

Lincoln High School Board of Trustees Minutes of the Meeting held on Monday 25 February 2019 at 6 pm.

Present: Adrian Paterson (Board Chair), Lisa Voorwinde, Kathy Paterson, Rob Silcock, Andrew Marshall, Paul Lancaster, Maria Connolly and Emma Jackson.

Apologies: None.

In Attendance: Stephen Rout (Associate Principal), Tracy Roberts (Secretary) and Barry Williamson (Business Manager).

Welcome: Adrian Paterson welcomed everyone.

Minutes: **Monday 26 November 2018 Minutes:**
Amendment needed – Lisa Voorwinde was not in attendance. Following the amendment, it was moved the Minutes of the November meeting be taken as read and accepted as a true and accurate record:
Moved: Adrian Paterson
Carried.

Monday 18 February 2019 – Strategic Planning Minutes:
It was moved the Minutes of the February Strategic Planning meeting be taken as read and accepted as a true and accurate record:
Moved: Adrian Paterson
Carried.

Monday 18 February 2019 – HOLA Data Presentations
It was decided to send letters to the HOLA presenters from the Board.

Disclosure of Interest: No changes.

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
Election of Chair	Adrian Paterson was nominated and elected unopposed as Board Chair: Nominated: Rob Silcock Seconded: Andrew Marshall Secretary asked if all was in agreement – Ayes given. Carried. It was decided there would be no changes to the Deputy Chair – Lisa Voorwinde would remain in the role until the Trustee Elections.	N/A	N/A

	It was decided to consider the committees after the upcoming BOT elections.		
Held Over	The Bee Keeping Policy & Procedures was held over until the next BOT meeting.	Kathy Paterson	March Meeting
Health & Safety	<p>The Health & Safety data and graphs were tabled.</p> <p>The Principal gave some verbal information relating to the ambulance attendances and some staff injuries.</p> <p>It was then moved to accept the Health & Safety data: Moved: Adrian Paterson Carried.</p>	N/A	N/A
Self-Review	<p>Policies for review</p> <p>Delegated Authorities The Principal tabled an amended version of the Delegated Authorities Policy which shows some changes in position titles of the Senior Leadership Team. Kathy Paterson gave a verbal overview of the rationale behind the changes.</p> <p>It was then moved to accept the changes to the Delegated Authorities Policy: Moved: Adrian Carried.</p> <p>It was also moved to confirm that the Principal has delegated authority, as per the Delegated Authorities Policy: Moved: Adrian Paterson Carried.</p> <p>Some discussion took place regarding the Principal's Term 2 sabbatical and all agreed any required delegation of authority was already covered in the Delegated Authorities Policy.</p> <p>Governance Structure Policy The above policy was re-submitted with some changes. Some discussion ensued and the following additional changes to the document were also recommended:</p> <ul style="list-style-type: none"> • The word 'values' changed to 'tikanga' throughout the document. • Reference to Newsletter and school magazine to be removed. <p>It was then moved to accept all the changes: Moved: Adrian Paterson Carried.</p>		

	<p>Expenditure Approval and Payment Procedures</p> <p>The above document, with an amendment, was tabled. It was moved to accept the changes: Moved: Adrian Carried.</p>		
Strategic Planning	None.	Kathy Paterson	N/A
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. The following noted:</p> <ul style="list-style-type: none"> • School roll holding at over 1400. • Yr 13 is a large cohort – over 300. • Will be looking at out of zoners re Yrs 9 to 12 in 2020 to stabilize numbers at this stage in the year. • Staff participation re supporting sports teams is down. <p>It was moved to accept the Principal's Report: Moved: Kathy Paterson Seconded: Lisa Voorwinde Carried.</p>	Kathy Paterson	Next Meeting
Student's Report	<p>Emma Jackson tabled her report and gave a verbal outline. The following noted:</p> <ul style="list-style-type: none"> • The senior tie is liked by the Yr 11s. • The new sun shade sails are working well – students would like more in the future. <ul style="list-style-type: none"> ○ The Principal confirmed more new ones due to be installed this week. <p>It was moved to accept the Student's Report: Moved: Emma Jackson Seconded: Maria Connolly Carried.</p>	N/A	N/A
2019 BOT Meeting Dates	This document was tabled.	N/A	N/A
BOT Contact Details	This document was tabled. The title 'Deputy Principal' to be changed to 'Associate Principal'.	Secretary	Next Meeting
Planned School Trip Updates	<p>The following Trip Updates were tabled:</p> <ol style="list-style-type: none"> 1. France – April 2019 2. Japan – April 2019 3. Classical Studies – April 2020 	N/A	N/A

