

Lincoln High School Board of Trustees

Minutes of the Meeting held on Monday 15 June 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 6.10 pm.
- Apologies:** None.
- In Attendance:** Stephen Rout (Associate Principal), Mitzi Ajero (Finance Manager), Sam Eng (HOD Art) and Tracy Roberts (Secretary).
- Welcome:** Adrian Paterson welcomed everyone.
- Minutes:** **11 May 2020 Minutes:**
It was moved the Minutes of the 11 May 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, Sam Eng gave a PowerPoint presentation on the Visual Arts: 'powerful forms of expression that recognize, value and contribute to the unique bioculture and multicultural character of Aotearoa NZ'. His presentation included information relating to the various art forms (eg Painting, Design, Sculpture, Photography and Graphic Design), aims and goals, scholarship results, statistics, student engagement and the difficulties/impact of the recent COVID-19 lockdown.
- The presentation was very well received, and the Board thanked Sam Eng who then left the meeting at 6.33 pm.

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
Held Over			
Financial	<p>Financial Report and Management Summary Report – for period ended 30.04.2020</p> <p>The above financial reports were tabled by Adrian Paterson who gave a verbal outline. General discussions took place.</p> <p>It was then moved to accept the Finance Reports: Moved: Adrian Paterson Ayes given Carried.</p>	Adrian Paterson	Next Meeting

International Student Fees 2021 – Promotional Rates

The Principal tabled the promotional rates proposal and gave a verbal overview. Discussions took place and Kathy Paterson gave clarification as and when required.

It was then moved to approve and adopt the tabled promotional proposal:

- \$13,000 tuition for the first year of study.
- Limited spaces available.
- Valid for two months following the opening of the NZ borders for International Students or until spaces are filled.
- Students must study for one full year at this discounted rate.
- Students must follow the quarantine guidelines when entering NZ.

Moved: Kathy Paterson
 Seconded: Maria Connolly
 Ayes given
 Carried.

International Student Fees 2021 – Increase in fees Proposal

The Principal tabled a proposal which had already been considered by the Finance Committee. Discussions took place.

It was then moved to accept and approve the tabled proposal:

- A slight increase of 2-3% in the tuition fee
- Administration/Enrolment \$300
- Homestay placement & monitoring \$300
- Weekly homestay fee \$10 increase

Moved: Ben Olijkan
 Seconded: Troy Landrebe
 Ayes given
 Carried.

OCS Ltd Invoice

Adrian Paterson tabled the invoice and gave a verbal overview regarding writing off the un-paid invoice from 2017. Discussions took place.

It was then moved to write-off the invoice (\$1,725 GST inclusive):

Moved: Ben Olijkan
 Seconded: Adam Gardner
 Ayes given
 Carried.

Trustee Fees

The Board Chair gave a verbal overview and discussions took place regarding the NZSTA guidelines covering Trustee Fees, which are:

- Board Chair \$75
- Board Member \$55

It was then moved that the NZSTA guidelines relating to Trustee Fees will be followed and this will result in a reduction in LHS BOT attendance fees:

Moved: Ben Olijkan

Seconded: Troy Landrebe

Ayes given

Carried.

Expenditure Approval and Payment Procedures and Expenditure Authority Matrix

Following the recent appointment of the Finance Manager and the Property & Office Manager, updated documents were tabled.

Discussions took place and the following changes agreed upon:

- The table will be in descending order of authority
- **Deputy Principal** to be changed to **Associate Principal**.
- **Business Manager** to be removed.
- **Finance Manager** to be added.
- **Property & Office Manager** to be added.

It was then moved to accept the amended procedures and Expenditure Authority Matrix:

Moved: Adrian Paterson

Ayes given

Carried.

2021 School Production

The Principal shared information relating to the high costs involved in putting on a major production. Discussions took place and the following noted:

- The Production is very unlikely to make any profit.
- It is important that the students have the experience of a major production.
- The Production occurs every three years.

It was then moved that the Board would underwrite the Production up to \$4000:

Moved: Ben Olijkan

Seconded: Maria Connolly

Ayes given

Carried.

