

## Lincoln High School Board of Trustees Minutes of the Meeting held on Monday 11 May 2020 at 6 pm.

**NB: Due to COVID-19 the meeting was held online via TEAMS**

- Present:** Adrian Paterson (Chairperson), Kathy Paterson, Andrew Marshall, Adam Gardner, Troy Landrebe, Ben Olijkan, Maria Connolly and Poppy Cuthbert.
- Apologies:** None.
- In Attendance:** Stephen Rout (Associate Principal), Mitzi Ajero (Finance Manager) and Tracy Roberts (Secretary).
- Welcome:** Adrian Paterson welcomed everyone and gave some clarification about the online meeting process. Adrian Paterson welcomed the new Finance Manager (Mitzi Ajero) to her first BOT meeting.
- Minutes:** **Monday 23 March 2020 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.
- Presentation:** At the beginning of the meeting, Stephen Rout gave a presentation (and shared a video) on Positive Behaviour for Learning (PB4L) at LHS. The key aspects covered:
- Behaviour expectations and relevant teaching
  - Acknowledging positive behaviour – normal common behaviour
  - Tangible acknowledgements – eg Ka pai cards
  - Responding to unacceptable behaviour
  - Minor and major behaviours
- Stephen Rout confirmed that the PB4L is being embedded into tikanga and all aspects of the school (eg award ceremonies, school trips, classes, curriculum). Going forward there will be a continued focus on PB4L and a progressive move from Tier 1 to Tier 2. Tier 2 focuses on more individual behaviour plans.
- The presentation was very well received, and the Board thanked Stephen Rout.

**Business of the Meeting**

<b>Subject</b>	<b>Resolution/Detail</b>		<b>Date To Be Completed</b>
<b>Financial Matters</b>	<p>NB: The financial matters will now be covered at the start of the meeting.</p> <p><b>Finance Report and Management Summary Report – Ended 31.03.2020</b></p> <p>An amended report was distributed by email prior to the start of the meeting. The Finance Manager verbally explained the amendment which related to the commentary section only.</p> <p>The financial reports were tabled by the BOT Chair. Discussions took place and the following noted:</p> <ul style="list-style-type: none"> <li>• Still forecasting a substantial deficit for this financial year.</li> <li>• International Department - unknown on how much funds may be refunded.</li> <li>• Trips have been cancelled resulting in less costs.</li> </ul> <p>It was moved to accept the Finance Report:  Moved: Adrian Paterson  Ayes given  Carried.</p> <p><b>Annual Report 2019 – Year ended 31.12.2019 – 1<sup>st</sup> Draft</b></p> <p>It was moved to approve and accept the Annual Reports 2019:  Moved: Adrian Paterson  Ayes given  Carried.</p> <p>The Principal shared some verbal information relating to a possible adjustment of about \$74,000 associated with some cyclical maintenance work (which was not in the Maintenance Plan for 2019 as we had previously decided not to paint J Block due to the Business Case) which was done instead of the planned cyclical maintenance. Approval has been received from the MOE and it is hopeful of a successful positive adjustment.</p> <p><b>2019 Representation Letter – Draft</b></p> <p>The Finance Manager gave a verbal overview. It was agreed that the BOT Chair would sign the relevant documentation.</p> <p>It was then moved to accept the 2019 Representation letter:  Moved: Adrian Paterson  Ayes given  Carried.</p>		

	<p>Kathy Paterson and Adrian Paterson thanked Mitzi for her work and commitment and acknowledged her difficult hand-over conditions resulting from the COVID-19 lockdown.</p> <p>The Finance Manager then left the meeting at 6.37 pm.</p>		
<b>Health &amp; Safety</b>	<p><b>Health &amp; Safety Toolkit Data and Graphs</b> The data and graphs were tabled.</p> <p>It was then moved to accept the reports: Moved: Kathy Paterson Seconded: Andrew Marshall Ayes given Carried.</p>	Kathy Paterson	Next Meeting
<b>Self-Review</b>	<p><b>Conducting of Searches Policy – Resubmitted</b> An amended version of the above policy was tabled and detailed discussions were had.</p> <p>It was then moved to approve the amended policy: Moved: Troy Landrebe Seconded: Maria Connolly Ayes given Carried.</p> <p><b>ICT Policy – Annual Review</b> An amended version of the above policy was tabled and discussions took place. The following was agreed:</p> <ul style="list-style-type: none"> <li>• Re Rationale – the word ‘to’ to be removed.</li> </ul> <p>It was then moved to accept the amended policy with the above additional change: Moved: Maria Connolly Seconded: Andrew Marshall Ayes given Carried.</p> <p><b>Professional Learning and Development Policy</b> An updated version of the above policy was tabled.</p> <p>It was then moved to accept the amended policy: Moved: Maria Connolly Seconded: Troy Landrebe Ayes given Carried.</p> <p><b>International Students – Complaints Policy</b> (with Internal Grievance Procedures) Kathy Paterson tabled the above documents and shared some verbal information relating to Schools International Education</p>		

