

**Lincoln High School Board of Trustees**  
**Minutes of the Meeting held on**  
**Monday 17 August 2020 at 6 pm.**

**Present:** Adrian Paterson (Chairperson), Kathy Paterson, Andrew Marshall, Troy Landrebe, Ben Olijkan, Maria Connolly and Poppy Cuthbert. Adam Gard'ner arrived at 6.06 pm.

**Apologies:**

**In Attendance:** Mitzi Ajero (Finance Manager), Tony Melton (Deputy Principal) and Tracy Roberts (Secretary). Stephen Rout (Associate Principal) arrived at 6.05 pm.

**Welcome:** Adrian Paterson welcomed everyone.

**Minutes:** **15 June 2020 Minutes:**

It was moved the Minutes of the 15 June 2020 meeting 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, Tony Melton gave a PowerPoint presentation on the 6 Yr Curriculum Plan (2019 to 2025) to the Board. He also circulated a handout which reflected the big picture. His presentation included information relating to: Different plan phases, semesters, flexibility and choice to students (to increase student engagement), different timetable structures and being able to offer courses that match the curriculum level of students (rather than their age). The 6 Yr Curriculum Plan is deliberately phased over 2 yr blocks (1 yr planning then implementation) and is linked to the proposed timeline for changes in NCEA.

Discussions took place and Kathy Paterson and Tony Melton offered clarification as and when required. Tony Melton confirmed that the usual consultation process includes the following stages:

1. Senior Leadership Team (SLT)
2. Heads of Learning Areas (HOLAs)
3. Staff
4. Wider community

The presentation was very well received, and the Board thanked Tony Melton who then left the meeting at 6.41 pm.

**Business of the Meeting**

<b>Subject</b>	<b>Resolution/Detail</b>	<b>Date To Be Completed</b>

Held Over			
Financial	<p><b>Financial Report and Management Summary Report – for period ended 30 June 2020</b></p> <p>The above financial reports were tabled by Adrian Paterson who gave a verbal outline. Ben Olijkan also gave a verbal overview of the recent Finance meeting.</p> <p>Discussions took place and the following noted:</p> <ul style="list-style-type: none"> <li>• The impact of COVID-19 on the International Department.</li> <li>• HOLAs have been asked to revisit their budgets.</li> <li>• A revised budget will be presented at the next Finance meeting.</li> </ul> <p>It was then moved to accept the Finance Reports:</p> <p>Moved: Adrian Paterson Ayes given Carried.</p> <p><b>Finance Procedures or Policy</b></p> <p>The Chair tabled the draft Finance Procedures/Policy document. Ben Olijkan confirmed that it had been reviewed at the recent Finance meeting. Discussions took place and it was agreed that the document was procedural rather than policy.</p> <p>It was then moved to accept the Finance Procedures:</p> <p>Moved: Ben Olijkan Seconded: Troy Landrebe Ayes given Carried.</p> <p>The Finance Manager then left the meeting at 6.58 pm.</p>	Adrian Paterson	Next Meeting
Health & Safety	<p><b>Health &amp; Safety Toolkit and Graphs</b></p> <p>The Principal tabled the documents. Discussions took place and the following noted:</p> <ul style="list-style-type: none"> <li>• Re Toolkit 10F – Board Report <ul style="list-style-type: none"> <li>○ No 3 – the word ‘allegedly’ added in.</li> </ul> </li> <li>• The Toolkit 10F form has been amended to reflect an in-house process (not automatically to IOSH).</li> <li>• The Toolkit 10F form to be amended to refer to ‘Worksafe’ not OSH.</li> </ul>	Principal	Next Meeting
Self-Review	<p><b>Health &amp; Safety Policy – resubmitted</b></p> <p>The above draft policy was tabled, and the Principal gave a verbal overview. Discussions took place and the following changes agreed upon:</p> <ul style="list-style-type: none"> <li>• The ‘<b>Purpose</b>’ paragraph to be removed.</li> <li>• Throughout the document, ensure the wording ‘<b>students, staff and visitors</b>’ is consistently used.</li> </ul>	Secretary	ASAP

