Lincoln High School

Board Minutes of the Meeting held on Monday 4 December 2023 at 6 pm

Present: Nicky Hiku (Presiding Member), Ben Olijkan (Deputy Chair), Kathy Paterson (Principal), Andrew

Marshall, Barry Donaldson, Brad Macdonald, Steve Rosling, Adam Gard'ner and Ivy Ding.

Apologies: Shantal Jones.

In Attendance: Marama Lynch (Associate Principal), Mitzi Ajero (Finance Manager) and Tracy Roberts

(Secretary).

Welcome: The meeting started at 6.07 pm and the Presiding Member welcomed everyone and

apologised for being a little late.

Ko Rangi: The opening Karakia was said.

Minutes: Monday 30 October 2023 Minutes:

It was moved the Minutes of the above meeting be taken as read and accepted as a true and

accurate record:

Moved: Andrew Marshall Seconded: Brad Macdonald

Ayes given Carried.

Disclosure of Interest: None

Business of the Meeting

Subject	Resolution/Detail		Date To Be
			Completed
Held Over	Strategic Plan a. SLT have reviewed and created measurable targets relating to their portfolios – to be tabled in February 2024	Principal	February 2024
	2. Teacher Relief Funding Procedure	Principal	February 2024
Financial	Financial Report and Management Summary Report – for period ended 31 October 2023 The above financial reports were tabled by the Finance Manager and some general discussions took place, the following noted: Surplus of \$58,000 Income from International students is expected to exceed the budget LHS is generally in a strong position	Nicky Hiku	Next Meeting

It was then moved to accept the Finance Reports:

Moved: Ben Olijkan

Seconded: Barry Donaldson

Ayes given Carried.

2024 Draft Budget

The 2024 draft budget was tabled, and Ben Olijkan gave a verbal overview and confirmed that the budget is close to being finalised.

The Principal shared some verbal information relating to the reviewing of support staff salaries which has affected the budget.

Motions:

CAPEX Section

Detailed discussions were had regarding the inclusion of two capital expenditures (\$100,000 for a self-mower and \$20,000 for vape sensors).

Self-mower

It was decided that further information is required before any decision can be made. A business plan request/proposal was suggested.

Vape Sensors

The Principal shared her concerns regarding the significant cost. The Board acknowledged the cost and do not believe they will solve the problem.

It was then moved to accept and approve the 2024 operating budget, **except** for the two capital expenditures relating to the Selfmower and Vape Sensors:

Moved: Ben Olijkan Seconded: Steve Rosling

Ayes given Carried.

2024 Budget

It was then moved to approve and accept the 2024 Budget as presented, subject to the adjustments to the CAPEX:

Moved: Ben Olijkan

Seconded: Barry Donaldson

Ayes given Carried.

Uniform Shop Management – 2024 Proposal Discussion

The Finance Manager tabled the above proposal and gave a verbal overview. Discussions took place and the following noted:

- Alinta want to run the shop and set their own prices
- Possible tender process

 Tender is not only a cost option – carbon zero/sustainability should be included in the brief suggested

It was then moved to **not** accept Option 1 of the proposal and to proceed with a combination of Options 2 & 3 involving a tender process to include keeping the shop onsite:

Moved: Ben Olijkan Seconded: Adam Gard'ner

Ayes given Carried.

Finance Committee Motions

Motion 1: Approval for the Inclusion of Thresholds and Staff Reimbursement in the Finance Policy on SchoolDocs

The above was tabled, and Ben Olijkan gave a verbal overview, followed by some discussions.

It was then moved to approve the Inclusion of Thresholds and Staff Reimbursement within the Finance Policy on SchoolDocs:

Moved: Nicky Hiku

Ayes given Carried.

Motion 2: Approval for the Signing of the 2023 Statement of Responsibility

It was moved to support and accept the Finance Committee's recommendation to authorise the Presiding Board Member and the Principal to sign the 2023 Statement of Responsibility:

Moved: Ben Olijkan

Seconded: Andrew Marshall

Ayes given Carried.

Motion 3: Approval for the 2023 10-Yr Cyclical Maintenance Plan Ben Olijkan tabled the above and gave a verbal overview.

It was moved to approve and accept the 2023 10 Yr Cyclical $\,$

Maintenance Plan: Moved: Ben Olijkan

Seconded: Adam Gard'ner

Ayes given Carried.

Motion 4: Approval for the Financial Strategies 2024 to 2026

The Principal recommended that the timeframe of the Financial Strategies should be in line with the Strategic Plan (ie 2024 to 2025).

