

## Lincoln High School Board of Trustees

### Minutes of the Meeting held on Monday 2 December 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:** Andrew Marshall, lateness and Ben Olijkan for leaving early at 7.25 pm.
- In Attendance:** Stephen Rout (Associate Principal) and Carol Greenwood (Minutes Secretary).
- Welcome:** Adrian Paterson welcomed everyone. As this was the last meeting for 2019 Adrian thanked everyone for the busy year.
- Minutes:** **Monday 21 October 2019 Minutes:**  
It was moved the Minutes of the meeting be taken as read and accepted as a true and accurate record:  
Moved: Adrian Paterson  
Ayes given  
Carried.
- Disclosure of Interest:** No changes.

#### Business of the Meeting

| Subject                    | Resolution/Detail   |           | Date To Be Completed |
|----------------------------|---|-----------|----------------------|
| <b>Held Over</b>           | None.   |           |                      |
| <b>Health &amp; Safety</b> | The H&S Toolkit data and graphs were tabled.  | Principal | Next Meeting         |
| <b>Self-Review</b>         | <p><b>Bee Keeping Policy</b></p> <p>A tracked version of this policy was submitted, showing some suggested changes in the wording of the rationale and the guidelines.</p> <p>Maria Connolly said that there has been no survey to staff to ask if anyone has any bee allergies. This was not thought to be an issue currently as the hives would be placed well away from populated areas. However good to keep in mind. We were only establishing the policy at this stage and didn't have immediate plans to install a hive.</p> <p>Ben Olijkan said that is was a pretty thorough policy.<br/>Kathy Paterson explained how the policy had come about and there was a general discussion and the following changes were suggested:</p> <ul style="list-style-type: none"> <li>• Rationale: '<b>... to staff and students for the keeping of bees at Lincoln High School (LHS).</b>'</li> </ul> |           |                      |

- Re 1. Replace full stop with a comma. Remove 'and has' and change 'completed' to 'completing'.  
Change to: '**... Beehives, preferably completing a bee keeping course.**'
- Re 5. Remove 'permission slip including'. Change to: '**... must obtain consent from parents ...**'.
- Re Footnote to policy: Remove current footnote and replace with '**Epipen is stored in the sickbay.**'

It was then moved to adopt the policy with the proposed changes and a review in October 2020:

Moved: Troy Landrebe

Seconded: Ben Olijkan

Ayes given

Carried.

### **Complaints Policy**

A tracked version of this policy was submitted, showing some suggested changes in the wording of the rationale and the guidelines.

Discussion followed and it was asked where does the BOT fit into policy if complaint made about BOT?

The following changes were suggested: (original numbering):

Remove the heading 'Who can make a complaint' and the numbering start fresh for each section.

1. Remove 'Complaints ...'. Change to: '**Anyone can make a complaint about students, staff, the school or Board of Trustees (BOT). This may be made ...**'.
2. Change 'Staff may make a ...' to '**Complaints about persons who are not students or employees should be made ...**'
5. Change 'receive' to '**receives**'.
7. Change 'he/she' to '**they**', and 'his/her' to '**their**'.
12. Change wording to: '**Complainants will be informed that the investigation has been completed.**'.

It was then moved to adopt the policy with the proposed changes:

Moved: Adrian Paterson

Ayes given

Carried.

### **Gifted and Talented Policy**

A tracked version of this policy was submitted, showing some suggested changes in the wording of the guidelines.

- Change 'his/hers' to '**their**'.
- Rationale should read '**... staff and students to meet the needs of gifted and talented students**'.
- Change 'gifted programmes' to '**gifted and talented programmes**' throughout.

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|---------------------------|--|----------------|--------------|
|                           | <p>It was then moved to adopt the policy with the proposed changes:<br/> Moved: Adam Gard'ner<br/> Seconded: Maria Connolly<br/> Ayes given<br/> Carried.</p> <p><b>Staff Performance Management System Policy</b><br/> A tracked version of this policy was submitted, showing some suggested changes in the wording of the rationale and guidelines. Discussion was held around the difference between the teaching vs support staff guidelines.</p> <ul style="list-style-type: none"> <li>• Remove initial capital from 'teachers' and 'principal' unless it is worded 'the Teacher or the Principal'.</li> <li>• Change 'he/she' to 'they'.</li> <li>• Re 3 Support Staff: add '... using the support staff template'.</li> <li>• Re g: To become No 4 (after Support Staff section). Change 'teacher' to '<b>staff member</b>' throughout and remove 'professional development'.</li> </ul> <p>It was then moved to adopt the policy with the proposed changes:<br/> Moved: Adrian Paterson<br/> Ayes given<br/> Carried.</p> <p>A discussion followed if policies can be on the school docs system. Kathy will ask at next principal's meeting.</p> |                |              |
| <b>Strategic Planning</b> | <p><b>Property Strategies 2020-2022</b><br/> The above was reviewed by the Property Committee in the previous week. Discussion followed.</p> <p>It was moved to accept the Property Strategies 2020-2022 report:<br/> Moved: Adrian Paterson<br/> Seconded: Troy Landrebe<br/> Ayes given<br/> 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 were noted:</p> <ul style="list-style-type: none"> <li>• There is an increase in Year 9 numbers for 2020</li> <li>• There was a large number of student achievements</li> <li>• How well the Garden to Table initiative was being run</li> </ul> <p>It was moved to accept the Principal's Report:<br/> Moved: Kathy Paterson<br/> Seconded: Adam Gard'ner<br/> Ayes given</p>  | Kathy Paterson | Next Meeting |

