

Lincoln High School Board of Trustees

Minutes of the Meeting held on Monday 20 May 2019 at 6 pm.

Present: Adrian Paterson (Chairperson), Lisa Voorwinde, Stephen Rout (Acting Principal), Rob Silcock, Andrew Marshall, Paul Lancaster, Maria Connolly and Emma Jackson.

Apologies:

In Attendance: Tracy Roberts (Secretary), Barry Williamson (Business Manager), Marama Lynch (Acting Associate Principal) and Dave Phillipps (HOLA Maths).

Welcome: Adrian Paterson welcomed everyone to the last meeting of this existing Board. Adrian Paterson thanked all for their time and effort during the last year.

Minutes: **March 25 2019 Minutes:**
It was moved the Minutes of the 25 March 2019 meeting be taken as read and accepted as a true and accurate record:
Moved: Adrian Paterson
Carried.

Disclosure of Interest: No changes.

Presentation: At the beginning of the meeting, Dave Phillipps gave a PowerPoint presentation on the Mathematics Department to the Board. His presentation included information relating to the department's goal: To grow students who can engage, enjoy and succeed in Maths TODAY, so they can be confident, independent, critical thinkers TOMORROW.

The presentation was very well received, and the Board thanked Dave Phillipps who then left the meeting at 6.40 pm.

Business of the Meeting

| Subject | Resolution/Detail | | Date To Be Completed |
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| Held Over | Bee Keeping and procedures. | | Next Meeting |
| Health & Safety | Stephen Rout tabled the Health & Safety Toolkit data and graphs. Some discussions followed around the apparent jump in figures. Stephen Rout gave clarification regarding the new Kamar 'Nurse' reporting system. Following some system changes, future reports will differentiate the minor things. | Acting Principal | Next Meeting |
| Self-Review | International Students: Fees Refund Policy Stephen Rout tabled the draft version of the new, much more detailed policy. He gave a verbal overview of the changes and consultation with Seiber. Some discussions ensued and the following noted: | Acting Principal | Next Meeting |

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| | <ul style="list-style-type: none"> • Repetitive in some places – possible consolidation suggested. • Concerns re the wording ‘reasonable written notice’ and ‘reasonable costs’. How long/much is reasonable? ‘Incurred costs’ suggested as an alternative. • Does the old policy cover existing students? And the new policy applies to future sign-ups? <p>The policy will be looked at again and will be re-submitted at the next meeting.</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.</p> <p>Stephen Rout verbally informed the Board of the following International Dept matters:</p> <ul style="list-style-type: none"> • To ensure compliancy, some changes have been made to the Code of Conduct. • The Director of International Students is currently in Argentina. • Canterbury University has approached LHS regarding the Indian market – may be some potential pathway opportunities. • Emma Aker and Kathy Paterson recently attended the SDC International Students event. <p>It was moved to accept the Principal’s Report: Moved: Stephen Rout Seconded: Andrew Marshall Carried.</p> | Acting Principal | Next Meeting |
| Student’s Report | <p>Emma Jackson tabled her report and gave a verbal outline. Some discussion followed.</p> <p>It was moved to accept the Student’s Report: Moved: Emma Jackson Seconded: Lisa Voorwinde Carried.</p> | Student Trustee | Next Meeting |
| LHS Kapa Haka Group | The Chair mentioned that he had recently attended the Ararira Springs Primary opening where the Kapa Haka group had performed – ‘superb and really nice to see’. | 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 • Ecuador & Galapagos – Dec 2020 | N/A | N/A |

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| | Some discussion took place and Stephen Rout gave clarification as and when required. | | |
| School Trips Final Reports | <p>The following Final Reports were tabled:</p> <ul style="list-style-type: none"> • France – April 2019 <ul style="list-style-type: none"> ○ Some photos were shared and passed around the table. • Japan – April 2019 <p>The Chair acknowledged the excellent final trip reports.</p> | N/A | N/A |
| Trip Proposals | <p>The following trip proposals were tabled and discussed:</p> <ul style="list-style-type: none"> • Germany – July 2020 <ul style="list-style-type: none"> ○ This is the first year re German language classes. ○ Fiona Bamford is very experienced and well-organised re trips. • Japan – April 2021 <p>All signaled their support and it was then moved to approve to proceed to the next phase of planning: Moved: Adrian Paterson Carried.</p> | N/A | N/A |
| Sports, Academic & Cultural Fund Application | <p>Two applications were received from:</p> <ol style="list-style-type: none"> 1. Yr 13 Student This was discussed in-committee and it was decided to decline the application. However, it was moved to award the student \$2000 from a BOT discretionary fund: Moved: Lisa Voorwinde Seconded: Maria Connolly Carried. 2. Brainbee 2019 Trip The application was tabled and discussed. It was then moved that \$50 per student (\$400 in total) be awarded to the Brainbee 2019 trip: Moved: Rob Silcock Seconded: Paul Lancaster Carried. | Board Secretary | ASAP |
| NCEA L1 and Semesters for 2020 | <p>The Chair gave a verbal overview of the topic. Stephen Rout then gave detailed information relating to the rationale behind the decisions to remove NCEA L1 qualification and introduce semesters for Yr 11 from next year. He also informed the Board that other schools' experiences have been sought and carefully considered.</p> <p>Lengthy discussions took place and Stephen Rout gave clarification as and when required. The following noted:</p> | | |

