

Lincoln High School Board of Trustees

Minutes of the Meeting held on

Monday 1 July 2019 at 6 pm.

- Present:** Adrian Paterson (Chairperson), Stephen Rout (Acting Principal), Andrew Marshall, Adam Gard’ner, Troy Landrebe and Maria Connolly.
- Apologies:** Emma Jackson, Ben Olijkan and Tony Melton (Deputy Principal).
- In Attendance:** Marama Lynch (Acting Associate Principal), Barry Williamson (Business Manager) and Tracy Roberts (Secretary).
- Welcome:** Adrian Paterson welcomed everyone, including the new Board members Adam Gard’ner and Troy Landrebe. Personal introductions will take place at the next meeting when the third new Board member (Ben Olijkan) will be present.
- Minutes:** **20 May 2019 Minutes:**
It was moved the Minutes of the 20 May 2019 meeting be taken as read and accepted as a true and accurate record:
Moved: Adrian Paterson
Carried.
- Disclosure of Interest:** No changes. Interest Register Templates were given to the new BOTs. Both Adam Gard’ner and Troy Landrebe completed and returned them at the meeting.
- Presentation:** At the beginning of the meeting, Stephen Rout gave presentations relating to:
- Senior Leadership Team (SLT) Structure
 - Year 11 2020 and Semesters

SLT Structure

Stephen Rout gave a PowerPoint presentation on the structure and main responsibilities of each member of the SLT. Following the presentation, some discussion took place and a question and answer session followed.

Year 11 2020 and Semesters

Stephen Rout tabled some informative documentation which had been sent out to the Yr 9, 10 LHS parent/caregivers community regarding changes to the Year 11 education programme. He gave a presentation on the specific changes relating to the general removal of NCEA Level 1 in year 11 and the introduction of semester courses for Year 11. The semester courses will also apply to Year 10 option subjects. Following the presentation lengthy, detailed discussions were had and Stephen Rout and Marama Lynch gave clarification as and when required.

The Board acknowledged the documentation – ‘... good information and concise...’.
Stephen Rout stressed that he is very willing to meet with people to address any issues.

The presentations were very well received, and the Board thanked Stephen Rout.

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
Trustees' Code of Conduct	The Chair gave Adam Gard'ner and Troy Landrebe copies of the Trustees' Code of Conduct – which were completed and returned at the meeting.	N/A	N/A
Held Over	<ol style="list-style-type: none"> 1. Bee Keeping Policy & Procedures – new policy 2. Nutrition Policy 3. Protected Disclosures Policy 4. Staff Leave Without Pay Policy 5. Child Protection Policy 		August Meeting
Election of Chair and Deputy Chair	<p>Adrian Paterson was nominated and elected unopposed as Board Chair: Nominated: Andrew Marshall Seconded: Troy Landrebe Ayes given. Carried.</p> <p>Andrew Marshall was nominated and elected unopposed as Board Deputy Chair: Nominated: Adrian Paterson Seconded: Maria Connolly Ayes given. Carried.</p> <p>The Acting Principal thanked Adrian Paterson and Andrew Marshall for agreeing to being elected.</p>		
BOT Sub-committees	<p>Some discussions took place regarding the sub-committees and the following was agreed to:</p> <ul style="list-style-type: none"> • Finance: <ul style="list-style-type: none"> ○ Adrian Paterson, Troy Landrebe, Principal and Business Manager • Property: <ul style="list-style-type: none"> ○ Adrian Paterson, Andrew Marshall, Troy Landrebe, Principal and Business Manager • Sustainability: <ul style="list-style-type: none"> ○ Adrian Paterson, Adam Gard'ner, Principal and Associate Principal • Health & Safety <ul style="list-style-type: none"> ○ Adrian Paterson, Maria Connolly and Principal ○ (Maria Connolly will also join the School's H&S committee.) • Kāhui Ako: <ul style="list-style-type: none"> ○ Adam Gard'ner will be LHS's Stewardship Board Representative • Staff Discipline: <ul style="list-style-type: none"> ○ All BOTs except Staff and Student Trustees 		

	<ul style="list-style-type: none"> • Student Discipline: <ul style="list-style-type: none"> ○ All BOTs except Student Trustee • Principal's Appraisal: <ul style="list-style-type: none"> ○ All BOTs except Principal, Staff and Student Trustees. <p>NB: The above may change, depending on particular interests/skills of Ben Olijkan.</p>	Board Chair	ASAP
Health & Safety	<p>H&S Toolkit Data and Graphs The above documents were tabled and discussed.</p> <p>It was then moved to accept the Health & Safety data: Moved: Adrian Paterson Carried.</p>	Principal	Next Meeting
Self-Review	<p>Policy for review. International Students: Fees Refund Policy Stephen Rout tabled an amended version and gave a verbal overview. Some discussions took place and it was agreed to remove the 'Review and Reporting' heading.</p> <p>It was then moved to accept the amended changes: Moved: Andrew Marshall Seconded: Troy Landrebe Carried.</p>		
Strategic Planning	None.		
Principal's Report	<p>The Principal's Report was tabled by Stephen Rout who gave a verbal outline. General discussions took place and Stephen Rout gave clarification as and when required. The following noted:</p> <ul style="list-style-type: none"> • The roll is up slightly • Argentina marketing visit – looking positive • Stephen Rout shared some photographs from the recent Pink Breakfast <p>It was moved to accept the Principal's Report: Moved: Stephen Rout Seconded: Andrew Marshall Carried.</p>	Kathy Paterson	Next Meeting
Student's Report	<p>The Student's Report was tabled.</p> <p>It was moved to accept the Student's Report: Moved: Adrian Paterson Carried.</p>	Student Trustee	Next Meeting
NZSTA – New BOTs registration	The Board Chair instructed the new members to register with NZSTA by completing the Appendix 2 online. Details were passed on.	N/A	N/A

