

**MINUTES OF THE MEETING OF THE LINTON CAMP SCHOOL
BOARD OF TRUSTEES HELD ON 11 AUGUST 2022**

PRESENT:

Letitia Morris	Presiding Member	Elijah Peters	Parent Rep
David Varley	Parent Rep	Mary McDonald	Acting Staff Rep
Natacha Cameron	Parent Rep	Dean Gerling	1 (NZ) Rep
Andre Olivier	Parent Rep	Kim Groenewald	Parent Rep
Nigel Tongs	LCS Dep. Principal/Staff Rep	Caren Roberts	Secretary

OPENING.

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

APOLOGIES.

Geoff Franks

CONFLICT OF INTEREST REGISTER.

Nil.

MINUTES OF PREVIOUS MEETING.

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

Moved: Nigel/Seconded: Letitia

CORRESPONDENCE.

MoE: LCS 2023 Isolation Index Number.

MoE: LCS 2023 Equity Index Number.

MoE: Consultation on potential closure of Linton Country School.

LCS to MoE (email): Linton Country School.

STRATEGIC AREAS.

Linton Camp School Strategic Goal 1: Learning

In this strategic plan our intent is to further strengthen teacher capability in effective teaching practices. We know that effective teachers continuously grow and develop their craft so as to best meet the needs of their students.

The LCS strategic focus areas for 2022 – 2024:

- *Further develop teacher capability in Reading.*
- *Ensuring documentation provides clear direction and clear expectations; and*
- *Reviewing support programmes, resources and assessment tools.*

Reading Writing and Mathematics continue as core subjects at LCS.

Reading support continues in the junior classes, facilitated by Reading Recovery and the LCS reading tutor. Senior classes have intensive writing instruction for students with learning needs in this area.

Effective learning requires regular student attendance. However, this year has seen a lot of students and teachers absent through ill health.

Teacher Aides have facilitated individual, and collaborative learning to support students with moderate to high learning or health needs.

This year external providers of learning programmes include Life Education Trust, Libelle, Manawatu GymSports and Milky-way.kiwi.

Music and kapa haka has been limited by COVID and replaced by keyboard club and poi training.

A review of the curriculum has been completed, to include updated planning for 22-23 future focused skill schedule and updated references and banding.

Staff participate in regular PD, including sessions on Pause, Breathe, Smile, STEM, Hybrid learning approaches, reading and cultural responsiveness.

All school documentation regarding Reading is to provide clear definitions and expectations by end-2022.

All Reading support programmes will be reviewed and responded to by end-2022.

Available resources to teach Reading will be reviewed and responded to by end-2022.

Reading assessment tools will be reviewed and any changes made by end-2022.

The levels of teacher confidence in teaching reading has risen, as has student reading achievement.

National Administration Guideline 2

Each board of trustees, with the principal and teaching staff, is required to:

- a. develop a strategic plan which documents how they are giving effect to the National Educational Guidelines through their policies, plans and programmes, including those for curriculum, aromatawai and/or assessment, and staff professional development;*
- b. maintain an on-going programme of self-review in relation to the above policies, plans and programmes, including evaluation of good quality assessment information* on student progress and achievement;*
- c. on the basis of good quality assessment information* report to students and their parents on progress and achievement of individual students:*
 - i. in plain language, in writing, and at least twice a year; and*

ii. *across the National Curriculum, as expressed in the New Zealand Curriculum 2007 or Te Marautanga o Aotearoa, including in mathematics and literacy and/or te reo matatini and pangarau;*

d. *on the basis of good quality assessment information*, report to the school's community on the progress and achievement of students as a whole and of groups (identified through National Administration Guideline 1(c)above) including the progress and achievement of Maori students against the plan and targets referred to in National Administration Guideline 1(e) above.*

**Good quality assessment information draws on a range of evidence to evaluate the progress and achievement of students and build a comprehensive picture of student learning across the curriculum.*

LCS has a 2022 – 2024 Strategic Plan that acknowledges all National Educational Goals was approved by the LCS BOT in Mar 22. From 2023 all NZ school Strategic Plans will be required every three years.

