

Lincoln High School Board of Trustees

Minutes of the Meeting held on Monday 19 May 2014 at 5.30 pm.

- Present:** Craig McDowell (Chairperson), Kathy Paterson, Adrian Paterson, Karyn Wilson, Natalie Iles, Hirini Matunga and Eden Skipper.
- Apologies:** Gill Worth. Ian McLeod arrived at 5.35 pm and Douglas Marshall arrived at 5.50 pm.
- In Attendance:** Stephen Rout, Deputy Principal and Tracy Roberts, Secretary.
- Welcome:** The Chairperson welcomed everyone and informed the Board that some members of the new Rolleston Secondary School eBOT will be visiting at about 6.30 pm – during the break. The Chairperson also informed the Board that Bryan Pidwebesky will be joining us at the August meeting.
- Minutes:** An amendment:
- Re Health & Safety report and Staff Flu vaccines. Wording should say:
 - ‘Staff Flu vaccines **will take place next week.**’
- Craig McDowell then moved the Minutes of the April meeting be taken as read and accepted as a true and accurate record.
 Moved: Craig McDowell
 Carried.
- Disclosure of Interest:** Craig McDowell – still currently working with the Principal of Darfield High School as part of his occupation.
 Kathy Paterson – her brother-in-law works for BECA.

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
Swimming Pool	A verbal update was given by Kathy Paterson regarding the retention money. Once the final check has happened then the final \$12000 will be paid. Later in the year, Kathy Paterson will report back about the temperature of the pool and the fencing is still an ongoing project.	Kathy Paterson	November Meeting
SDC Policy - releasing information	Douglas Marshall will report back to the Board at the next meeting.	Douglas Marshall	Next Meeting
Treaty of Waitangi Training	Kathy Paterson informed the Board that STA no longer provide such training. However, Matthew Fraser and Blair Johnson have offered to arrange some training for the Board. Some discussion followed and it was decided that Hirini Matunga would contact Matthew Fraser and Blair Johnson to discuss the relevant training.	Hirini Matunga	Next Meeting
BOT Policies and Minutes – Location	Kathy Paterson informed the Board that the BOT Policies and signed off minutes are now on the LHS website.	N/A	N/A

<p>Health & Safety</p>	<p>Stephen Rout gave a verbal outline of a recent ergonomics computer Health & Safety seminar. Seven staff attended and it was well received by these attendees.</p> <p>Nothing else to report. Some discussions were had regarding evacuations. Kathy Paterson and Stephen Rout confirmed that practices take place every term and there are plans for a 'lockdown' practice for during a break-time.</p>	<p>N/A</p>	<p>N/A</p>
<p>ERO Self Review</p>	<p>A report on a review of the 2012 ERO report was tabled by Kathy Paterson and some discussion followed. The ERO Board Assurance Self-Audit review was still to be done.</p>	<p>Gill Worth</p>	<p>Next Meeting</p>
<p>Principal's Performance Review</p>	<p>The Chairperson gave a verbal outline and confirmed that the Principal's appraisal document had been signed off.</p>	<p>N/A</p>	<p>N/A</p>
<p>Strategic Planning</p>	<p>Not associated to the Rolleston schooling plans, the Chairperson gave a verbal overview regarding:</p> <ul style="list-style-type: none"> • What are the five or six crucial things that would be critical to the success of LHS? • What are the things that would lead to our Strategic Goals? • Global competencies (eg ICT, Māori, Asia awareness, High student achievements). • Where to from here? • What is the narrative of ...? • What is the brand of LHS? • Contextualizing where the school is. <p>Lengthy and in-depth discussions took place. It was agreed that the purpose or the conversations was to:</p> <ul style="list-style-type: none"> • Maintain the LHS roll. • Strive to and maintain excellence. • Create and maintain a successful marketing plan. <p>After much deliberation, it was moved to create a Marketing sub-committee consisting of:</p> <ul style="list-style-type: none"> • Craig McDowell • Kathy Paterson • Adrian Paterson • Hirini Matunga • Karyn Wilson • Eden Skipper • Head Students • and possibly some other staff • It was also suggested that the previous BOT Chairperson, Rob Parsons, be invited to join <p>The Marketing sub-committee would meet and conduct a scoping exercise regarding the 'Narrative Launch Pad Platform' – evolution of</p>		