	<p>Business Association (SIEBA) who our Director of International Students consults with.</p> <p>SIEBA's advice is that our International Students - Complaints Policy has to meet The Education (Pastoral Care of International Students) Code of Practice. SIEBA also recommend that the complaints policy is separate to the grievance procedures.</p> <p>Lengthy and detailed discussions took place and the following noted:</p> <ul style="list-style-type: none"> <li>• The flow chart is very useful. However, concerns were raised about the wording/language (ie 'grievance' – too strong). Alternative headings were suggested.</li> <li>• Stephen Rout offered to meet with the Director of International Students to work on changes to the flow chart.</li> </ul> <p>NB: As these documents need finalizing before the next BOT meeting, they will be circulated by email for final approval by the Board.</p> <p><b>Consumption of Alcohol</b> An amended version of the above policy was tabled and detailed discussions took place. The following noted:</p> <ul style="list-style-type: none"> <li>• It was agreed that this policy particularly applies to events and activities on and offsite.</li> <li>• The purpose of the policy is not to create a set of rules. The policy is to provide information and guidance.</li> <li>• The policy should refer to the Sale &amp; Supply of Alcohol Act 2012.</li> </ul> <p>The policy to be resubmitted again at the next BOT meeting.</p> <p>NB: Concerns for the potential of liability on the Principal were raised. It was therefore recommended that the Health &amp; Safety policy is checked to ensure alcohol consumption by staff and hazards (eg Technology, school vans) are covered.</p> <p><b>Complaints Policy</b> Following a recent complaint, a Principal has requested that the Board revisits the policy to determine if they are happy with it.</p> <p>Without any knowledge of the complaint, the BOT considered the policy again. All acknowledged that it had very recently been looked at comprehensively. The Principal confirmed that a solicitor and New Zealand School Trustees Association (NZSTA) have looked at it – both favourably.</p>	<p>Kathy Paterson</p> <p>Kathy Paterson</p> <p>Kathy Paterson</p>	<p>ASAP</p> <p>Next Meeting</p> <p>ASAP</p>
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	<p>It was noted that a number of the BOT members remembered the extended and robust deliberations that took place at the end of last year when the policy was extensively reviewed.</p> <p>The only suggested changes were:</p> <ul style="list-style-type: none"> <li>• To have the policy refer to the International Student – Complaints Policy under the ‘See also’ section.</li> <li>• Re ‘Form of Complaint’, No 2 – the word ‘both’ replaced by ‘all’.</li> </ul> <p>All acknowledged and agreed that they were happy with the policy content.</p> <p>It was moved, by email, to accept the above-mentioned slight changes:  Moved: Adrian Paterson  Ayes given  Carried.</p> <p><b>D9 – Concerns and Complaints Policy</b>  The above was tabled for the Board’s information.</p> <p><b>C4 – Concerns and Complaints Process</b>  The above was tabled for the Board’s information.</p> <p><b>ERO Self Audit Review</b>  The Principal shared some verbal information and asked for the BOT to review the summaries. The following was agreed:</p> <ul style="list-style-type: none"> <li>• Board Administration by BOT Chair and Troy Landrebe</li> <li>• Curriculum by Adam Gard’ner</li> <li>• Heath, Safety and Welfare by Andrew Marshall</li> <li>• Personnel by Ben Olijkan</li> <li>• Finance by Ben Olijkan</li> <li>• Asset Management by Andrew Marshall</li> </ul>	Secretary to arrange meetings with SLT members	ASAP
<b>Strategic Planning</b>	None.		
<b>Resolution to take a break</b>	The Chairperson proposed the Board take a break at 7.55 pm.		
<b>The meeting resumed at 8.05 pm</b>			
<b>Principal’s Report</b>	<p>The Principal’s Report was tabled by Kathy Paterson who gave a verbal outline. The Principal acknowledged that this was a different kind of report and has tried to reflect the sentiments of the lockdown phase.</p> <p>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>• Attendance data not very relevant re COVID-19 and online learning.</li> </ul>	Kathy Paterson	Next Meeting

	<ul style="list-style-type: none"> <li>• The Principal attended a Selwyn District Council ZOOM meeting.</li> <li>• The Heads of Level (HOLs) have been following up on attendance.</li> </ul> <p>NB: The total of the 'Mar 1 2020 (Domestic Students)' should read 1354 and not 1357.</p> <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>  Not presented re COVID-19.</p> <p><b>2019 NCEA Data Comparison</b>  The Principal tabled the above data and gave a verbal overview. All acknowledged that LHS compared very favourably with other schools.</p> <p>Although not shown in the data, Kathy Paterson verbally confirmed that LHS's results also compare favourably with Cambridge and Rangiora who are similar 'rural' schools to LHS.</p> <p><b>NCEA Māori Historical Data</b>  Kathy Paterson tabled the above, very favourable, data.</p>	Kathy Paterson	Next Meeting
<b>Student's Report</b>	<p>Poppy Cuthbert tabled her report and gave a verbal outline and discussions followed.</p> <p>Adam Gard'ner and Andrew Marshall commended Poppy Cuthbert on her report.</p> <p>The Principal informed the Board that some 'quieter' students are thriving with the online learning. They are able to ask questions or seek help by private chat rather than in front of the whole class. Kathy Paterson has already asked for staff feedback and thoughts about going forward and using any positives.</p> <p>It was moved to accept the Student's Report:  Moved: Poppy Cuthbert  Seconded: Maria Connolly  Ayes given  Carried.</p>	N/A	N/A
<b>Enrolment Scheme Annual Review/ Confirmation</b>	The BOT Chair gave a verbal overview and some discussions took place.		

