

Lincoln High School Board of Trustees

Minutes of the Meeting held on Monday 23 June 2014 at 5.30 pm.

- Present:** Craig McDowell (Chairperson), Kathy Paterson, Gill Worth, Ian McLeod, Adrian Paterson, Hirini Matunga, Karyn Wilson, Bryan Pidwerbesky and Eden Skipper.
- Apologies:** Douglas Marshall arrived at 5.59 pm.
- In Attendance:** Stephen Rout, Deputy Principal and Tracy Roberts, Secretary
- Welcome:** Craig McDowell formally welcomed Bryan Pidwerbesky to the BOT and introduced him to the Board.
- Minutes:** Craig McDowell moved the Minutes of the May meeting be taken as read and accepted as a true and accurate record.
 Moved: Craig McDowell
 Carried.
- Disclosure of Interest:** Craig McDowell – still currently working with Principal and BOT of Darfield High School as part of his occupation.

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
SDC Policy – releasing information	Douglas Marshall will report back to the Board at the next meeting.	Douglas Marshall	Next Meeting
Treaty of Waitangi Training	Hirini Matunga has yet to meet with Blair Johnstone and Matthew Fraser and will report back to the Board at the next meeting.	Hirini Matunga	Next Meeting
Health & Safety	<p>Health & Safety Report Kathy Paterson gave a verbal update. Health & Safety reporting is still in the verbal phase but progress towards a written report is being made.</p> <p>The LHS staff member who was on the Health & Safety panel has now left the school so another staff member will be invited to join and the Board will be informed of their name in due course.</p> <p>Nothing else to report.</p> <p>Health & Safety Policy/Framework Craig McDowell gave a verbal outline regarding some relevant noted discussion points from the April BOT meeting. Craig McDowell also gave a verbal update regarding the MOE’s Health & Safety systems and the relevance to the Employment Act. Some discussions took place and clarification, when needed, was given by Craig McDowell.</p>	<p>N/A</p> <p>Kathy Paterson</p>	<p>N/A</p> <p>Next Meeting</p>

ERO Self Review	<p>The Principal will work with Gill Worth and Natalie Iles on a self-review of the curriculum section.</p> <p>Craig McDowell verbally referred to the ERO Checklist – Self Review which is used by the LHS BOT annually.</p>	<p>Kathy Paterson</p> <p>N/A</p>	<p>ASAP</p> <p>N/A</p>
Strategic Planning	<p>Narrative Launch Platform</p> <p>Craig McDowell tabled the Marketing sub-committee’s meeting minutes and gave a verbal clarification of the ‘Golden Circles’.</p> <p>Lengthy and detailed discussions followed covering:</p> <ul style="list-style-type: none"> • The purpose/aim of the Narrative Launch Platform. • Baseline data from staff, and the wider local community. • ‘City’ school in rural setting. • Comprehensiveness. • Lincoln University/Lincoln Hub linkage. <p>It was agreed that any other relevant ideas/suggestions of the BOT members would be sent by email to Kathy Paterson.</p>		
Principal’s Report	<p>Kathy Paterson tabled her Principal’s report and gave a verbal overview, including an amendment regarding the ‘Attendance (%)’ data on the first page:</p> <ul style="list-style-type: none"> • The comparable months are February 2014 and June 2014 (not May). <p>Some discussions followed. Kathy Paterson informed the Board that the recent Open Night had been an exceptional evening with positive feedback received from attending families. The Chairperson thanked Ian McLeod for representing the BOT at the evening.</p>	N/A	N/A
Student Report	<p>Eden Skipper tabled his Student Report and gave a verbal overview. Some discussions followed.</p>	N/A	N/A
ERO – National Report Summary	<p>Craig McDowell tabled this document and gave a brief overview.</p>	N/A	N/A
STA News – Green Bay Judicial Review	<p>Craig McDowell tabled this document and offered a verbal overview. Discussions followed and it was decided that the bullet points of the ‘Lessons for the Board of Trustees’ section would be used for reference within the LHS’s suspensions procedure.</p>	<p>N/A</p> <p>Tracy Roberts</p>	<p>N/A</p> <p>ASAP</p>
Lincoln Primary Letter	<p>A letter of thanks, regarding the removal of Silver Birch trees, received from the Lincoln Primary School was tabled. Some discussion followed and it was decided to determine, how many (if any) Silver Birch trees remained on the grounds. Kathy Paterson will report back to the Board at the next meeting.</p>	<p>N/A</p> <p>Kathy Paterson</p>	<p>N/A</p> <p>Next Meeting</p>
Letter of thanks from a student	<p>A letter of thanks regarding some awarded funding was received from a student. See in committee for full details.</p>	N/A	N/A