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| | <ul style="list-style-type: none"> • Removal of L1: <ul style="list-style-type: none"> ○ Reduce stress for students. ○ Teach for learning rather than assessments. ○ Ensure Yr 11 are more focused on learning. ○ Most employers are now looking for more than L1. ○ Tertiary is more than L1. ○ Re NCEA review - L1 is actually optional – keep it as optional. ○ Would be some L1 credits – not enough to get L1 in one year. ○ Yr 11s would work towards achieving L2 by the end of Yr 12. ○ Numeracy and Literacy is still 20 credits. • Semesters: <ul style="list-style-type: none"> ○ Two halves of the year. ○ Offers flexibility. ○ Opportunities to motivate students. <p>Currently staff feedback is being collated and then the next steps are to communicate and inform the community.</p> | Acting Principal | As and when |
| Uniform | <p>The Chair informed the Board that he had been contacted by a parent regarding the new raincoat and costs and gave a verbal overview. Discussions took place and Marama Lynch gave clarification as and when required.</p> <p>It was acknowledged that there is currently no second-hand market available that families can access.</p> | N/A | N/A |
| Appendix C: Funding Overseas | <p>1. Kathy Paterson – Re CWCSA - Principals’ Professional Learning Group to Brisbane – May 2019.</p> <p>The above document was tabled and the original signed off by the Board Chair.</p> | N/A | N/A |
| PPTA Strike Day – 29 May 2019 | <p>Discussions were had regarding the PPTA strike day and whether the school would remain open or not.</p> <p>Following discussions, it was moved that the school would remain open for supervision only (not instruction): Moved: Adrian Paterson Carried.</p> | N/A | N/A |
| Pink Ribbon Breakfast | <p>It was moved, be email, that the Board would support the LHS staff Pink Ribbon Breakfast, being held on 31 May 2019, by donating \$250.00: Moved: Adrian Carried.</p> | N/A | N/A |

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| Enrolment Scheme | It was moved, by email, that Lincoln High School retains its current enrolment scheme: Moved: Adrian Paterson Carried. | N/A | N/A |
| International Student Fees 2020 | It was moved, by email, that the International Student Fees for 2020 are approved as per the submitted proposal and recommendation of the Director of International Students: Moved: Adrian Paterson Seconded: Lisa Voorwinde Carried. | N/A | N/A |
| Resolution to take a break | The Chair proposed the Board take a break at 7.47 pm. | | |
| The meeting resumed at 7.51 pm. | | | |
| Correspondence for Consideration | MOE Education re 10 Year Property Plan – discussed in-committee. | N/A | N/A |
| Other Correspondence | The summary was tabled. | N/A | N/A |
| Financial | <p>Financial Report and Management Summary Report – year to date 30.04.2019 The above financial reports were tabled by Lisa Voorwinde who gave a verbal outline and some general discussions took place.</p> <p>It was then moved to accept the Financial Report and Management Summary report – year to date 30.04.2019: Moved: Lisa Voorwinde Seconded: Rob Silcock Carried.</p> <p>Financial Report and Management Summary Report – year to date 31.03.2019 Lisa Voorwinde tabled the above reports for the information of the Board.</p> <p>Statutory Financial Reports – 31.12.2018 The draft ‘Representation’ letter was tabled as a work-in-progress document. Lisa Voorwinde and Barry Williamson gave verbal overviews and the following noted:</p> <ul style="list-style-type: none"> • All requested information has been provided to the auditors. • Includes same numbers as reported to the BOT in February. • The letter requires BOT sign-off and is due to be in by 31.05.2019. <p>Some discussions took place and it was then moved, that in the event of no changes, the Board approves and authorises the Acting</p> | Lisa Voorwinde | Next Meeting |

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| | <p>Principal and Board Chair to sign off the Financial Statements and sign the 'Representation' letter on behalf of the school: Moved: Lisa Voorwinde Seconded: Rob Silcock Carried.</p> <p>NB: If there are any changes, these will be communicated to the Board, prior to sign-off.</p> | | |
| Property | <p>Property Report Rob Silcock tabled the report and gave a verbal overview.</p> <p>Some further discussions took place in-committee.</p> <p>It was moved to accept the Property report: Moved: Rob Silcock Seconded: Andrew Marshall Carried.</p> | Board Chair | Next Meeting |
| In Committee | <p>It was moved by Adrian Paterson at 7.58 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. Property 5. Out of Zone Students - 2020 6. International 7. Student Matters 8. Staff Matters 9. 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 Board Chair proposed the Board move out of Committee at 8.55 pm: Moved: Chairperson Carried.</p> | | |
| Meeting Closed | 8.55 pm. | | |
| Next Meeting | 24 June 2019 | | |

Chairperson: _____

Dated: _____