

## Lincoln High School Board of Trustees

### Minutes of the Meeting held on Monday 21 October 2019 at 6 pm.

**Present:** Adrian Paterson (Chairperson), Kathy Paterson, Andrew Marshall, Adam Gard'ner, Troy Landrebe, Ben Olijkan, Maria Connolly and Poppy Cuthbert.

**Apologies:**

**In Attendance:** Tracy Roberts (Secretary), Barry Williamson (Business Manager) and Denise van Vuuren (Acting HOLA Technology).

**Welcome:** Adrian Paterson welcomed everyone and welcomed the new Student Trustee, Poppy Cuthbert, to her first Board meeting.

**Minutes:** **16 September 2019 Minutes:**  
It was moved the Minutes of the meeting, held on Monday 16 September 2019, be taken as read and accepted as a true and accurate record:  
Moved: Adrian Paterson  
Ayes given  
Carried.

**Disclosure of Interest:** No changes.

**Presentation:** At the beginning of the meeting, Denise van Vuuren gave a PowerPoint presentation on the Technology Department to the Board. Her presentation included information relating to; staffing (numbers and expertise), the variety of subject areas within the department, student engagement/success re competitions, semesterisation, future collaboration opportunities and on-going visions/expectations of the Technology Department – exciting times ahead!

Kathy Paterson informed the Board that Denise van Vuuren has been, and is doing, a fantastic job as Acting HOLA, and has a strong vision for Technology.

The presentation was very well received, and the Board thanked Denise van Vuuren who then left the meeting at 6.36 pm.

#### Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
<b>Held Over</b>	Bee Keeping Policy & Procedures.		Next Meeting
<b>Health &amp; Safety</b>	The H&S Toolkit data and graphs were tabled, and Kathy Paterson shared some verbal information.	Principal	Next Meeting
<b>Self-Review</b>	<b>Harassment Policy</b> A tracked version of this policy was re-submitted, showing some suggested changes in the wording of the rationale. Detailed discussions were had, and the word ' <b>currently</b> ' was also added		

	<p>after ‘... anyone ...’. It was then moved to accept all the changes and approve the policy:  Moved: Ben Olijkan  Seconded: Andrew Marshall  Ayes given  Carried.</p> <p>NB: The Board Secretary to check if the associated procedures are on the school website.</p> <p><b>Child Protection Policy</b>  This policy was re-submitted following changes. Discussions took place and the following changes suggested:</p> <ul style="list-style-type: none"> <li>• Re No 3 – A written report will be made <b>by the Child Protection Co-ordinator and will be made available, if required, to Oranga Tamariki, Police or other relevant appropriate outside agencies.</b></li> <li>• The ‘Guidelines’ will be named <b>‘Procedures – Child Protection Policy’</b>).</li> </ul> <p>It was then moved to accept the changes and approve the policy:  Moved: Adrian Paterson  Ayes given  Carried.</p> <p><b>Education for Sustainability Policy</b>  A tracked version of the above policy was re-submitted, and discussions took place. The following changes suggested:</p> <ul style="list-style-type: none"> <li>• The policy title to be <b>‘Sustainability Policy’</b> not Education for Sustainability Policy.</li> <li>• No 5 – the words <b>‘work to’</b> to be removed.</li> </ul> <p>It was then moved to accept the changes and approve the policy:  Moved: Adrian Paterson  Ayes given  Carried.</p> <p><b>International Students – Fees Refund Policy</b>  This policy was submitted to the Board for clarification around the interpretation of some wording. Discussions took place and the following noted:</p> <ul style="list-style-type: none"> <li>• The rationale to be standardised, ie <b>‘The purpose of this policy is to provide information and guidance to ...’</b>.</li> <li>• 3<sup>rd</sup> paragraph – The sentence <b>‘ The School Board of Trustees will consider all requests for a refund of international student fees.’</b> to be removed.</li> <li>• The sentence <b>‘Any requests that are deemed/considered outside of this policy may be referred to the Board of Trustees (BOT) for consideration.’</b> to be added at the end of policy.</li> </ul>	Board Secretary	ASAP
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	<p>It was then moved to accept the changes and approve the policy:  Moved: Kathy Paterson  Seconded: Troy Landrebe  Ayes given  Carried.</p> <p>Kathy Paterson informed the Board that the Director of International Students, had completed a review as part of the NZQA's Education (Pastoral Care of International Students) Code of Practice 2016.</p>		
<b>Strategic Planning</b>	<p><b>Financial Strategies 2020 to 2022</b>  A tracked version of the above Financial Strategies was submitted, and discussions followed. It was then moved to accept the changes and approve the Financial Strategies:  Moved: Kathy Paterson  Seconded: Adam Gard'ner  Ayes given  Carried.</p>	N/A	N/A
<b>Principal's Report</b>	<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. The following noted:</p> <ul style="list-style-type: none"> <li>• On the first page of the report – top of the right-hand column, the date should be 'Oct 16'. The data is correct.</li> <li>• The recent Musical Showcase was excellent – displayed a wide breadth of musical talent.</li> <li>• The 2020 Head Students will be announced at the upcoming assemblies.</li> </ul> <p>It was moved to accept the Principal's Report:  Moved: Kathy Paterson  Seconded: Troy Landrebe  Ayes given  Carried.</p> <p><b>NCEA Data Analysis 2019 Internals</b>  The above data analysis was tabled. All acknowledged the data is tracking as expected.</p>	Kathy Paterson	Next Meeting
<b>Student's Report</b>	<p>There was no student report as this was the first meeting attended by the new Student Trustee.</p>	N/A	N/A
<b>NZSTA – Government Initiatives</b>	<p><b>Term 4 Regional Newsletter – Government Initiatives</b>  Kathy Paterson tabled the above document and gave a verbal overview. Detailed discussions took place regarding the section on school donations.</p>	N/A	N/A

