

Lincoln High School Board of Trustees

Minutes of the Meeting held on Monday 11 August 2014 at 5.30 pm.

Present: Craig McDowell (Chairperson), Kathy Paterson, Gill Worth, Ian McLeod, Adrian Paterson, Douglas Marshall, Karyn Wilson, Natalie Iles, Bryan Pidwerbesky and Eden Skipper.

Apologies: Hirini Matunga.

In Attendance: Stephen Rout, Deputy Principal and Tracy Roberts, Secretary.
Glenda Stone, International Director.

Welcome: Craig McDowell welcomed Glenda Stone and introduced her to the Board.

Minutes: Craig McDowell moved the Minutes of the June meeting be taken as read and accepted as a true and accurate record.
Carried.

Disclosure of Interest: Craig McDowell – still currently working with the Principal and BOT of Darfield High School as part of his occupation.

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
In Committee	<p>It was moved by Craig McDowell at 5.41 pm that the public be excluded from the following part of the proceeding of this meeting:</p> <ul style="list-style-type: none"> • Glenda Stone tabled an International Departmental Report and gave a verbal overview. Discussions took place in committee. <p>This resolution is made in reliance on section 48(1) (a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceeds of the meeting in public.</p>		
Resolution to move out of Committee	The Chairperson proposed the Board move out of Committee at 6.27 pm.		
Resolution to take a break	The Chairperson proposed the Board take a break at 6.28 pm.		
The meeting resumed at 6.32 pm			
Treaty of Waitangi training	Nothing further to report. To be held over until the next meeting.	Hirini Matunga	Next Meeting

Silver Birch Trees	Kathy Paterson confirmed that there are no more Silver Birch trees on site. Kathy Paterson will check regarding any other type of Birch trees.	Kathy Paterson	Next Meeting
Student Representative Election	Kathy Paterson proposed that Stephen Rout (Deputy Principal) be appointed as Returning Officer for the Student Representative Election with an election date of 17 September 2014: Moved: Kathy Paterson Seconded: Gill Worth Carried.	N/A	N/A
SDC Policy – releasing information	Douglas Marshall informed the BOT that he had nothing further to add. It was therefore agreed that the system would stay as is. IE students’ names/details would only be in the confidential minutes.	N/A	N/A
Health & Safety	<p>Health & Safety Report</p> <p>Kathy Paterson tabled 4 ‘Toolkit’ documents. These were tabled and discussed. The following was agreed:</p> <ul style="list-style-type: none"> • Toolkits 2, 3 and 4 would be done twice year. • Toolkit 10F would be done for every BOT meeting. • Toolkit 3 – Q15 Training Records register to be set up. • Are we following good practice? <ul style="list-style-type: none"> ○ What training requirements are needed? ○ What equipment/supplies are needed? ○ Is a School Nurse needed? <p>The LHS staff members who have joined the Health & Safety committee are Mikaele Tuu’u and Debbie Jones. Existing members are Dorothy Jordan and Rachel Austin.</p>	Kathy Paterson	Next Meeting
Strategic Planning	<p>Narrative Launch Platform</p> <p>Craig McDowell tabled the Marketing sub-committee’s meeting minutes and an ‘Ideas Poster’. He gave a verbal overview and stressed that poster is not a public document, it is only an ideas sample and is a work in progress document. Stuart Gilpin (LHS teacher) is working on a poster layout which will be passed through to the BOT at a later date. Lengthy and detailed discussions followed.</p> <p>The Marketing sub-committee requested the support of the Board with regard to the process and catch phrase (which was put forward by Kathy Paterson):</p> <ul style="list-style-type: none"> • Engage in learning • Empower for the future • Embrace a rapidly changing world <p style="text-align: center;">ENGAGE, EMPOWER, EMBRACE!</p> <p>The Chairperson, and Board, indicated their support.</p> <p>The following was also discussed/noted:</p> <ul style="list-style-type: none"> • Billboards on site, listing LHS’s values etc. 	Craig McDowell	Next Meeting

	<ul style="list-style-type: none"> • Postcards. • Strategic statement needs to be short, sharp and personal to LHS. • Wording/connections on the poster must be clear and cover only what LHS can deliver, not promise. <p>It was agreed that any other relevant ideas/suggestions of the BOT members would be sent by email to Kathy Paterson and Craig McDowell.</p>		
Principal's Report	<p>Kathy Paterson tabled her Principal's report and gave a verbal overview and some discussions followed.</p> <p>It was decided that a congratulations letter, from the BOT, would be sent to a student who was involved in a mock United Nations Forum. See in committee for specific details.</p>	N/A	N/A
		Craig McDowell	ASAP
Student Report	Eden Skipper tabled his Student Report and gave a verbal overview. Some discussions followed.	N/A	N/A
BOT Contacts List	This document was tabled and acknowledged as correct.	N/A	N/A
Change of BOT September Meeting Date	It was moved, by email, that the BOT approves the change of the September BOT meeting from 15 September to 8 September: Carried.	N/A	N/A
IES Initiative (Investing in Educational Success)	Craig McDowell tabled a document and gave a verbal overview. Some detailed discussions took place and further discussions will take place in the future.	N/A	N/A
Network Management Meeting	<p>Gill Worth, Adrian Paterson and Kathy Paterson attended the recent meeting. Gill Worth tabled a document and gave a verbal overview. Some discussions were had regarding the current zoning of:</p> <ul style="list-style-type: none"> • Broadfield – not zoned. • Springston and Prebbleton – zones split. • Future possible zoning of LHS. <p>It was also noted that Lincoln Cluster is a cohesive cluster.</p>	N/A	N/A
Rolleston Schooling	<p>New item – not on the Agenda.</p> <p>Kathy Paterson tabled a document 'Timeline for Establishment of Enrolment Scheme Home Zone' and gave a verbal overview. Detailed discussions were had and it was agreed that:</p> <ul style="list-style-type: none"> • The suggested timeframe (September/October) is too tight for LHS and clarification would be sought. • Our preferred LHS zone boundary would include the Lincoln Cluster boundary. (Therefore including Springston, Prebbleton and Broadfield) 	Kathy Paterson	ASAP

