

**Lincoln High School Board of Trustees
Minutes of the Meeting held on
Monday 23 March 2020 at 6 pm.**

NB: Due to the COVID-19 Level 3 Alert – a special shortened meeting to discuss only essential agenda matters was held.

Present: Adrian Paterson (Chairperson), Kathy Paterson, Andrew Marshall, Adam Gard’ner, Ben Olijkan, Maria Connolly and Poppy Cuthbert.

Apologies: Troy Landrebe, Mitzi Ajero and Tracy Roberts.

In Attendance: Stephen Rout (Associate Principal). Barry Williamson (Business Manager) 6.10 pm.

Welcome: Adrian Paterson welcomed everyone to an unusual meeting due to the COVID-19 Level 3 Alert. The Chair outlined the importance of going ahead with a much shorter meeting to only discuss and deal with some essential matters.

Minutes: **Monday 24 February 2020 Minutes:**
It was moved the Minutes of the above meeting be taken as read and accepted as a true and accurate record:
Moved: Adrian Paterson
Ayes given
Carried.

Disclosure of Interest: No changes.

Meeting started at 6 pm.

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
COVID-19 Update	The Principal gave a verbal update regarding the MOE and COVID-19. Discussions took place and the following noted: <ul style="list-style-type: none"> • Things have changed since the Principal’s last COVID-19 report to the Board. • The MOE were not aware of the announcement re Level 3 & 4 Alerts. <ul style="list-style-type: none"> ○ Lack of clarity around whether schools would be open until the end of Tuesday or Wednesday. ○ Some confusion around remote learning up to 9th April. ○ MOE have been responsive to our queries. • The Principal attended a Principals’ Meeting on Friday. The Director of Education was also in attendance. • The Principal assured all the staff (teachers and Support Staff) that they would receive pay during this time as per the Director 		

	<p>of Education. And that staff may be deployed to do other jobs if needed.</p> <ul style="list-style-type: none"> • Teaching/Learning <ul style="list-style-type: none"> ○ The Principal met with Heads of Learning Areas (HOLAs) and Head of Departments (HODs) – moved by their level of commitment and for providing learning opportunities online. This has involved a lot of work for them. ○ Students should have no excuse for not having work available for them. Planning for students to work from home as though at school. Information will be given to caregivers/parents to suggest they run their day, at home, as if they are at school (eg follow their timetables). The aim is to try and provide some normally to students. ○ The Principal expressed her concern that not all teenagers are appreciating the seriousness of the situation. ○ Online teaching may continue for some time – unknown. If so LHS is well set up for remote learning. • International Department <ul style="list-style-type: none"> ○ This situation has caused extra tension for the International Department. ○ Kathy Paterson shared some verbal information relating to some students struggling to get home. This is a national problem involving a 1-term visit. ○ The International Director is working really hard to keep homestay families informed. All are committed to looking after their international students during this time. More help and support will be needed for them. ○ Some international students who were due to come to NZ and LHS are now not able to do so. • Staff <ul style="list-style-type: none"> ○ Staff who can come into school tomorrow will do so. No obligations for the ones with young families or the ones who fit into the high-risk categories to do so. ○ HOLAs will keep in contact with their own staff (twice/week). A contact system will be set up. • Kathy Paterson shared some verbal information relating to the confirmed case of a student’s family member. The MOE and MOH are involved and reassurances received. The student will be monitored accordingly. <p>The Chair acknowledged that it has been, and is still, a trying time and LHS are doing all they can.</p> <p>The Board acknowledged the work of the Senior Leadership Team (SLT) and thanked them for their efforts.</p>		
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Resolution to move into committee	The Chairperson proposed the Board move into Committee at 6.10 pm: Moved: Chairperson Carried.		
Resolution to move out of committee	The Chairperson proposed the Board move out of Committee at 6.39 pm: Moved: Chairperson Carried.		
Financial	<p>Approval of the 2020 Budget Detailed discussions took place in-committee.</p> <p>It was then moved to accept the 2020 Budget: Moved: Ben Olijkan Seconded: Kathy Paterson Ayes given Carried.</p> <p>It was also agreed that the 2020 Budget would be revisited again mid-year, with a suggested revised budget being submitted for consideration.</p> <p>Capital Budget 2020 Kathy Paterson tabled the Capital Budget and gave a verbal outline and stressed that the Capital Budget is significantly lower than previous years.</p> <p>Some discussions followed.</p> <p>It was then moved to accept the Capital Budget 2020: Moved: Ben Olijkan Seconded: Kathy Paterson Ayes given Carried.</p> <p>Finance Manager – Mitzi Ajero The Principal informed the Board that the new Finance Manager (Mitzi Ajero) will start her role from 3 May 2020 and outlined the need for the her to be given official authorisation to be signatory in relation to ASB and BNZ banks.</p> <p>It was then moved that Mitzi Ajero be LHS’s signatory for the ASB & BNZ banks: Moved: Kathy Paterson Seconded: Maria Connolly Ayes given Carried.</p>	Finance Manager	Mid-year, June or July 2020

Planned Trips Updates	<p>The Principal confirmed that the cancelled school trips are still a work-in-progress:</p> <ul style="list-style-type: none"> • Classics Trip – refunds of \$4300 per person. More maybe to follow. • Germany Trip – deferred to December. • Chinese Trip – refund work is ongoing. • Ecuador Trip – a decision from World Challenge is expected in the near future. <p>The Principal shared some verbal information relating to Air NZ issues with NZ based trips and competitions, including Summer Sports.</p>		
To Hold Over	All other items from the 23 March 2020 agenda that wasn't covered during this shorter meeting. To be added to the next routine BOT's meeting.	Board Secretary	ASAP
In Committee	<p>It was moved by Adrian Paterson at 6.52 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. Property Matters 5. 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 6.57 pm: Moved: Chairperson Carried.</p>		
Other Matters	<p>The Board Chair thanked all for turning up and asked for people to stay in touch and stay safe.</p> <p>The Board thanked Barry Williamson for his work and contribution and wished him well for the future.</p>		

<p>Homestay Thank You Payment</p>	<p>It was moved, by email on 6 April 2020, that the Board would provide a one off \$200 payment for each homestay family as a thank you for hosting our students during the current COVID-19 lockdown: Moved: Kathy Paterson Seconded: Adrian Paterson Ayes given Carried.</p>		
<p>Next Meeting</p>	<p>To be confirmed.</p>		
<p>Meeting Closed</p>	<p>6.59 pm.</p>		

Chairperson: _____

Dated: _____