

Lincoln High School Board of Trustees

Minutes of the Meeting held on Monday 12 August 2019 at 6 pm.

- Present:** Adrian Paterson (Chairperson), Kathy Paterson, Adam Gard'ner, Troy Landrebe, Ben Olijkan, Maria Connolly and Emma Jackson.
- Apologies:** Andrew Marshall arrived at 6.53 pm.
- In Attendance:** Stephen Rout (Associate Principal), Barry Williamson (Business Manager), Brine Styles (HOLA Physical Education/Health) and Tracy Roberts (Secretary)
- Welcome:** Adrian Paterson welcomed everyone. He officially welcomed the three new BOT (Adam Gard'ner, Troy Landrebe and Ben Olijkan (his first meeting)) to the Board. For the benefit of the new members, the Chair asked everyone to introduce themselves. Brief 'round the table' introductions followed.
- Minutes:** **1 July 2019 Minutes:**
It was moved the Minutes of the 1 July 2019 meeting be taken as read and accepted as a true and accurate record:
Moved: Adrian Paterson
Carried.
- Disclosure of Interest:** The Interest Register has been updated to include the interests of Adam Gard'ner and Troy Landrebe. Interest Register Templates were given to Ben Olijkan and Emma Jackson. Ben Olijkan completed and returned his at the meeting.
- Presentation:** At the beginning of the meeting, Brine Styles gave a PowerPoint presentation on the Physical Education/Health Department to the Board. Her presentation included information relating to: departmental goals, staff and the thorough preparation process associated to the changes regarding the Yr 11 2020 programme (ie Semesters).

The presentation was very well received, and the Board thanked Brine Styles who then left the meeting at 6.42 pm.

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
Ex-staff Member	Kathy Paterson informed the Board that Kathy Summ had passed away earlier today, following a valiant battle with cancer.	N/A	N/A
BOT Sub-committee	It was confirmed that Ben Olijkan would join the Finance Committee.	N/A	N/A
Held Over	Bee Keeping Policy & Procedures – new policy.		

<p>Health & Safety</p>	<p>H&S Toolkit Data and Graphs The above documents were tabled, and discussions followed. The following noted:</p> <ul style="list-style-type: none"> • When the school is open, a defibrillator is always accessible and is located in the main office, wall mounted, near the sickbay. • The BOT do not require ongoing updates regarding staff and treatment of injuries. This comes under Management rather than Governance. However, the Principal may, if considered needed, report on such matters to the Board. <p>It was then moved to accept the Health & Safety data: Moved: Adrian Paterson Carried.</p>	Principal	Next Meeting
<p>Self-Review</p>	<p>Policies for review Nutrition Policy The above policy was tabled, and some discussion followed. Some amendments/inclusions were suggested:</p> <ul style="list-style-type: none"> • Rationale. • Reference to legislation – Food Act 2014. • Guidelines. • LHS Tuckshop to be included/mentioned. <p>Adam Gard’ner is going to try and source a sample draft policy.</p> <p>A tracked, amended, draft version will be resubmitted at the next meeting.</p> <p>Protected Disclosures Policy The above policy was tabled, and some discussion followed. Some amendments/inclusions were suggested:</p> <ul style="list-style-type: none"> • ‘Introduction’ changed to ‘Rationale’. • The section ‘The policy consists of’ to be removed. • ‘Conditions for Disclosure’ section – Protected Disclosures Act to be checked re possible legal terminology. • Removal/changes to some wording. <p>A tracked, amended, draft version will be resubmitted at the next meeting.</p> <p>Harassment Policy The above policy was tabled, and some discussion followed. Some amendments/inclusions were suggested:</p> <ul style="list-style-type: none"> • ‘Definition’ changed to ‘Rationale’. • ‘Visual’ changed to ‘non-verbal’. • Removal/changes to some wording. • Layout/format to match the usual policies’ format. 	<p>Adam Gard’ner Principal</p> <p>Principal</p>	<p>ASAP</p> <p>Next Meeting</p> <p>Next Meeting</p>

	<p>A tracked, amended, draft version will be resubmitted at the next meeting.</p> <p>Child Protection Policy – New policy The above policy was tabled, and some discussion followed. Some amendments/inclusions were suggested:</p> <ul style="list-style-type: none"> • ‘Guidelines’ to be separate. • The CPP and relevant procedures to be looked at together. • Once the Board have approved the content, the policy may go out to staff for feedback. • Once finalised – the content of other policies/procedures may require updating. <p>A tracked, amended, draft version will be resubmitted at the next meeting.</p> <p>Staff Leave Without Pay Policy The above policy was tabled, and some discussion followed. Some amendments/inclusions were suggested:</p> <ul style="list-style-type: none"> • Rationale. • Wording re HOD/HOLA to be updated. • Each application will be treated on it’s own merits. • ‘7g’ precedence sentence to be removed. <p>A tracked, amended, draft version will be resubmitted at the next meeting.</p>	Principal	Next Meeting
		Principal	Next Meeting
		Principal	Next Meeting
Resolution to take a break	The Chairperson proposed the Board take a break at 8.01 pm.		
The meeting resumed at 8.05 pm			
Strategic Planning	None.		
Principal’s Report	<p>The Principal’s Report was tabled by Kathy Paterson who gave a verbal outline. General discussions took place and Kathy Paterson gave clarification as and when required.</p> <p>The Principal also tabled the following reports associated with her Term 2 sabbatical and travels:</p> <ul style="list-style-type: none"> • Sabbatical Report 2019 • CIUC Principals’ Delegation to China – April 2019 • Brisbane Principals’ Visit 2019 • BELMAS 2019 <p>The Board Chair acknowledged the in-depth reports.</p> <p>The Principal thanked Stephen Rout for being Acting Principal for Term 2. She also acknowledged that Term 2 had been a difficult one. The Principal also thanked Blair Johnstone, Marama Lynch and Tony Melton. Kathy confirmed that she had had some good quality</p>	Kathy Paterson	Next Meeting
		N/A	N/A