Audited Accounts Annual Report 31.12.2019

The above accounts were circulated to the BOT by email on 12 June 2020.

The Principal thanked the Finance Manager for her hard work and professionalism. The Board signalled their agreement.

	The Finance Manager then left the meeting at 7.04 pm.		
Health & Safety	<p>Health & Safety Toolkit and Graphs</p> <p>The data and graphs were tabled. Discussions took place and the following noted:</p> <ul style="list-style-type: none"> An error was noted in the 'Number of serious harm injuries (reported to OSH)' which read 152. It should be 0. An amended report will be obtained for the records. <p>It was then moved to accept the amended reports: Moved: Adrian Paterson Ayes given Carried.</p>	Kathy Paterson	Next Meeting
Self-Review	<p>Consumption of Alcohol Policy</p> <p>An amended version of the above policy was tabled. Detailed discussions were had and the following noted:</p> <ul style="list-style-type: none"> Add 'Policy' at the end of the title. Add 'and activities' at the end of the rationale. Add 'Policy' as a heading above 'All such groups ...'. Remove 'and/or drugs' from the sentence starting with 'Staff are not permitted to use school property ...'. All acknowledged the fantastic fundraising opportunity of the Selwyn Sounds carparking/overnight site bookings. However, the Board strongly recommended the employment of an outside security firm for the two nights associated with the Selwyn Sounds 'campervan' fundraising project. The Principal and Associate Principal will look into the security side. <p>It was then moved to accept the amended policy: Moved: Ben Olijkan Seconded: Troy Landrebe Ayes given Carried.</p> <p>Asset Management Policy</p> <p>An amended version of the above policy was tabled, and discussions ensued. The following noted:</p> <ul style="list-style-type: none"> The word 'Policy' to be added as a heading for the second paragraph. A new bullet point added in the position of No 4: <ul style="list-style-type: none"> 'Wherever possible All of Government (AOG) should be considered for a method of acquiring assets.' <p>It was then moved to accept the amended policy: Moved: Adrian Paterson</p>		

	<p>Ayes given Carried.</p> <p>Health & Safety Policy An amended version of the above policy was tabled, and detailed deliberations took place. The following noted:</p> <ul style="list-style-type: none"> • ‘Procedures’ heading to be replaced by ‘Policy’. • The current policy is too detailed and contains many procedures. • All agreed that the policy should be a short, concise policy with a separate associated procedures document. <p>Andrew Marshall will share with the Principal some standard examples of Health & Safety Policies. The Policy will be looked at again by the Senior Leadership Team (SLT) and tabled again for the Board’s consideration.</p> <p>International Students: Complaints Policy</p> <ol style="list-style-type: none"> 1. It was moved, by email on 7 June 2020, to accept and approve the above amended policy: Moved: Adrian Paterson Ayes given Carried. 2. Following some further suggested changes from a Board member, a tracked version of the policy was tabled again together with the Internal Grievance Procedure. Discussions took place and the following noted: <ol style="list-style-type: none"> a. The need for the official title ‘Internal Grievance Procedure’ was questioned. The Principal will look into it and remove the official title if possible. <p>It was then moved to accept the amended policy: Moved: Kathy Paterson Seconded: Adam Gard’ner Ayes given 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.</p> <p>It was moved to accept the Principal’s Report: Moved: Kathy Paterson Seconded: Ben Olijkan Ayes given Carried.</p>	Kathy Paterson	Next Meeting