It was moved to approve and accept the Financial Strategies 2024 to 2025:

HS BOT Minutes	Moved: Nicky Hiku Ayes given Carried.		
	The Finance Manager then left the meeting at 6.33 pm.		
Health & Safety	H&S Toolkit Data and Graphs The H&S Toolkit Data and Graphs were tabled by the Principal.	Principal	Next Meeting
	Brief discussions took place and then it was moved to accept the H&S reports: Moved: Kathy Paterson Seconded: Brad Macdonald Ayes given Carried.		
	WorkSafe: Incident Investigation – Property Manager's Report The above report was tabled, and the Principal verbally confirmed the incident was the installer's problem and WorkSafe are working with them.	N/A	N/A
	 WorkSafe: Assessment Outcome CRM: 0209000022 The Principal tabled an email received from WorkSafe and confirmed the following: There are no enforcements to issue Recommendations are being worked through 	N/A	N/A
Self-Review	1) Review of co-opted Board Members: a. Ben Olijkan b. Andrew Marshall The Presiding Member verbally acknowledged their input and value to the Board and confirmed she would like them both to remain on the Board. Ben Olijkan and Andrew Marshall were formally asked if they would stay on the Board and both signalled their agreement. It was then moved to retain Ben Olijkan and Andrew Marshall as co-opted members of the Board: Moved: Nicky Hiku Ayes given Carried. 2) Hautū	N/A	N/A
	Employer Role Employer Role - A summary of what LHS does was tabled by the Principal for the Board's information. Employer Role (section to be reviewed)		

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	The Board, as a whole group, took 10 minutes to discuss the		
	different parts of the Employer Role section.		
	A summary of the findings will be collated, and the next steps	Principal	ASAP
	looked at for moving forward.		
	3) SchoolDocs The SchoolDocs		
	The SchoolDocs Internal Process Outline was tabled, and the		
	Principal verbally gave an overview. Discussions took place and the following noted:		
	All board members will review the policies via the SchoolDocs		
	system and add their name or initials to the feedback		
	 Adam Gard'ner's role is that of 'Gathering & Board Voice' 	Adam	As & When
	 To check the feedback, liaise key parts (changes) with the 	Gard'ner	Required
	Board	Cara ne.	equireu
	 Regarding SchoolDocs, Adam Gard'ner and Toni Soppet are 		
	both administrators		
	Internal Reviews:		
	Adam to inform the Board of any upcoming changes and		
	associated recommendations	Adam	As & When
	Adam to recommend any motions relating to updates	Gard'ner	Required
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Strategic Planning	Motions Required		
	2023 Personnel Compliance Report		
	The above was tabled.		
	It was moved to approve and accept the 2023 Personnel		
	Compliance Report:		
	Moved: Kathy Paterson		
	Seconded: Ben Olijkan		
	Ayes given		
	Carried.		
	Property Strategies 2023 to 2026		
	The above was tabled. It was agreed to change the dates to match		
	the Charter (ie 2023 to 2025).		
	It was moved to approve and accept the Property Strategies 2024		
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	to 2025:		
	to 2025: Moved: Andrew Marshall		
	to 2025: Moved: Andrew Marshall Seconded: Kathy Paterson		
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	to 2025: Moved: Andrew Marshall Seconded: Kathy Paterson Ayes given Carried.		
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	to 2025: Moved: Andrew Marshall Seconded: Kathy Paterson Ayes given Carried.		
	to 2025: Moved: Andrew Marshall Seconded: Kathy Paterson Ayes given Carried. 2024 Board Dates The proposed 2024 board dates were tabled.		
	to 2025: Moved: Andrew Marshall Seconded: Kathy Paterson Ayes given Carried. 2024 Board Dates		

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	Ayes given Carried.		
	2024 Policy Review Schedule (SchoolDocs) The above was tabled, and it was agreed that Adam Gard'ner would check the previous LHS's 2023 Schedule of Policies against the SchoolDocs list.	Adam Gard'ner	ASAP
	It was moved to approve and accept the 2024 Policy Review Schedule (SchoolDocs), subject to cross checking against LHS's schedule: Moved: Adam Gard'ner Seconded: Ben Olijkan Ayes given		
	Carried. 2024 Board Tasks by Month The above was tabled and discussions took place. The following		
	 NAGS would remain in February but would change to NELPs in August The Insurance review (tender to market) to be added to June 		
	It was then moved to approve and accept the 2024 Board Tasks by Month, with the above amendments: Moved: Ben Olijkan Seconded: Adam Gard'ner Ayes given Carried.		
	Kāhui Ako Update (included in the Principal's Report) LHS SP Survey Responses – Staff, Community & Student An updated booklet, containing all the SP survey responses, was sent out with the Agenda Pack.		
Principal's Report	The Principal's Report was tabled by Kathy Paterson who gave a verbal outline. Detailed discussions took place and Kathy Paterson and Marama Lynch gave clarification as and when required. The	Kathy Paterson	Next Meeting
	following noted: • Yr 10 Literacy/Numeracy Exams – software issues • The Principal has sent a letter of concern to NZQA • Students can not achieve NCEA Levels 2 or 3 without literacy/numeracy • Online computer tests, run twice a year		
	 Term 4 Literacy Trial The Principal verbally passed on her concerns regarding literacy in the primary schools and confirmed she has already talked with the Kāhui Ako 		