Sustainability – Next Steps	Stephen Rout tabled this document and gave a verbal outline. It was confirmed that Sustainability is a continuing process and the Principal will report back to the Board, as and when necessary.	N/A	N/A
Heart Foundation – Heart Life	This document was tabled.	N/A	N/A
Resolution to take a break	The Chairperson proposed the Board take a break at 6.49 pm.		
The meeting resumed at 7 pm			
Contributing Schools	It was decided to hold this over until the next meeting.	Craig McDowell	Next Meeting
Policies for Review	It was decided the following policies would be reviewed at the next meeting: <ul style="list-style-type: none"> • Nutrition Policy. • Protected Disclosure Policy. • Staff Leave Without Pay Policy. 	Craig McDowell	Next Meeting
In Committee	It was moved by Craig McDowell at 7.20 pm that the public be excluded from the following part of the proceeding of this meeting:		
Resolution to move out of Committee	The Chairperson proposed the Board move out of Committee at 7.31 pm. Moved: Chairperson Carried.		
1st XI Boys Football Team	<p>Sport, Academic & Cultural Support Fund Application</p> <p>A good, detailed sporting application was submitted and after considerable deliberation:</p> <ul style="list-style-type: none"> • It was moved that \$1000 be awarded to the 1st XI Boys Football Team: Moved: Craig McDowell Seconded: Douglas Marshall Against: One Carried. <p>Pub Charity Application</p> <ul style="list-style-type: none"> • It was moved that the BOT supports a request to be made to Pub Charities (Southern Trust), at the discretion of the Principal, for funding to go towards the accommodation and airfares expenses with regard to the 1st XI Boys Football 2014: Moved: Kathy Paterson Seconded: Gill Worth Carried. 		

	<p>Selwyn District Council Funding</p> <ul style="list-style-type: none"> It was moved that the BOT supports a request to be made to Selwyn District Council Discretionary Funding, at the discretion of the Principal, for funding with regard to the 1st XI Boys Football 2014: Moved: Kathy Paterson Seconded: Gill Worth Carried. 		
Sports, Academic & Cultural Support Fund Applications	<p>An application was received from a student, for support towards a sporting event. See in committee for specific details. Considerable and in-depth discussions were had and the following was decided:</p> <ul style="list-style-type: none"> It was moved to decline the application: Moved: Kathy Paterson Seconded: Ian McLeod Carried. <p>However it was suggested that the student may be able to apply to the Selwyn District Council Discretionary Funding and relevant information will be passed on.</p> <p>An application was received from a student for support towards a sporting event. See in committee for specific details. Considerable discussions were had and the following was decided:</p> <ul style="list-style-type: none"> It was moved that \$100 be awarded to the student: Moved: Craig McDowell Seconded: Gill Worth Carried. <p>It was also decided to put a small article, regarding the Sports, Academic and Cultural Support Fund into the School Newsletter.</p> <p>It was also agreed that further discussions will take place regarding the decision making process and funding of the applications. This will take place at the next meeting.</p>	<p>Kathy Paterson</p> <p>Craig McDowell</p>	<p>ASAP</p> <p>Next Meeting</p>
Other Correspondence – Summary	This document was tabled.	N/A	N/A
Financial Matters	The Finance Committee Report (17 June 2014) was tabled and Douglas Marshall gave a verbal overview and some discussions followed.	N/A	N/A
In Committee	It was moved by Craig McDowell at 7.43 pm that the public be excluded from the following part of the proceeding of this meeting.		
Resolution to move out of Committee	The Chairperson proposed the Board move out of Committee at 7.50 pm: Moved: Chairperson Carried.		

<p>Financial Matters</p>	<p>Followed detailed discussions, it was moved that the BOT adopt the 2014 Annual Budget operating deficit of \$350692.00: Moved: Douglas Marshall Seconded: Ian McLeod Carried.</p> <p>It was moved that the financial statements as at May 2014 be accepted: Moved: Craig McDowell Seconded: Gill Worth Carried.</p> <p>It was moved that the 2013 Annual Report and Financial Statements be accepted: Moved: Craig McDowell Seconded: Gill Worth Carried.</p>		
<p>Property Matters</p>	<p>A Block A verbal update was given by Kathy Paterson and the refurbishments are nearly complete. The final name of A Block will be confirmed at the next meeting but the two choices are:</p> <ul style="list-style-type: none"> • Te wai Mātau – The Waters of understanding • Te wai Mārama – The Waters of enlightenment <p>Six New Classrooms Kathy Paterson gave a verbal update. As yet there is no progress and Kathy Paterson will investigate and report back to the Board.</p>	<p>Next Meeting</p> <p>Next Meeting</p>	<p>Craig McDowell</p> <p>Kathy Paterson</p>
<p>In Committee</p>	<p>It was moved by Craig McDowell at 8 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. Rolleston Schooling 4. Stand downs and suspensions 5. Student Matters 6. Staff Matters 7. Staff Award 8. To hold over <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>	<p>Relevant documents tabled and verbal reports given by Craig McDowell and Kathy Paterson</p>	