School Trip – Final Report	<p>World Challenge Nepal – December 2018</p> <p>The report was very well received by the Board, some discussions took place and the following noted:</p> <ul style="list-style-type: none"> • Exceptional trip – very positive for all who participated – students and staff. • Resulted in a huge growth in the participating students. • The participating teachers are in awe of the students and what they achieved. • The trip was really well supported by the backing organisation – World Challenge. 	N/A	N/A
School Trip Proposal	<p>Ecuador & Galapagos – December 2020</p> <p>The Principal tabled the proposal and gave a verbal overview. Some discussion took place and the following noted:</p> <ul style="list-style-type: none"> • World Challenge would be the backing organisation. • Approximate costs: <ul style="list-style-type: none"> ○ Ecuador \$8000 ○ Galapagos \$4000 • There is plenty of time for money to be raised via fundraising. <p>The Board agreed that Kathy Paterson could go ahead and sign World Vision’s Memorandum of Understanding.</p>	N/A	N/A
Appendix C: Funding Overseas Travel Using Crown Funding Checklist	<ol style="list-style-type: none"> 1. Principal delegation to China (Confucius Institute) – 2019 2. France Trip – 2019 3. Classics Trip – 2020 <p>The above documents were tabled and the originals were signed off by the Board Chair.</p>	N/A	N/A
Mahoe Reserve	<p>The Board Chair tabled an email of complaint which had been sent to the Principal. He also verbally outlined the nature of the complaint involving LHS students.</p> <p>Detailed discussions followed and the on-going nature of the issues was acknowledged by the Board. However, all agreed, that there are no easy solutions and the Mahoe Reserve is not under the control of LHS. It was agreed that, wherever possible, LHS staff will continue to try and limit LHS students’ unsociable activities within the Mahoe Reserve.</p>	N/A	N/A
Tomorrow’s Schools Independent Taskforce	<p>Our Schooling Futures: Stronger Together – The 8 Key Issues booklet was tabled by the Board Chair who gave a verbal overview and highlighted the 8 Key Issues.</p> <p>Some detailed discussions took place and the Principal gave clarification as and when required.</p>	Board Chair	Next Meeting

	<p>Schools have been asked to provide feedback via a survey. It was agreed that this matter would be discussed again at the next meeting and then the Board Chair will respond to the survey.</p> <p>The Board was informed of an upcoming meeting to be held with Amy Adams (MP) at Rolleston College on Monday 18 March 2019 at 7 pm. The Board Chair will send out a reminder email.</p>	Board Chair	After The Next Meeting
		Board Chair	ASAP
Kāhui Ako Stewardship Board	<p>Lisa Voorwinde, who is LHS's representative on the Kāhui Ako Stewardship Board, gave a verbal outline of some requested feedback relating to their understanding of the Kāhui Ako and the performance of its Lead Principals. As Kathy Paterson is one of the Lead Principals, she asked the Board if they would like Kathy to leave the meeting. The Board signaled that they were happy for Kathy to stay. Lisa Voorwinde then asked the following questions:</p> <ol style="list-style-type: none"> 1. Has the Kāhui Ako process added value for your school? 2. Can you see how the Kāhui Ako will add value in the future for your school? 3. Is the Kāhui Ako where you thought it would be? 4. What do you think of the Stewardship Board structure? Do the BOT want the same Stewardship model going forward? (The Lead Principals are happy with the current model.) <p>The Board gave their verbal feedback/answers and Lisa Voorwinde will pass it/them onto the Stewardship Board Chair.</p> <p>The Board took the opportunity to thank Lisa Voorwinde for her Stewardship Board role.</p>	Lisa Voorwinde	ASAP
Correspondence for Consideration	<p>Schools Trustee Elections</p> <p>An email from NZSTA was tabled. After discussions, the following was agreed upon:</p> <ul style="list-style-type: none"> • Friday 7 June 2019 was confirmed as the election date. • Returning Officer: It was moved that Jan Brittenden be appointed as Returning Officer: Moved: Kathy Paterson Seconded: Maria Connolly Carried. <p>NB: If any additional help was needed by the Returning Officer, this would be provided from within the school community.</p> <ul style="list-style-type: none"> • Five elected Parent Trustees was a good number. If needed, there was always the option to co-opt available. • At this stage, the following Trustees are thinking of re-standing: <ul style="list-style-type: none"> ○ Adrian Paterson ○ Andrew Marshall 	N/A	N/A