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	 Too early to measure the success of the trial but it will be continued next year 		
	It was moved to accept the Principal's Report:		
	Moved: Kathy Paterson		
	Seconded: Adam Gard'ner		
	Ayes given		
	Carried.		
	Attendance, Transfer & NCEA Monitoring (T4, Wk 34-35)		
	The above data was tabled.		
Student's Report	Ivy Ding tabled her first student report and gave a verbal outline.	N/A	N/A
	It was moved to accept the Student's Report: Moved: Ivy Ding		
	Seconded: Ben Olijkan		
	Ayes given		
	Carried.		
	The Board Secretary can confirm that Ivy Ding has returned her		
	signed Trustees' Code of Conduct.		
Tabled	Letter of thanks	N/A	N/A
	An email of thanks, from Trish Matunga, was tabled.		
	MOE		
	A letter was received, from the MOE, regarding Lincoln Primary		
	Enrolment Scheme Amendment.		
	The Principal informed the Board that LHS have offered Lincoln	N/A	N/A
	Primary the use of two classrooms next year if they need them.	IN/A	IN/A
	, , ,		
Planned Trips	The following Trip Updates were tabled:	Principal	Next
Updates	China – April 2024		Meeting
	 Marama Lynch is looking at joining the trip 		
	USA History – April 2024		
	New Caledonia – October		
	Japan – December 2024		
	 The Principal informed the Board of a Teacher Aide who is 		
	a native Japanese speaker who has previously gone on the		
	trip, to support the teacher, and paid for herself. The		
	Principal recommended that the Teacher Aide attends as a		
	staff member.		
	It was then moved to allow the Teacher Aide to go on the		
	Japan trip as a staff member with her costs covered:		
	Moved: Kathy Paterson		
	Seconded: Adam Gard'ner		
	Seconded, Additi Gald Hel	1	_L

	Ayes given		
	Carried.		
	The Principal gave a brief verbal update on the school trip currently		
	away in Nepal.		
	away in Nepal.		
Trip Proposal	Classics Trip to Greece & Italy – April 2025	N/A	N/A
	The above proposal was tabled. Discussions took place and the		
	following noted:		
	The staff planning to attend would have been on overseas trips		
	last year		
	Concerns shared with the Board regarding the lack of		
	transparency around not being offered to all within the		
	department		
	World Challenge trip – there was a clear process:		
	Open to all to apply to attend Interviews had and then team selected including a		
	 Interviews had and then team selected, including a backup 		
	Other staff could be trained on how to plan for trips —		
	management not governance thing		
	management not governance thing		
	Following discussions, it was then moved, in principle, to approve		
	the Classics Greece & Italy trip (April 2025):		
	Moved: Ben Olijkan		
	Seconded: Steve Rosling		
	Ayes given		
	Carried.		
Property	Property Report	Andrew	Next
,	Andrew Marshall tabled the report and gave a verbal overview.	Marshall	Meeting
	Detailed discussions took place and the following noted:		
	Re-development/Masterplan		
	 The Principal and the Board all have very serious 		
	concerns about the project. Talk of a block being		
	canned		
	 The MOE Delivery Manager (Adel) is confident about 		
	the Science Block but unsure about progress with the		
	Administration Block at this stage. However, he has not		
	put anything in writing so all reports from him are		
	verbal		
	 Not sure if the project is over budget or if the MOE are 		
	in a cost cutting mode		
	in a cost cutting mode If the delays/issues are related to cost cutting,		
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Resolution to take	 The Principal confirmed she had already talked with a local MP and will pursue things further with them It is important to keep the plan going It was moved to accept the Property report: Moved: Andrew Marshall Seconded: Steve Rosling Ayes given Carried. The Presiding Member proposed the Board take a break at 8.28 		
a break	pm. Marama Lynch blessed the food.		
The meeting resumed at 8.32 pm			
Community Engagement	It was suggested that the following, from tonight's meeting, will be shared with the LHS community: • SchoolDocs • Co-requisites and conversations had • Science successes	The Board	Next Meeting
In Committee	It was moved by Nicky Hiku at 8.32 pm that the public be excluded from the following part of the proceeding of this meeting: 1. Minutes from previous meeting 2. Alternative Education Students 3. Stand downs and suspensions 4. Lincoln Demographics 5. Student Matters 6. Staff Matters 7. Staff Award 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.	Relevant documents tabled and verbal reports given by Nicky Hiku and Kathy Paterson	

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Resolution to move out of	The Presiding Member proposed the Board move out of Committee at 8.52 pm:	
committee	Moved: Presiding Member	
	Carried.	
Meeting Closed	8.53 pm.	
Closing Karakia	The closing Karakia was said.	
Next Meetings	Monday 19 February 2024 at 6 pm: HOLAs' Data Presentation & Strategic Planning Meeting Monday 26 February 2024 at 6 pm: Routine Board meeting.	

Acting Presiding Member:	
Dated:	