

## Lincoln High School Board of Trustees

### Minutes of the Meeting held on Monday 8 September 2014 at 5.30 pm.

**Present:** Craig McDowell (Chairperson), Kathy Paterson, Gill Worth, Ian McLeod, Hirini Matunga, Karyn Wilson, Natalie Iles and Eden Skipper.

**Apologies:** Adrian Paterson and Bryan Pidwerbesky. Douglas Marshall arrived at 5.39 pm.

**In Attendance:** Stephen Rout (Deputy Principal) and Tracy Roberts, Secretary

**Welcome:** Tracy Rohan (LHS's future Taumutu Representative) and Linda Youl (MOE).

**Minutes:** An amendment:

- The date of the next meeting be changed to **8 September 2014**.

Craig McDowell moved the Minutes of the August 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 of Darfield High School as part of his occupation.

#### Business of the Meeting

Subject	Resolution/Detail	Date To Be Completed
<b>Welcome</b>	The Chairperson welcomed Tracy Rohan and Linda Youl to the meeting and introduced them to the BOT.	
<b>Student Representative</b>	As this was the last meeting for the Student Representative, Eden Skipper, the Chairperson thanked him for his support and contribution. On behalf of the BOT, a token of appreciation was given to Eden Skipper.  Eden Skipper accepted the gift and thanked the BOT for the opportunity of working with them.	
<b>Linda Youl (MOE) Adviser to the Rolleston Establishment Board.</b>	The Chairperson invited Linda Youl to address the BOT. Linda Youl thanked the BOT for their invitation and stressed to the BOT that she is the Adviser to the Rolleston Establishment Board and not the decision maker.  Linda Youl gave a verbal outline which included the following: <ul style="list-style-type: none"> <li>• The Preparation Phase has now been entered.</li> <li>• The enrolment scheme is a new process:                             <ul style="list-style-type: none"> <li>○ Not led by MOE.</li> <li>○ Is led by Rolleston Establishment Board.</li> </ul> </li> <li>• If there is an impasse between schools, the MOE would step in.</li> </ul>	

Linda Youl tabled a revised version of the timeline. The final goal is to have a workable settled zone by October/November 2015. Some detailed discussions took place and the points were noted:

- Transitional Enrolment Arrangement (Grandparented):
  - This would ensure that any family/sibling of students on our current roll have automatic right of enrolment of our (LHS) school.
  - It prevents splitting families.
  - Count as in zone students.
  - Property allowance included.
- A file of the current roll (names and addresses) is part of our enrolment proposal:
  - NB That family at that address is part of the Grandparented scheme. If the family move (even only 2 doors away) it becomes null and void.
- Out of zone students are not included in property allowance.
- If classrooms are already used (with out of zone students) it would be very unlikely for MOE to remove the rooms.
- Network Cluster runs alongside the enrolment process:
  - Eg Lincoln Cluster.
  - Lincoln Cluster would like LHS to take all of Lincoln Cluster Primary Schools.

Linda Youl tabled and distributed some maps which showed the enrolment zones, including Lincoln Cluster. A verbal outline was given by Linda Youl and some discussions followed.

**Transport Entitlement Zone (TEZ/Buses)**

Linda Youl gave a verbal overview of the transitional arrangement that would be in place:

- MOE verbal understanding – that the TEZ would be in place during 5 years from 2017. The 5<sup>th</sup> year (Yr 13) would depend on numbers and a route review.
- Possibility of shared TEZ between Rolleston and LHS for a period of time:
  - Property allowance as per in zone.
  - Difficult to assess numbers for future planning.
- The TEZ is usually midway. Bear in mind:
  - Eventually after 5 years (4.8 km each way) only a narrow band will be left.
  - Grandparented students generally don't qualify for buses.

More discussions followed. Linda Youl also tabled a student distribution map.

Linda Youl asked that LHS let her know whether the revised version 2 timeline is acceptable. Linda Youl also suggested that only 2 or 3 BOT representatives attend the main Rolleston/LHS meeting.

Linda Youl left the meeting at 6.15 pm.

<b>Resolution to take a break</b>	The Chairperson proposed the BOT take a break at 6.16 pm.		
<b>The meeting resumed at 6.18 pm.</b>			
<b>Tracy Rohan Taumutu Representative</b>	Craig McDowell invited Tracy Rohan who will be replacing Hirini Matunga as the Taumutu Representative on the LHS BOT in the near future to address the Board.  Tracy Rohan introduced herself and gave a verbal outline of her profile.		
<b>In Committee</b>	It was moved by Craig McDowell at 6.23 pm to move into committee.		
<b>Resolution to move out of Committee</b>	The Chairperson proposed the Board move out of committee at 6.48 pm.		
<b>Treaty of Waitangi</b>	To be held over until the February 2015 meeting. Tracy Rohan will liaise with Blair Johnston and Matthew Fraser and report back.	Tracy Rohan	February Meeting
<b>Birch Trees</b>	Kathy Paterson confirmed that there are no existing Birch trees on the LHS site.	N/A	N/A
<b>Swimming Pool Fencing</b>	Stephen Rout gave a verbal update and will make contact with the relevant neighbour.	Stephen Rout	ASAP
<b>Population Forecast</b>	Douglas Marshall tabled a document and gave a verbal outline. Discussions followed.		
<b>Health &amp; Safety</b>	<b>Health &amp; Safety Report</b> Kathy Paterson tabled the Toolkit 10F document and a list of the staff who hold a current First Aid qualification. Some discussions followed and it was decided that, in future, with regard to the Toolkit 10F, any empty boxes would be marked with a zero.		
<b>Self Review - Board Assurance Statement &amp; Self-Audit Checklists</b>	This document was tabled and discussed. It was acknowledged that the GATE review is still ongoing. It was agreed that this Board Assurance Statement & Self-Audit Checklist will be revisited at the February 2015 meeting.	Craig McDowell	February Meeting
<b>Strategic Planning</b>	<b>Narrative Launch Pad Platform</b> The Marketing Group meeting notes and poster design samples were tabled and Craig McDowell gave a verbal overview. Discussions followed and Kathy Paterson gave some verbal clarifications when required. It was agreed that, at some point, an external marketing person would be engaged.		
<b>Principal's Report</b>	Kathy Paterson tabled her report and gave a verbal outline. Following some discussions it was decided that: <ul style="list-style-type: none"> <li>• The Parent Survey would be sent out again by email.</li> <li>• Hirini Matunga would send an email of thanks regarding the landscaping plans.</li> <li>• Twizel School Visit – in recognition of the significant input/support by the LHS staff, the Board would provide a morning tea.</li> </ul>	Kathy Paterson Hirini Matunga Stephen Rout	ASAP ASAP ASAP