	<ul style="list-style-type: none"> <li>Under '<b>Policy</b>' heading, the sentence starting with '<b>The BOT is committed ...</b>' to be removed.</li> <li>Under '<b>Policy</b>' heading remove all paragraphs/words from '<b>All workers are encouraged to play .....</b>' up to and including '<b>... positive health and safety practices.</b>'</li> </ul> <p><b>Health &amp; Safety Procedures</b>  The above draft Health &amp; Safety Procedures was tabled, and discussions were had. The following changes were agreed upon:</p> <ul style="list-style-type: none"> <li>No 11 – the word 'property' changed to '<b>equipment</b>'.</li> <li>Hazard Reporting Procedures <ul style="list-style-type: none"> <li>No 2 - Department Hazard registers – The Principal to check if they show 'High, Medium, Low' categories.</li> <li>No 3 – 'Teams' to be replace with '<b>... the school's online learning management platform (eg Teams).</b>'</li> </ul> </li> </ul> <p>It was then moved to accept the above two documents (Health &amp; Safety Policy and Health &amp; Safety Procedures) with the above additional changes:  Moved: Andrew Marshall  Seconded: Maria Connolly  Ayes given  Carried.</p> <p><b>Physical Restraint Policy</b>  The above new draft policy was tabled by the Principal who also gave a verbal overview including referring to the change in law. Detailed discussions took place and some concerns were raised regarding the last bullet point and how to protect staff.</p> <p>All agreed that it is very important for this policy to be right. Therefore, this policy will remain in draft form until further clarification is available.</p> <p><b>NB: Going forward all approved policies will be signed off by the Principal and Board Chair.</b></p>	Secretary	ASAP
<b>Resolution to take a break</b>	The Chair proposed the Board take a break at 7.30 pm.		
<b>The meeting resumed at 7.41 pm</b>			
<b>Strategic Planning</b>	<p><b>What are the BOT's ideas for the vision for the school? Three features to consider:</b></p> <p><b>Style of learning</b></p>		

	<p>The Principal asked how the BOT feel about the school's approach/style. Does it fit with the BOT's vision? Discussions were had, and the following noted:</p> <ul style="list-style-type: none"> <li>• BOT appreciated the school's innovative, well thought out ideas/plans.</li> <li>• Lots of staff/student voice sought.</li> <li>• Student voice encourages student engagement.</li> <li>• Important to retain the trades pathways as well as the academic route.</li> <li>• Semesterisation is not only a pathway to University. Engagement focus is the priority. Differing pathways available.</li> <li>• The structure and flexibility of choice is appealing to students.</li> <li>• Main attitude is important. To think for themselves and be brave is a huge strength.</li> <li>• Consideration of all staff/students (eg wellbeing/welfare) is important.</li> </ul> <p>The Board signalled their support of the school's vision/direction for learning.</p> <p><b>Physical Spaces – needed for learning</b></p> <p>Discussions were had and the following noted:</p> <ul style="list-style-type: none"> <li>• One model will not suit all. A range of spaces is best.</li> <li>• Learning spaces need to be dynamic without falling into trends.</li> <li>• Learning spaces need to be adaptable to all and everything. <ul style="list-style-type: none"> <li>○ Adaptable spaces can be bigger and closed off to make smaller rooms.</li> <li>○ Balanced spaces to allow for collaborative and 'own' teaching/learning.</li> </ul> </li> </ul> <p><b>Connections to the community</b></p> <p>This will be discussed at the next BOT meeting. The Chair and Principal asked the Board to give this topic some thought in readiness. The following noted:</p> <ul style="list-style-type: none"> <li>• How to connect/get the community involved?</li> <li>• Where are the obvious links to the community?</li> <li>• Critical aspect – MOE localized curriculum.</li> <li>• What should the role between BOT, school and community be? (This will be added to the next agenda.)</li> </ul>	The Board	Next Meeting
<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>• Roll numbers are reasonably steady.</li> <li>• The 2021 major production has been announced - 'The Adams Family'.</li> </ul>	Principal	Next Meeting

