school planning, curriculum, implementation, assessment and reflection, and future focused skills and school values are the key strategic framework.

LCS focuses on numeracy, literacy and physical education, and measures successes by assessments and self-audits. LCS covers all areas of the National Curriculum, including arts and careers.

LCS provides support to learning through Reading Recovery, a reading tutor and five teacher aides, coordinated by the LCS SENCO.

Senior students attend classes in puberty and careers, and attend technology class at Monrad Intermediate School.

LCS aims to provide a bi-lingual class at the request of the community. There is no bi-lingual class in 2022.

ACTING PRINCIPAL'S REPORT. A written report was presented.

The current LCS student roll is 135. Term 3 will see some new entrants.

Low student numbers will have an impact on staffing in 2023.

LCS will adopt the Pause, Breathe, Smile programme (Southern Cross) in Term 3 to support and sustain wellbeing. This programme will complement the established school culture, and is free of charge. LCS teachers are to attend training in June.

Moved: Natacha/Seconded: Elijah

FINANCE REPORT.

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

- Profit and Loss end-April 2022
- LCS Balance Sheet end-April 2022
- Profit and Loss Holiday Programme for Jan -May 2022

Staff usage is good.

Auditors have the LCS Annual Report. This is to be sent to LCS for ratification and forwarding to the MoE.

LCS has received 50% of the 2022 Operation Grant.

Moved: Letitia/Seconded: Natacha

PROPERTY REPORT.

A partial report was presented

The Project Manager for the LCS fence is waiting for funds from MoE so that the tender process can begin. One tree has yet to be felled to allow building to occur.

The successful tender for the LCS external paint was \$53,995.00 from ProjectWork 2008. Available funds for this job including Project Manager are \$62K from the Long-Term Maintenance Fund. Painting will begin in Term 4 and be completed by Term 1, 2023.

This tender was approved by the LCS BOT.

The window frames above the foyer are leaking, and will be replaced with an aluminium window frame. A quote has been requested.

New football goalposts are being looked at for replacement by 2 Engr Regt.

Moved: Elijah/Seconded: Nigel

POLICIES.

SchoolDocs policies for review this term are:

- Healthcare
- Behaviour Management

All LCS polices are published on the SchoolDocs website.

Natacha Cameron and Elijah Peters will conduct the LCS Health and Safety audit. **(AP214)**

GENERAL BUSINESS.

Holiday Programme. There is currently no facilitator for the July Holiday Programme. Twenty-five enrolments are needed for the programme to break even financially. LCS will advertise in LMC for a facilitator in order for the Holiday Programme to go ahead. **(AP215)**

Election Planning. The LCS administrator has volunteered to act as LCS BOT Returning Officer for voting in new members to the BOT. The alternative is to use electronic voting. An email will be sent to the BOT to decide which option to use. **(AP216)**

Uniform Review. The LCS BOT uniform review sought feedback from parents. This resulted in 12 replies with a range of comments, including concerns about the price of the uniform from Academy Apparel and the costs of school shoes.

Velocity Clothing items have been trialled by students and appear to be of high quality. Velocity Clothing items are competitively priced and may be ordered on line, with delivery to LCS or student's home address; with a \$9.50 courier fee. LCS are to make contact with Velocity again. **(AP217)**

The LCS Uniform Policy will be reviewed to ensure that it is concise and up to date. Edits should be made as required, including uniform footwear requirements.

Academy Apparel will be contacted to check on the buy-out process. **(AP218)**

KARAKIA.

The next BOT meeting will be held on 11 August 2022 at 4.30pm.

There being no further business the meeting was closed at 6.30pm.

LETITIA MORRIS.....

Date. 11/8/2022

Presiding Member