	The Board thanked Kathy Paterson for the report and acknowledged the significant support and commitment of the staff involved in the recent Sports Tournament Week.		
<b>Student Report</b>	Eden Skipper tabled his last report and gave a verbal overview. Discussions followed and it was moved that, if the new Student Representative (Blake Derks-Wyatt) Spirit of Adventure nomination was successful, the Board would fund the project: Moved: Craig McDowell Seconded: Eden Skipper Carried.  The Board thanked Eden Skipper for his support and contribution.		
<b>2015 Term Dates</b>	The draft 2015 Term Dates was tabled and discussions followed. It was noted that the Teacher Only Day dates may change. It was moved that the 2015 Term Dates be accepted: Moved: Craig McDowell Seconded: Gill Worth Carried.		
<b>Policies for Review</b>	<b>Gifted and Talented Students' Policy</b> It was agreed to hold over until the next meeting.  <b>Harassment Policy</b> It was agreed to hold over until the next meeting.  Relevant associated documents to be tabled at the same time.	Craig McDowell  Craig McDowell	Next Meeting  Next Meeting
<b>IES Initiative</b>	Craig McDowell gave a verbal update of the current position. More information will be passed on as and when it becomes available.  Some general discussions followed and it was decided to keep this item on the Agenda.	Craig McDowell	Next Meeting
<b>Sports, Academic and Cultural Support Fund Application</b>	An application was received from a student, for support towards an overseas conference costs. See in-committee for specific details. Considerable and lengthy discussions were had and the following was decided: <ul style="list-style-type: none"> <li>It was moved to decline the application: Moved: Craig McDowell Seconded: Douglas Marshall Carried.</li> </ul> However, due to the exceptional circumstances and in recognition of the student's support of LHS, the following was decided: <ul style="list-style-type: none"> <li>It was moved that \$2500 be granted from different Board funds: Moved: Craig McDowell Seconded: Douglas Marshall Carried.</li> </ul>		

	It was also suggested that the student may be able to apply to the Selwyn District Council Discretionary Funding and relevant information will be passed on.		
<b>Canterbury Community Trust</b>	<p><b>Musical Grant Application</b></p> <ul style="list-style-type: none"> <li>It was moved that the BOT supports a request to be made to Canterbury Community Trust, at the discretion of the Principal, for funding to be used for purchasing 4 x Apple Mac computers (equipped with proper recording software): Moved: Kathy Paterson Seconded: Hirini Matunga Carried.</li> </ul>		
<b>Financial Matters</b>	<p><b>Finance Committee Report</b></p> <p>The report was tabled by Douglas Marshall and a verbal overview given including his concerns regarding the timing of financial reports. Douglas Marshall will continue to investigate and will report back to the Board.</p> <p>Discussions took place regarding the charges relating to workbooks and trips. Further discussions will take place after the Principal has documented the current system and reports back to the Finance Committee. It was also noted that the Bursar attended an associated workshop recently and more information will follow.</p> <p>It was acknowledged that a Summary Balance Sheet as at 31 August 2014 is not available.</p> <p>It was moved that the Financial Committee Report, be accepted as true and accurate: Moved: Douglas Marshall Seconded: Gill Worth Carried.</p>	<p>Douglas Marshall</p> <p>Kathy Paterson</p>	<p>Next Meeting</p> <p>Next Meeting</p>
<b>Property Matters</b>	<p><b>A Block Māori Names</b></p> <p>The names, artwork and translation have been approved and signed off.</p> <p><b>Six New Classrooms</b></p> <p>Kathy Paterson gave a verbal update. Nothing in writing has yet been received.</p> <p><b>Back Flow Preventers</b></p> <p>Kathy Paterson gave a verbal outline of the existing situation and also confirmed that the MOE have agreed, in writing, to fund the \$50000 cost from the Roll Growth provision.</p> <p><b>Big Picture Property Plans</b></p> <p>Kathy Paterson tabled some notes from the recent BOT site 'walkaround' and discussions followed. It was agreed that an architect would be engaged to develop a Masterplan for LHS. It was also agreed that an application to the MOE for funding towards this engagement would be sent off.</p>	<p>Kathy Paterson</p>	<p>ASAP</p>

<b>In committee</b>	<p>It was moved by Craig McDowell at 7.52 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. Stand downs and suspensions</li> <li>4. Financial 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 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 Craig McDowell and Kathy Paterson	
<b>Resolution to move out of Committee</b>	<p>The Chairperson proposed the Board move out of Committee at 8.50 pm.  Moved: Chairperson  Carried.</p>		
<b>Meeting Closed</b>	8.52 pm		
<b>Next Meeting</b>	Monday 20 October 2014		

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

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