	<ul style="list-style-type: none"> <li>• Building Awesome Young men. There is a real drive to get young men involved in leadership roles within the school.</li> <li>• The Principal recommended a teacher's blog to the Board.</li> <li>• The Principal recently attended a SPANZ conference and has offered to provide a more detailed report to the Board.</li> </ul> <p>It was moved to accept the Principal's Report: Moved: Kathy Paterson Seconded: Adam Gard'ner Ayes given Carried.</p> <p><b>NCEA Data Analysis 2020 Internals</b> The above was tabled.</p>	Principal	Next Meeting
<b>Student's Report</b>	<p>Poppy Cuthbert tabled her report and gave a verbal outline. The following noted:</p> <ul style="list-style-type: none"> <li>• The Yr 9 planting day has had to be cancelled due to COVID-19.</li> </ul> <p>It was moved to accept the Student's Report: Moved: Poppy Cuthbert Seconded: Adam Gard'ner Ayes given Carried.</p>	Student Trustee	Next Meeting
<b>Uniform</b>	<p><b>Tights Proposal – Students' Review</b> The Principal tabled the Students' Review and gave a verbal overview. The Principal confirmed that the review had the support of the Student Executive, had been presented to her and was now being presented to the Board for their consideration.</p> <p>The Principal informed the Board that, initially, tights were not a compulsory item and had been introduced for a period to be reviewed at the end of 2020.</p> <p>The Staff Trustee, Maria Connolly, chose to abstain from the decision.</p> <p>Lengthy, detailed, and robust discussions took place and Kathy Paterson and Stephen Rout gave clarification as and when required.</p> <p>Following the discussions and, as there are other uniform options available, it was then moved to retain the status quo and not make any changes to the current uniform (ie tights will be compulsory for June, July and August): Moved: Adrian Paterson Seconded: Kathy Paterson In favour: 4</p>		

	<p>Against: 2 Abstaining: 2 Split decision - resulting in 4:2 in favour of retaining tights. Carried.</p> <p>The Board acknowledged the students' work involved in their proposal and asked Kathy Paterson to pass on their decision and thanks.</p>		
<b>Planned Trips Updates</b>	<p>The following Trip Updates were tabled:</p> <ul style="list-style-type: none"> <li>• Germany – April 2020</li> <li>• Ecuador &amp; Galapagos – December 2020</li> <li>• Japan – April 2021. Verbal only – deferred to 2022.</li> </ul> <p>The Principal shared some information relating to the monies being held. Discussions took place including the contention around fundraising funds not being paid back to students. The families are disadvantaged by the right decision to withhold funds from World Challenge. This scenario also affects others (eg Futsal and Volleyball teams). The Board acknowledged that the Fundraising Policy had not been written with COVID-19 in mind.</p> <p>It was then agreed that the Fundraising Policy would be reviewed, at the next Finance meeting, to draw up an amendment solely referring to COVID-19.</p>	Finance Committee	Next Finance Meeting
<b>ERO Review Feedback (Lockdown)</b>	The Board Chair gave a verbal overview and tabled the ERO Summary Report Lockdown Feedback. The BOT Chair and Principal acknowledged that the process was productive and worthwhile.	N/A	N/A
<b>Correspondence for Consideration</b>	None received.		
<b>Property</b>	<p><b>Property Report</b> Andrew Marshall tabled the report and gave a verbal overview, including:</p> <ul style="list-style-type: none"> <li>• Flooding infrastructure <ul style="list-style-type: none"> <li>○ The school and council assets are not sufficient due to the growth of Lincoln.</li> </ul> </li> <li>• The upgrades to the gyms are now complete.</li> <li>• Solar Power – a second application is being put in.</li> </ul> <p>It was moved to accept the Property report: Moved: Andrew Marshall Seconded: Adrian Paterson Ayes given Carried.</p>	Andrew Marshall	Next Meeting
<b>In Committee</b>	It was moved by Adrian Paterson at 9.10 pm that the public be excluded from the following part of the proceeding of this meeting:		

	<p>1. Minutes from previous meeting      2. Alternative Education Students      3. Stand downs and suspensions      4. Property Matters      5. Roll Numbers      6. Rolleston Second School Consultation      7. Student Matters      8. Staff Matters      9. Staff Award</p> <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 proceedings 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 9.51 pm: Moved: Chairperson Carried.		
<b>Meeting Closed</b>	9.52 pm.		
<b>Next Meeting</b>	Monday 21 September 2020 at 6 pm		

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

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