	<p>where LHS is now and where LHS goes next. The sub-committee would report back to the Board at the next meeting.</p> <p>Moved: Douglas Marshall Seconded: Craig McDowell Carried.</p>	Marketing sub-committee	Next meeting
Resolution to take a break	<p>The Chairperson proposed the Board take a break at 6.29 pm. At 6.36 pm the following visitors, from Rolleston eBot, arrived and Craig McDowell introduced them to the Board:</p> <ul style="list-style-type: none"> • Jackie Freeman – Establishment Board of Trustees Chairperson • Lynley Shaw – Establishment Board of Trustees Deputy Chair • Linda Youl – Senior Adviser (MOE) <p>The visitors circulated and chatted informally with the Board members and left at 6.59 pm.</p>		
The meeting resumed at 7 pm.			
Rolleston Schooling	The Chairperson tabled an introductory letter, from Jackie Freeman, eBOT, which was circulated amongst the board members.	N/A	N/A
Principal's Report	Kathy Paterson tabled her report and gave a verbal overview. Some discussion took place.	N/A	N/A
Student Report	Eden Skipper tabled his report and gave a verbal overview. Eden Skipper informed the Board of a possible media article regarding life as a School Trustee.	N/A	N/A
Hard Times' Ahead – LU	A document was tabled and discussed. The Chairperson also referred to this during the Strategic Planning discussions.	N/A	N/A
Lincoln Hub	A document was tabled.	N/A	N/A
General Elections	A letter from the Electoral Commission was tabled. Some discussions took place regarding the Māori roll option. Hirini Matunga to forward onto the Principal a copy of a relevant past letter, which was supported by the BOT.	Hirini Matunga	ASAP
Marketing – Domestic	<p>General discussions were had regarding domestic marketing and enhancing and identifying the LHS brand. It was decided that, by July 2016, a LHS brand needs to be in place.</p> <p>The newly formed Marketing sub-committee will start working on a suitable framework – see notes above under Strategic Planning.</p>	Craig McDowell	Next Meeting
Contributing Schools Meeting	<p>Some discussions took place regarding the relationship between LHS and its contributing schools. The topics included:</p> <ul style="list-style-type: none"> • Lincoln Cluster – to encourage a strong sense of community. • Sharing information/decisions with LHS's contributing schools. • Encourage BOT succession from contributing schools. • Invite Lincoln Cluster BOT to meet and tour the school. 		

	It was also agreed that a positive collaboration between LHS and the contributing schools is important and the relationships to be nurtured. Further future discussions will take place.	Craig McDowell	Next Meeting
Lincoln Primary – Special Needs Submission	With regard to the Lincoln Primary request, discussions took place and it was decided that LHS would decline to submit a submission. Kathy Paterson will inform the Principal of Lincoln Primary.	Kathy Paterson	ASAP
Surrender and Retention	Stephen Rout tabled a proposed checklist. It was well received. It was suggested that the LHS logo be put on the form.	N/A	N/A
Sport & Cultural Support Fund Applications	Senior Volleyball Teams Following a request by the Board for some additional information, Kathy Paterson tabled a document received, from the applicant. Discussions followed and it was moved to receive the additional information but no funds be given: Moved: Douglas Marshall Seconded: Kathy Paterson Carried.	N/A	N/A
Other Correspondence	A summary was tabled.	N/A	N/A
Financial Matters	The Finance Committee Report (12 May 2014) was tabled and a verbal overview was given by Douglas Marshall. Some discussions followed regarding the swimming pool budget and the annual accounts. It was moved to recommend that the LHS Annual Accounts for 2013 be accepted: Moved: Douglas Marshall Seconded: Eden Skipper Carried. It was moved that the budget of \$57000 for furniture and equipment be added to the 2014 Budget: Moved: Douglas Marshall Seconded: Adrian Paterson Carried. Some discussions took place regarding the April accounts and Current Liabilities. Kathy Paterson will seek clarification from the Bursar and report back. It was moved that the financial statements for the period ended April 2014 be accepted: Moved: Douglas Marshall Seconded: Craig McDowell Carried.	Kathy Paterson	ASAP
Property Matters	The property report was tabled and discussed. Re 10YPP With regard to the selecting of a Project Manager, a verbal outline was given by Kathy Paterson regarding the recommendation of Dawson	N/A	N/A

	<p>McKenzie by John Sinclair. A resolution was made to accept Ian McKenzie of Dawson McKenzie as Project Manager to carry out the scoping plan: Moved: Kathy Paterson Seconded: Adrian Paterson Carried.</p> <p>Six New Classrooms With regard to the selecting of a Project Manager, it was moved to nominate/recommend OPUS and Davis Langdon: Moved Kathy Paterson Seconded: Adrian Paterson Carried.</p>		
In committee	<p>It was moved by Craig McDowell at 8.12 pm that the public be excluded from the following part of the proceeding of this meeting:</p> <ol style="list-style-type: none"> 1. Minutes from previous meeting 2. Alternative Education Students 3. Rolleston Schooling 4. Stand downs and suspensions 5. BOT Succession Planning 6. Marketing – International Report 7. Staff Matters 8. Staff Award <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>	Relevant documents tabled and verbal reports given by Craig McDowell and Kathy Paterson.	
Stephen Rout	Craig McDowell invited the Deputy Principal, Stephen Rout, to stay. Stephen Rout accepted.	N/A	N/A
Resolution to move out of Committee	The Chairperson proposed the Board move out of Committee at 9 pm. Moved: Chairperson Carried.		
Meeting Closed	9.05 pm		
Next Meeting	Monday 23 June 2014.		

Chairperson: _____

Dated: _____