	Concerns were voiced about the possible potential impact of future Government decisions associated with school donations and 'free' education.		
<b>Planned Trips Updates</b>	<p>The following Trip Updates were tabled:</p> <ul style="list-style-type: none"> <li>• Classical Studies – April 2020</li> <li>• China – April 2020</li> <li>• Germany – July 2020</li> <li>• Ecuador &amp; Galapagos – Dec 2020</li> <li>• Japan – April 2021</li> </ul> <p>The above trip updates were tabled and the inclusion of fundraising details, on some, were appreciated by the BOT. The Board Chair asked the Principal to pass on their thanks to the staff who submitted the reports.</p>	Principal	Next Meeting
<b>Resolution to take a break</b>	The Chairperson proposed the Board take a break at 7.30 pm.		
<b>The meeting resumed at 7.40 pm</b>			
<b>Correspondence for Consideration</b>	None received.		
<b>Other Correspondence</b>	The summary was tabled.	N/A	N/A
<b>Financial</b>	<p><b>Financial Report and Management Summary Report – for period ended 30 September 2019</b></p> <p>The above financial reports were tabled by Adrian Paterson who gave a verbal outline.</p> <p>Discussions took place including regarding the deficit. All acknowledged that the deficit is being managed very well.</p> <p>It was moved to accept the Financial reports:  Moved: Adrian Paterson  Ayes given  Carried.</p> <p><b>Insurance</b></p> <p>Barry Williamson informed the Board that the insurance renewals are in and all are ok. Some general discussion took place and Barry Williamson gave clarification as and when required.</p>	Adrian Paterson	Next Meeting
		N/A	N/A
<b>Property</b>	<p><b>Property Report</b></p> <p>Andrew Marshall tabled the report and gave a verbal overview. Some discussion was had and the following noted:</p> <ul style="list-style-type: none"> <li>• Insurance – Due to the number of on-going projects, the projects cover may be exceeded. It was decided that Barry Williamson will look into the matter.</li> </ul>	Andrew Marshall	Next Meeting

	It was moved to accept the Property report: Moved: Andrew Marshall Seconded: Kathy Paterson Ayes given Carried.		
<b>BOT Meeting Packs</b>	Following a suggestion from a Board member regarding hard-copy board packs and sustainability, some discussion took place and it was decided that the next meeting's board packs would be emailed out (no hard copies provided).	Board Secretary	Next Meeting
<b>In Committee</b>	<p>It was moved by Adrian Paterson at 7.56 pm that the public be excluded from the following part of the proceeding of this meeting:</p> <ol style="list-style-type: none"> <li>1. Minutes from previous meeting</li> <li>2. Alternative Education Students</li> <li>3. Stand downs and suspensions</li> <li>4. BOT Contact List</li> <li>5. Property</li> <li>6. Student Matters</li> <li>7. Staff Matters</li> <li>8. Staff Award</li> </ol> <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	
<b>Resolution to move out of committee</b>	The Chairperson proposed the Board move out of Committee at 8.39 pm: Moved: Chairperson Carried.		
<b>Meeting Closed</b>	8.39 pm.		
<b>Next Meeting</b>	Monday 25 November 2019 NB: This meeting may be moved back a week – to be confirmed.		

Chairperson: \_\_\_\_\_

Dated: \_\_\_\_\_