LCS reviews all data and trends from each Assessment Cycle in order to meet specific achievement needs.

LCS regularly reports to parents through a variety of mediums.

The LCS achievement report for Jul 22 is currently being prepared for publication to the school community.

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

- **Attendance and Achievement Report**
- **2023 LCS Calendar**
- **MOE - Every Day Matters Term 2 (Attendance Report)**

The current LCS student roll is 131. The roll at the same point in 2021 was 150.

LCS has seen little growth in student numbers for 6 months, as families with LCS age range students continue to move into Palmerston North. 2/3 of students live in Linton Camp and 1/3 travel onto site. 90-95% of students belong to NZDF families.

If Linton Country School closure goes ahead all students would be welcome at LCS.

The Equity Index replaces the Decile system in determining funding for schools. LCS EQI number is 481 (Range between 344(10) and 569(1)) The EQI system covers 37 statistical factors and places LCS 13 points below average.

LCS funding and staff numbers for 2023 will be advised on 16 Sep 22.

The Isolation Index has been reviewed for all schools and represents the impact of distance from the nearest population centre. Due to growth around Palmerston North LCS has an Isolation Index of 0.24. This will affect overall funding from the operation grant.

The LCS mid-year achievement data has been collected and shows low numbers across all subjects. Reading achievement is rising slowly, but Writing remains at the lowest recorded achievement for 71/2 years. Mathematics achievement has slightly declined.

LCS continues to support student learning in all areas, and encourages Reading support in the home.

2023 School Year. The proposed dates were approved by the LCS BOT.

Attendance and Achievement 2022. After investigation it is noted that there is a correlation between sporadic school attendance and low academic achievement. It was noted that this was not the only factor to affect achievement.

Moved: Natacha/Seconded: Elijah

FINANCE REPORT.

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

- **2021 Report to Governance**
- **Profit and Loss end-May 2022**
- **LCS Balance Sheet end-May 2022**
- **Profit and Loss end June 2022**
- **LCS Balance Sheet end June 2022**
- **Statement of Financial Position end-Dec 2022**
- **Statement of Cash Flows end-Dec 2022**

LCS is on track for a surplus of staff usage at EOY.

Report to Governance 2021. This was submitted to the MoE on 4 Aug 22.

Moved: Letitia/Seconded: Natacha

PROPERTY REPORT.

No report was presented.

LCS bookshelves have been installed.

POLICIES.

SchoolDocs policies for review this term are:

- Student Wellbeing and Safety
- Staff Wellbeing and Safety

All LCS policies are published on the SchoolDocs website.

Policy Review and Board Assurances (summary). A schedule of policy implementation was provided to LCS by SchoolDocs.

GENERAL BUSINESS.

LCS BOT Elections. Andre Olivier and Kim Groenewald were elected to the LCS BOT as Parent Reps. Nigel Tongs was elected to the LCS BOT as the Staff Rep.

Natacha Cameron and David Varley were thanked for their work on the LCS BOT.

Uniform Review. The LCS Uniform Policy has been updated. Changes include uniform footwear requirements.

Due to minimal price difference and difficulty in shipping, Academy Apparel will remain as the LCS uniform supplier. This will retain quality and a reliable supply chain.

The current tartan skort will be phased out and replaced with a plain navy skort. This could be a \$15 price difference. BOT is to contact Academy Apparel to advise. **(AP219)**

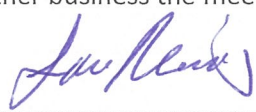
The PTA is to set up a second-hand uniform exchange.

KARAKIA.

The next BOT meeting will be held on 15 September 2022 at 4.30pm.

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

LETITIA MORRIS.....
Presiding Member



Date..... **15/9/22**