<p>Financial Continued ...</p>	<p>Deloitte Statutory Annual Audits 2018, 2019 and 2020 - Terms of Engagement The Terms of Engagement were tabled and discussed. It was then moved to accept the Deloitte’s Terms of Engagement: Moved: Adrian Paterson Carried.</p> <p>Capital Expenditure on Shade Sails It was moved, by email, that the Board authorises the school to place an order for the manufacture, supply and installation of shade sails to the value of up to \$18000 which will form part of the total 2019 capital expenditure budget for the school yet to be considered and approved by the Board in total. This is to enable the benefit of this additional shading to be enjoyed by the students earlier in the year: Moved: Adrian Paterson Carried.</p> <p>Statement of Responsibility The Board authorises the Board Chair and the Principal to sign the Statement of Responsibility for the 2018 Annual Accounts on the Board’s behalf when confirmation is received that the audit is completed: Moved: Rob Silcock Seconded: Lisa Voorwinde Carried.</p> <p>Budget Statement of Financial Position and Budget Cash Flow The Board approves the inclusion of a budget for the 31 December 2018 Statement of Financial Position and a budgeted Cash Flow which are derived from the Board’s 2018 operating and capital purchases budgets: Moved: Andrew Marshall Seconded: Paul Lancaster Carried.</p> <p>MOE Paid Teachers’ Salaries The Board approves the inclusion of a budget for MOE paid Teachers’ salaries in the 2018 Statement of Comprehensive Income. The budget shall be equal to the actual teachers’ salary costs for the 2018 year and will include an income amount and an equivalent expenditure budget: Moved: Maria Connolly Seconded: Emma Jackson Carried.</p> <p>Use of MOE Land and Buildings The Board approves the inclusion of a budget for the use of land and buildings equal to the MOE estimate of notional lease costs for</p>		
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	<p>2018. The 2018 figure will include an income amount and an equivalent expenditure budget: Moved: Lisa Voorwinde Seconded: Maria Connolly Carried.</p> <p>Draft 2019 Operating and Capital Expenditure Budgets This was discussed in-committee.</p> <p>2019 Operating Budget It was moved to accept the 2019 Operating Budget, with a deficit of \$364,472: Moved: Lisa Voorwinde Seconded: Rob Silcock Carried.</p> <p>It was agreed that the Finance Committee would determine a half-yearly budget forecast/review – end of T2 suggested.</p> <p>2019 Capital Expenditure Budget General discussions took place regarding the 2019 Capital Expenditure Budget and it was then moved to approve it: Moved: Rob Silcock Seconded: Andrew Marshall Carried.</p> <p>Again, it was recommended that the Finance Committee would determine a half-yearly budget forecast/review.</p>	<p>Finance Committee</p> <p>Finance Committee</p>	<p>End of T2</p> <p>End of T2</p>
<p>Property</p>	<p>Property Report Rob Silcock tabled the report and gave a verbal overview. Some general discussions took place.</p> <p>It was then moved to accept the Property report: Moved: Rob Silcock Seconded: Andrew Marshall Carried.</p>	<p>Rob Silcock</p>	<p>Next Meeting</p>
<p>In Committee</p>	<p>It was moved by Adrian Paterson at 8.03 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 meetings 2. Alternative Education Students 3. Stand downs and suspensions 4. Financial Matters 5. International Department 6. Property Matters 7. Student Matters 8. Staff Matters 9. Staff Award 	<p>Relevant documents tabled and verbal reports given by Adrian Paterson and Kathy Paterson</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.		
Resolution to move out of committee	The Board Chair proposed the Board move out of Committee at 9.03 pm: Moved: Board Chair Carried.		
Resolution to move back into committee again	The Board Chair proposed the Board move back into committee again at 9.15 pm: Moved: Board Chair Carried.		
Resolution to move out of committee	The Board Chair proposed the Board move out of Committee at 9.47 pm: Moved: Board Chair Carried.		
Meeting Closed	9.47 pm.		
Next Meeting	Monday 25 March 2019		

Board Chair: _____

Dated: _____