	<p>NCEA Data Analysis 2020 Internals The data and graphs were tabled, and some discussion took place. It was agreed, that going forward, only actual data would be included in the graphs (ie no trend line).</p>	Kathy Paterson	Next Meeting
Student's Report	<p>Poppy Cuthbert tabled her report and gave a verbal outline. Discussions took place.</p> <p>It was moved to accept the Student's Report: Moved: Poppy Cuthbert Seconded: Adam Gard'ner Ayes given Carried.</p>	Poppy Cuthbert	Next Meeting
Resolution to take a break	The Chairperson proposed the Board take a break at 8.08 pm.		
The meeting resumed at 8.14 pm			
Enrolments 2021 Leaflet	The Enrolments 2021 leaflet was tabled for the Board's information.	N/A	N/A
Returning Officer	<p>Re: Student Trustee Election It was moved that Stephen Rout will be the Returning Officer for the upcoming Student Trustee Election: Moved: Adrian Paterson Ayes given Carried.</p>	N/A	N/A
2021 Out-of-zone Places	<p>The Principal confirmed that, with regard to 2021, 50 x Yr 9 places will be advertised in The Press.</p> <p>The Principal also shared some verbal information with the Board regarding the network agreement between schools.</p>	N/A	N/A
Planned Trips Updates	<p>The following Trip Updates were tabled, detailed discussions took place and the following noted:</p> <ul style="list-style-type: none"> • Germany – December 2020 <ul style="list-style-type: none"> ○ This trip has been changed from April to December and, at this stage, is still planning to go ahead. • Ecuador & Galapagos – December 2020 <ul style="list-style-type: none"> ○ A detailed payment summary was tabled. ○ The preferred option is to defer to 2021 if needed. Although this could impact trip costs. • Japan – April 2021 <p>The Board acknowledged that all the trips are a concern and there is a matter of urgency to resolve the matter.</p>		

	<p>Due to COVID-19 and the current uncertain global climate, the viability of the trips has to be considered:</p> <ul style="list-style-type: none"> • High potential of financial losses. • Overseas travel, including transits, are a concern. • Impact of quarantine. <p>The Board stressed the need for further discussions to be had.</p>	Kathy Paterson	ASAP
Air NZ Refunds	The Principal passed on some verbal information regarding the lack of success to obtain refunds from Air NZ.	N/A	N/A
Gammack Scholarship	The Principal passed on some verbal information. The proposed scheme has been submitted to Crown Law and the lawyers are waiting to hear back.	N/A	N/A
Photocopier Contract	<p>It was moved, by email on 27 May 2020, that LHS will engage with Canon to provide the school's photocopiers and printers:</p> <p>Moved: Kathy Paterson Seconded: Adrian Paterson Ayes given Carried.</p> <p>The Principal informed the Board that:</p> <ul style="list-style-type: none"> • The Canon contract starts from 3 July 2020 and is part of the All of Government (AOG) contracts. • There is an initial saving of around \$16,000 per year. 	N/A	N/A
Canteen Contract	<p>It was moved, by email on 28 May 2020, that LHS outsource the Canteen services to Libelle Group from the beginning of Term 3, 2020:</p> <p>Moved: Adrian Paterson Ayes given Carried.</p> <p>The Principal informed the Board that three staff members are transferring their employment over to Libelle.</p>	N/A	N/A
Correspondence for Consideration	None received.	N/A	N/A
Property	<p>Property Report</p> <p>Andrew Marshall tabled the first property report from the new Property & Office Manager (Toni Soppet) and gave a verbal overview. Discussions took place.</p> <p>It was moved to accept the Property report: Moved: Andrew Marshall Seconded: Ben Olijkan Ayes given Carried.</p>	Andrew Marshall	Next Meeting

In Committee	<p>It was moved by Adrian Paterson at 8.50 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 meeting 2. Alternative Education Students 3. Stand downs and suspensions 4. Student Matters 5. Canteen 6. BOT Contacts List 7. Deloitte Management Report. 8. Student Matters 9. Staff Matters 10. 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 9.20 pm: Moved: Chairperson Carried.</p>		
Emergency Management Preparedness Workshop	<p>The Principal passed on some verbal information relating to an upcoming workshop (Police resources). Discussions took place and it was agreed that the Principal, Associate Principal and Troy Landrebe would attend the workshop on 15 September 2020.</p> <p>The BOT Chair would represent the BOT should Troy Landrebe not be able to attend.</p>	N/A	N/A
ERO Self Audit Review – update	<p>The Principal gave a verbal update on the recent SLT/BOT productive meetings which were held to review the summaries.</p>	N/A	N/A
Meeting Closed	<p>9.31 pm.</p>		
Next Meeting	<p>Monday 17 August 2020</p>		

Chairperson: _____

Dated: _____