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|  | Carried.   |                    |                 |
| <b>Review of Goals</b>   | <p>An overview was given by Kathy. General discussion followed and the Board thanked Kathy for her thorough updates which are appreciated.</p> <p>It was moved to accept the Review of Goals Report:<br/> Moved: Kathy Paterson<br/> Seconded: Ben Olijkan<br/> Ayes given<br/> Carried.</p>   | N/A                | N/A             |
| <b>Student's Report</b>  | <p>Poppy Cuthbert tabled her report and gave a verbal outline.</p> <p>It was moved to accept the Student's Report:<br/> Moved: Poppy Cuthbert<br/> Seconded: Andrew Gard'ner<br/> Ayes given<br/> Carried.</p>   | Student<br>Trustee | Next<br>Meeting |
| <b>NZSTA – Resetting the Agenda</b>                                | Nov/Dec 2019 Issue 298.  | N/A                | N/A             |
| <b>NZSTA – What the Tomorrow's Schools reforms mean for boards</b> | Fairly disappointing from the chairs point of view. Discussion about "Leadership Advisors" and what will this look like?   | N/A                | N/A             |
| <b>Michael King Writers Centre – Residencies for 2020</b>          | Congratulation to Tania Roxborough on her Mike King writers residency award. Letter to come from board.  | Board<br>Secretary | ASAP            |
| <b>MOE – School Donations Update</b>                               | <p>Kathy commented that being a Decile 10 school the update does not really apply however it does bring a heightened awareness of "Free Education" expectations.</p> <p>The BOT will soon be asked to consider the 8-10 Decile draft of the School Donation Scheme (\$150 per student). If accepted it means that there cannot be charges for trips etc other than camps.</p>                          | N/A                | N/A             |
| <b>2020 BOT Proposed Meeting Dates</b>                             | Brief discussion followed.   | N/A                | N/A             |
| <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 – April 2020</li> <li>• Ecuador – December 2020</li> <li>• Japan – April - 2021</li> </ul> <p>A discussion followed regarding the Japan 2021 trip and the proposal to visit Fukushima for 2 days. There is a minor concern</p> | Principal          | Next<br>Meeting |

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|   | regarding visiting the Waste Refuse Station and the potential exposure to radiation. This proposal was approved in principle if there is a contingency in place for students who may not want to attend this activity.  |                 |              |
| <b>Correspondence for Consideration</b> | None received.  |                 |              |
| <b>Financial</b>                        | <p><b>Financial Report and Management Summary Report – for period ended 31 October 2019</b></p> <p>The above financial reports were tabled by Adrian Paterson who gave a verbal outline.</p> <p>Draft 2020 budget was distributed.</p> <p>General discussions took place regarding the deficit as this was not able to be reduced in the budget as much as requested. It was noted also that the school needs to keep running and do not want to undermine support for the school nor to become run down so understandably running costs can only be reduced as much as this allows. Capital expenditure is reduced for 2020 and it was acknowledged that there have been many improvements over the past 12-18 months.<br/>MOE infrastructure funds may help.</p> <p>Discussion was held over the amount of budgeted international students for 2020 and if this was in fact manageable.</p> <p>Draft budget cannot be approved until final budget is available. This will be held over until the next meeting.</p> <p>It was moved to accept the Finance Report:<br/>Moved: Adrian Paterson<br/>Ayes given<br/>Carried.</p> | Adrian Paterson | Next Meeting |
| <b>Property</b>                         | <p><b>Property Report</b></p> <p>Andrew Marshall tabled the report and gave a verbal overview.</p> <p>It was moved to accept the Property report:<br/>Moved: Andrew Marshall<br/>Seconded: Maria Connolly<br/>Ayes given<br/>Carried.</p>   | Andrew Marshall | Next Meeting |
| <b>Resolution to take a break</b>       | The Chairperson proposed the Board take a break at 7.25 pm  |                 |              |
| <b>The meeting resumed at 7.35 pm</b>   |   |                 |              |

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| <b>In Committee</b>                        | <p>It was moved by Adrian Paterson at 8.30 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. Property</li> <li>5. Student Matters</li> <li>6. Staff Matters</li> <li>7. 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> | <p>The Chairperson proposed the Board move out of Committee at 9.20 pm:<br/> Moved: Chairperson<br/> Carried.</p>  |  |  |
| <b>Meeting Closed</b>                      | <p>At 9.20 pm.<br/> Adrian Paterson, Andrew Marshall, Adam Gard'ner and Troy Landrebe stayed on to discuss Kathy Paterson's Principal Appraisal Review.</p>  |  |  |
| <b>Next Meeting</b>                        | <p>Monday 17 February 2020 – SP Meeting<br/> Monday 24 February 2020 – Routine BOT Meeting</p>   |  |  |

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

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