

Lincoln High School Board of Trustees

Minutes of the Meeting held on Monday 25 March 2019 at 6 pm.

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

Apologies:

In Attendance: Stephen Rout (Associate Principal), Tracy Roberts (Secretary) and Willem Tolhoek (HOLA Science). Barry Williamson (Business Manager) arrived at 6.04 pm.

Welcome: Adrian Paterson welcomed everyone.

Minutes: **February 25 2019 Minutes:**
It was moved the Minutes of the 25 February 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, Willem Tolhoek gave a PowerPoint presentation on the Science Department to the Board. His presentation included information relating to: Science capabilities, key competencies, student engagement, gathering and interpreting data and preparing students for the 21st century (well-rounded scientists).

The presentation was very well received, and the Board thanked Willem Tolhoek who then left the meeting at 6.29 pm.

Business of the Meeting

Subject	Resolution/Detail	Date To Be Completed
Held Over	International Students: Fees Refund Policy.	May Meeting
Health & Safety	<p>H&S Toolkit data and graphs</p> <p>The Principal tabled the above documents and gave a verbal overview. The following noted:</p> <ul style="list-style-type: none"> • To date, there have been no reported cases of measles. <p>It was moved to accept the H&S data and graphs: Moved: Adrian Paterson. Carried.</p>	

Self-Review	<p>Policies for review</p> <p>Bee Keeping Policy and Procedures The Principal tabled the draft versions of the new Bee Keeping Policy and Procedures and gave some verbal information. Some discussion took place and it was agreed to proceed, albeit cautiously and not rushed. The documents will be tabled again at the next meeting.</p> <p>ICT Policy The Principal tabled the ICT Policy and verbally shared some information relating to the robust safety filtering system in place. Some discussion followed and no changes were suggested. Once again, it was agreed to review this policy on an annual basis.</p> <p>Credit Card Policy An amended version of the Credit Card Policy was tabled and discussed. The Principal and Business Manager gave clarification as and when required. The following amendment was agreed upon:</p> <ul style="list-style-type: none"> • Re No 3 – The wording to include: <ul style="list-style-type: none"> ○ ‘The card can only be used to draw cash in an emergency. Where the card has been used to draw a cash advance, in the case of an emergency, any unspent cash ...’. <p>It was then moved to accept the policy, with the above changes: Moved: Lisa Voorwinde. Seconded: Andrew Marshall Carried.</p>	Kathy Paterson	Next Meeting
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. The following noted:</p> <ul style="list-style-type: none"> • Re the recent lockdown – unprecedented - a review will be carried out. • The roll is over 1400. • Kāhui Ako is making good progress. The three Across School Teachers (ASTs) are doing some outstanding work. • 17 teachers are learning sign language. • Staff Social Club has started up again. <p>It was moved to accept the Principal’s Report: Moved: Kathy Paterson Seconded: Emma Jackson Carried.</p>	Kathy Paterson	Next Meeting
Student’s Report	<p>Emma Jackson tabled her report and gave a verbal outline.</p> <p>It was moved to accept the Student’s Report:</p>	N/A	N/A

	Moved: Emma Jackson Seconded: Lisa Voorwinde Carried.		
BOT Contact Details	This document was re-tabled as it included a change in Stephen Rout's title. It was decided that, going forward, this document would be presented in the 'In-committee' part of the meeting.	N/A	N/A
Our Schooling Futures: Stronger Together	The 8 Key Issues The Chair informed the Board that he and the Principal had consulted on this matter and had already submitted the response.	N/A	N/A
Planned School Trip updates	The following trip updates were tabled: 1. France – April 2019 2. Japan – April 2019 3. Classical Studies – April 2020 With regard to the Ecuador & Galapagos trip, the Principal passed on some verbal information.	Principal	Next Meeting
Sports, Academic & Cultural Fund	Kī-o-Rahi Team An application from the Kī-o-Rahi Team was received and tabled. Following detailed discussions, it was moved to award the Kī-o-Rahi Team \$800 (\$50 per student) towards their costs: Moved: Adrian Paterson Carried.	N/A	N/A
ASH Survey	Ash Year 10 Snapshot Survey 2018 was tabled and discussed and the following noted: <ul style="list-style-type: none"> The overall pattern is going down. There are, within school, health programmes to support students to stop smoking. 	N/A	N/A
Correspondence for Consideration	Seven Christchurch Schools – Enrolment Scheme A letter from the facilitator, Gabrielle Wall, was tabled and discussed and the Principal shared some verbal information. It is expected that the MOE will approach LHS. It was agreed that, if there is an area encroaching on ours, an appeal will need to be lodged. The Secretary to arrange the MOE/LHS meeting.	Board Chair Tracy Roberts	If needed ASAP
Other Correspondence	The summary was tabled.	N/A	N/A
Financial	Revised Unaudited Financial Report – for period 01.01.2018 to 31.12.2018 The updated papers, including changes to the deficit, were tabled. Lisa Voorwinde gave a verbal outline relating to the amended deficit. Some verbal clarification was given by the Business	Lisa Voorwinde	Next Meeting

	<p>Manager relating to the French Trip and money being held over two financial years.</p> <p>It was then moved to accept the revised Unaudited Financial Report: Moved: Lisa Voorwinde Seconded: Rob Silcock Carried.</p> <p>Financial Report and Management Summary Report – for period 01.01.2019 to 28.02.2019</p> <p>The above financial reports were tabled by Lisa Voorwinde who gave a verbal outline.</p> <p>It was then moved to accept the Financial Report and Management Summary report: Moved: Adrian Paterson Seconded: Paul Lancaster Carried.</p> <p>School Donation</p> <p>A proposal to increase the school donation in 2020 was tabled and Lisa Voorwinde gave a verbal overview. The following noted:</p> <ul style="list-style-type: none"> • Review of other schools’ donations have been looked at. • LHS is slightly below the average. • Some schools are much higher, some a little lower. • 2017 was LHS’s last increase. <p>Detailed discussions were had, and it was agreed to start a programme of gradual increases going forward. It was then moved to raise the school donation as per the proposal:</p> <ul style="list-style-type: none"> • \$165 for single student family units • \$270 for multiple student family units <p>Moved: Lisa Voorwinde Seconded: Andrew Marshall Carried.</p>		
Resolution to take a break	The Chairperson proposed the Board take a break at 7.33 pm.		
The meeting resumed at 7.41 pm			
Property	<p>Property Report</p> <p>Rob Silcock tabled the report and gave a verbal overview. Some discussion took place and the following noted:</p> <ul style="list-style-type: none"> • Acknowledgement of the works done – lots of visible changes. • Last week a school bus hit a bollard – insurance case. • Gym area toilet block – serious drainage issues. An independent engineer will be sourced, and solution recommendations obtained. 	Rob Silcock	Next Meeting

	<ul style="list-style-type: none"> Cyclical Maintenance Provision for 2019 and 2020 onwards – not sure if all the money will be used. Only necessary and essential maintenance will be done. <p>It was moved to accept the Property report: Moved: Rob Silcock Seconded: Andrew Marshall Carried.</p>		
In Committee	<p>It was moved by Adrian Paterson at 7.47 pm that the public be excluded from the following part of the proceeding of this meeting:</p> <ol style="list-style-type: none"> Minutes from previous meeting Alternative Education Students Stand downs and suspensions Property Matters Student Matters Staff Matters 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 8.34 pm: Moved: Chairperson Carried.</p>		
Meeting Closed	8.34 pm.		
Next Meeting	Monday 20 May 2019		

Chairperson: _____

Dated: _____