	<p>The Board confirmed there are no issues with the current enrolment scheme.</p> <p>It was then moved that LHS RETAINS its current enrolment scheme:  Moved: Adrian Paterson  Ayes given  Carried.</p>		
<b>2021 Out-of-zone Enrolments</b>	<p>The Principal shared some verbal information regarding the legislation associated with the consideration of accepting out-of-zone placements and the need for this to be advertised.</p> <p>Discussions took place and Kathy Paterson offered clarification as and when required and confirmed that the aim is to maintain a student roll of at least 1400.</p> <p>It was then moved to accept out-of-zone enrolment placements for 2021 from Yr 9 to Yr 13:  Moved: Kathy Paterson  Seconded: Maria Connolly  Ayes given.  Carried.</p> <p>At the next BOT meeting the Principal will give an update on the actual numbers of out-of-zone students that will be accepted.</p>	Kathy Paterson	Next Meeting
<b>Planned Trips Updates</b>	<p>The following Trip Updates were tabled and detailed discussions were had:</p> <ul style="list-style-type: none"> <li>• <b>China – April 2020</b> - cancelled <ul style="list-style-type: none"> <li>○ Airfares have been refunded.</li> <li>○ Administration fees refunds to be given out.</li> </ul> </li> <li>• <b>Classical Studies – April 2020</b> – Cancelled <ul style="list-style-type: none"> <li>○ Substantial refunds done.</li> </ul> </li> <li>• <b>Germany – December 2020</b> (deferred from April 2020) <ul style="list-style-type: none"> <li>○ Concerns shared – looking doubtful for December.</li> </ul> </li> <li>• <b>Ecuador &amp; Galapagos – December 2020</b> – awaiting decision <ul style="list-style-type: none"> <li>○ Concerns raised over World Challenge financials and their viability.</li> <li>○ Kathy Paterson to collate detailed information on what money is being held.</li> <li>○ Kathy Paterson to seek clarification before releasing any money.</li> </ul> </li> <li>• <b>Japan – April 2021</b></li> </ul>	Kathy Paterson	Next Meeting

	<p>The Principal shared some verbal information relating to summer sports tournaments and air fares not being refunded by Air New Zealand – being held in credit.</p> <p>Concerns were raised:</p> <ul style="list-style-type: none"> <li>• Possible COVID-19 flare-ups</li> <li>• Border control</li> <li>• Financial impact on the community</li> </ul> <p>All acknowledged that this is a time of uncertainty and serious consideration has to be given to all trips to ensure the safety of staff and students.</p>		
<b>Correspondence for Consideration</b>	None received.		
<b>Property</b>	<p><b>Property Report</b></p> <p>Andrew Marshall tabled the report and gave a verbal overview, including:</p> <ul style="list-style-type: none"> <li>• Gym 1 – delays re the new wall due to lockdown. Due to be finished at the end of June (weather permitting).</li> <li>• Additional heat pumps – additional quote is being obtained.</li> <li>• Main Admin Office – This is an issue with air quality (CO<sub>2</sub>) rather than a H&amp;S issue.</li> <li>• MOE upgrade grant (\$400,000) is still being worked through. Shade sails do not qualify as not permanent. However, a board member mentioned that other schools have had the infrastructure (framing/posts) included. Andrew Marshall will investigate further.</li> </ul> <p>It was moved to accept the Property report:  Moved: Andrew Marshall  Seconded: Ben Olijkan  Ayes given  Carried.</p>	<p>Andrew Marshall</p> <p>Andrew Marshall</p>	<p>Next Meeting</p> <p>ASAP</p>
<b>In Committee</b>	<p>It was moved by Adrian Paterson at 8.58 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. Checklist of Policies, Procedure and Documents.</li> <li>4. Property Matters</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</p>	<p>Relevant documents tabled and verbal reports given by Adrian Paterson and Kathy Paterson</p>	

	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.		
<b>Resolution to move out of committee</b>	The Chairperson proposed the Board move out of Committee at 9.34 pm: Moved: Chairperson Carried.		
<b>Acknowledgement</b>	Adam Gard'ner formally acknowledged the tremendous amount of work the Principal, her SLT and staff have done to adapt to the COVID-19 situation.  On behalf of the Board, the BOT Chair expressed his appreciation.		
<b>Meeting Closed</b>	9.36 pm.		
<b>Next Meeting</b>	Monday 15 June 2020 at 6 pm.		

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

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