	<p>time away and was very grateful for the work done by the outstanding Senior Leadership Team.</p> <p>Stephen Rout acknowledged the team effort – affirmation of a good team.</p> <p>NCEA Data Analysis 2018/2019 Kathy Paterson tabled the NCEA Data Analysis and gave a verbal overview. Discussions had and the following noted:</p> <ul style="list-style-type: none"> • Trending data is going well. • Boys’ achievement - The move to semesters (2020) should help with this. • ‘Other’ ethnicity – The Principal will investigate what this ‘Other’ ethnicity category includes. <p>It was moved to accept the Principal’s Report: Moved: Kathy Paterson Seconded: Adam Gard’ner Carried.</p>	N/A	N/A
Student’s Report	<p>Emma Jackson tabled her report and gave a verbal outline.</p> <p>Emma Jackson also tabled the London Private Schools ‘school brochure’ for the information of the Board.</p> <p>It was moved to accept the Student’s Report: Moved: Emma Jackson Seconded: Troy Landrebe Carried.</p>	N/A	N/A
Hon Tracey Martin	<p>Decisions on Learning Support Co-ordinators Kathy Paterson tabled a letter from Hon Tracey Martin and shared some verbal information. Disappointment that we had not been included in this funding.</p>	N/A	N/A
Planned Trips Updates	<p>The following Trip Updates were tabled:</p> <ul style="list-style-type: none"> • Classical Studies – April 2020 • China – April 2020 • Germany – July 2020 • Ecuador & Galapagos – Dec 2020 • Japan – April 2021 	Principal	Next Meeting
School Trip Proposal	<p>The Silk Route – 2022 A new expression of interest was tabled by the Chair who gave a verbal overview. Detailed discussions took place and the following noted:</p> <ul style="list-style-type: none"> • The previous Silk Route proposal, tabled at the last meeting was done so in error. This proposal is the correct one. • The trip must be completely 100% self-funded. 		

	<ul style="list-style-type: none"> The Silk Route trip timing is dictated by weather constraints. <p>It was agreed that, although the Board are not saying the trip can not go ahead, the final decision will not be made until full detailed costings are submitted for further consideration. It was also suggested that a different trip option (different time of year) be considered and costed for.</p> <p>It was also suggested that some guidelines/procedures relating to school trips be looked into.</p>		
Germany Trip	<p>SDC Funding Application</p> <p>With regard to the planned school trip to Germany, approval from the Board was sought by a teacher to apply for some funding from Selwyn District Council.</p> <p>It was moved to approve the funding application to Selwyn District Council: Moved: Maria Connolly Seconded: Andrew Marshall Carried.</p>	N/A	N/A
Correspondence for Consideration	None received.		
Financial	<p>Financial Report and Management Summary Report – for period ended 30 June 2019</p> <p>The above financial reports were tabled by Adrian Paterson who gave a verbal outline.</p> <p>General discussions took place and the following noted:</p> <ul style="list-style-type: none"> Budgeted deficit – indications are that this may be exceeded. <p>The Chair suggested that a strategic meeting related to finance, and going forward without a deficit, be planned for later this year.</p> <p>It was moved to accept the Finance report: Moved: Adrian Paterson Carried.</p>	Board Chair	Next Meeting
Property	<p>Property Report</p> <p>The Property Report was tabled and discussed.</p> <p>It was suggested that, prior to the start of the next BOT meeting, a Board school walk round is done to identify/recognise works done and works yet to be done.</p> <p>It was moved to accept the Property report: Moved: Andrew Marshall</p>	Andrew Marshall	Next Meeting

	<p>Seconded: Troy Landrebe Carried.</p> <p>Garden to Table Project A photograph of some planter boxes was tabled. Some discussion took place and the following noted:</p> <ul style="list-style-type: none"> • Coffee Culture's (Head Office) \$500 Local Heroes Scholarship award to a student to go towards the set up and running of the Garden to Table programme. • The huge effort and support of the programme by Greenlinc. <p>It was then moved to go ahead with the Garden to Table Project: Moved: Kathy Paterson Seconded: Adam Gard'ner Carried.</p>		
In Committee	<p>It was moved by Adrian Paterson at 9.01 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. Manuka College 5. International Report 6. MOE-LHS Property Business Case Review 7. BOT Contact List 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 Kathy Paterson	
Resolution to move out of committee	<p>The Chairperson proposed the Board move out of Committee at 9.27 pm: Moved: Board Chair Carried.</p>		
Meeting Closed	9.28 pm.		
Next Meeting	Monday 16 September 2019.		

Chairperson: _____

Dated: _____