Contributing Schools	This will now take place during Term 4.	Craig McDowell	October Meeting
Policies for Review	<p>The following policies were tabled and reviewed:</p> <p>Nutrition Policy It was agreed that the following changes would be made:</p> <ul style="list-style-type: none"> • The words, 'Nutrition', 'healthy food' and '(ii)' will be removed. • The new wording will be: <ul style="list-style-type: none"> ○ 'Lincoln High School will promote healthy food and nutrition in line with National Administration Guideline 5 (b), through education within teaching programmes, and through wider school strategies.' <p>Moved: Craig McDowell Seconded: Gill Worth Carried.</p> <p>Protected Disclosures Policy It was agreed that the policy would remain as is:</p> <p>Moved: Douglas Marshall Seconded: Ian McLeod Carried.</p> <p>Staff Leave Without Pay Policy It was agreed that the policy would remain as is:</p> <p>Moved: Adrian Paterson Seconded: Eden Skipper Carried.</p> <p>Appointment Policy It was agreed that the following changes would be made:</p> <ul style="list-style-type: none"> • Item 3 iii) would be changed to: <ul style="list-style-type: none"> ○ 'Applications must be in writing, or by electronic means, and will not be accepted after the stated closing date.' <p>Moved: Douglas Marshall Seconded: Bryan Pidwerbesky Carried.</p>	<p>Tracy Roberts</p> <p>N/A</p> <p>N/A</p> <p>Tracy Roberts</p>	<p>ASAP</p> <p>N/A</p> <p>N/A</p> <p>ASAP</p>
Sports, Academic & Cultural Support Fund Applications	<p>The policy was tabled and it was agreed to be complete and up to date.</p> <p>Kathy Paterson also confirmed that information regarding this policy has been put into the LHS Newsletter as per the BOT request.</p>	<p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p>

Correspondence for Consideration	A letter, from a neighbour, regarding the swimming pool fencing was tabled and discussed. It was agreed that a letter of apology would be sent from the BOT. Stephen Rout will arrange for the corrective work to be done.	Craig McDowell	ASAP
Other Correspondence – Summary	This document was tabled.	N/A	N/A
Financial Matters	The Finance Committee Report (4 August 2014) was tabled and Ian McLeod gave a verbal overview and some discussions followed. It was moved that the financial statements, as at 31 July 2014, be accepted as true and accurate: Moved: Douglas Marshall Seconded: Gill Worth Carried. Detailed discussions took place regarding the comparison of owed money by students. Kathy Paterson will investigate further and report back to the board at the next meeting.	N/A Kathy Paterson	N/A Next Meeting
Property Matters	A Block Nothing further to report at this stage regarding the progress or work. With regard to the naming, Craig McDowell to contact Hirini Matunaga and report back to the Board. Six New Classrooms Nothing further to report. More information to follow.	Craig McDowell Kathy Paterson	Next Meeting Next Meeting
Big Picture Property Plans	Prior to the start of this meeting, the BOT members had a tour of the LHS site. Discussions followed and it was agreed that Bryan Pidwerbesky would join the Property Committee. The Property Committee will meet and discuss further and report back to the Board at the next meeting.	Property Committee	Next Meeting
In Committee	It was moved by Craig McDowell at 8.10 pm that the public be excluded from the following part of the proceeding of this meeting: 1. Minutes from previous meeting 2. Alternative Education Students 3. Stand downs and suspensions 4. Financial Matters 5. Student Matters 6. Staff Matters 7. Staff Award 8. To hold over This resolution is made in reliance on section 48(1) (a) of the Local Government Official Information and Meetings Act 1987 and the	Relevant documents tabled and verbal reports given by Craig McDowell and Kathy Paterson	

	particular interest or interests protected by section 6 or section 7 of that Act or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceeds of the meeting in public.		
Resolution to move out of Committee	The Chairperson proposed the Board move out of Committee at 8.24 pm: Moved: Chairperson Carried.		
Thanks	Kathy Paterson thanked the BOT for attending the site tour.	N/A	N/A
Meeting Closed	8.26 pm		
Next Meeting	Monday 8 September 2014 at 5.30 pm.		

Chairperson: _____

Dated: _____