Returning Officer	Re: Student Trustee Election It was moved that Stephen Rout will be the Returning Officer for the Student Trustee Election: Moved: Adrian Paterson Carried.	N/A	N/A
Planned Trips Updates	The following Trip Updates were tabled: <ul style="list-style-type: none"> • Classical Studies – April 2020 • Germany – July 2020 • Ecuador & Galapagos – Dec 2020 • Japan – April 2021 Some discussion took place regarding trip costs and potential pressures on families. It was suggested that the Board consider this topic annually to ensure trips are done for the right reasons.		
Trip Proposals	<p>China Trip A trip proposal to China (April 2020) was tabled and discussed.</p> <p>All signaled their support and it was then moved to approve to proceed to the next phase of planning: Moved: Maria Connolly Seconded: Troy Landrebe Carried.</p> <p>The Silk Route An expression of interest was tabled for The Silk Route trip (June/July 2020). Some robust discussions followed including concerns related to the timing and costs of the trip.</p> <p>It was then moved to decline this expression of interest and recommend consideration of an option for later years (2022 onwards): Moved: Adrian Paterson Carried.</p>		
Garden To Table Project	The Garden To Table proposal was tabled and discussed. The Board is happy to consider supporting the project. However, it is not clear what support is being asked for. It was agreed that Stephen Rout would look into it more and resubmit the proposal at a future meeting.	Stephen Rout	ASAP
An Application for support from a student	Yr 13 Student This was discussed in-committee. It was moved to award the student \$2500 from a BOT discretionary fund: Moved: Adam Gard'ner Seconded: Troy Landrebe Carried.	N/A	N/A

Correspondence for Consideration	A letter was received thanking the Board for their recent support of the Pink Breakfast.	N/A	N/A
Other Correspondence	The summary was tabled.	N/A	N/A
Resolution to take a break	The Chair proposed the Board take a break at 7.54 pm.		
The meeting resumed at 8.10 pm			
Financial	<p>31 December 2018 Final Annual Report and Audit Opinion The above was tabled, and the Business Manager gave a verbal overview.</p> <p>Financial Report and Management Summary Report – for period ended 31 May 2019 The above financial reports were tabled by the Business Manager who gave a detailed verbal outline, particularly for the benefit of the new board members. Detailed discussions took place.</p> <p>It was then moved to accept all the above financial reports: Moved: Adrian Paterson Carried.</p> <p>Uniform Stock Levels The Business Manager gave a verbal overview of the uniform shop's current stock levels. Some discussions took place and the following noted:</p> <ul style="list-style-type: none"> • Now 3 years of students in the new uniform – higher demand • No alternative supplier • Agreement re re-ordering quantities – stock levels have crept up • The level of insurance cover has been increased to \$80,000 <p>It was agreed that, while the uniform is still establishing, the uniform stock levels will be reviewed each year and a proposal submitted to the Board by the Business Manager.</p> <p>School Donations Stephen Rout tabled a copy of the LHS's submission which has gone to parliament. Some discussion followed and the Board Chair suggested the LHS's submission is sent out to parents/caregivers so that they are aware.</p>	Adrian Paterson	Next Meeting
Property	<p>Property Report The Property Report was tabled, and Andrew Marshall gave a verbal overview including:</p> <ul style="list-style-type: none"> • 5YA MOE approvals • Gym 1 – south exterior being looked at • Heating issues – working with School Support 	Rob Silcock	Next Meeting

	<p>Stephen Rout passed on some information from a recent Principals' meeting relating to the large-scale lockdown in March. Schools have some common issues (eg new open buildings with very large windows) – MOE are looking into them and a review is due out this year.</p> <p>It was moved to accept the Property report: Moved: Andrew Marshall Seconded: Adrian Paterson Carried.</p>		
In Committee	<p>It was moved by Adrian Paterson at 8.43 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. Stand downs and suspensions 4. Deloitte Management Report 5. Property Report – MOE/LHS Property Business Case Review 6. BOT Contact List 7. International Matters 8. Student Matters 9. Staff Matters 10. 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 Adrian Paterson and Stephen Rout	
Resolution to move out of committee	<p>The Chairperson proposed the Board move out of Committee at 9.15 pm: Moved: Chairperson Carried.</p>		
Meeting Closed	9.15 pm.		
Next Meeting	Monday 12 August 2019		

Chairperson: _____

Dated: _____