

Lincoln High School Board of Trustees

Minutes of the Meeting held on Monday 11 April 2016 at 6 pm.

Present: Douglas Marshall (Chairperson), Kathy Paterson, Gill Worth, Adrian Paterson, Rob Silcock, Jemma Burgham, Rafael Clarke and Bryan Pidwerbesky.

Apologies: Lisa Voorwinde.

In Attendance: Stephen Rout (Deputy Principal), Barry Williamson (Business Manager), Tracy Roberts (Secretary) and Rachel Austen (HOLA Languages).

Welcome: Douglas Marshall welcomed everyone, including Rachel Austen and Barry Williamson and introduced Barry Williamson to the Board.

HOLA Presentation: At the beginning of the meeting, Rachel Austen gave a presentation on the Languages Department’s vision and goals. During the presentation any questions were answered by Rachel Austen. The presentation was very well received and the Board thanked Rachel Austen who then left the meeting at 6.40 pm.

Minutes: **22 February 2016 Minutes:**
It was moved the Minutes of the 22 February 2016 meeting be taken as read and accepted as a true and accurate record:
Moved: Bryan Pidwerbesky
Seconded: Gill Worth
Carried.

Disclosure of Interest: Adrian Paterson who is the Chairperson of the Lincoln Primary BOT.

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
Matters arising from the previous minutes	Uniform Kathy Paterson gave a verbal overview of the careful communication to the wider community of the new uniform. Eight students will be wearing/displaying the new uniform at the Open Afternoon.	N/A	N/A
Resignation of BOT Member	The recent resignation of Tracy Rohan (Te Taumutu Rūnanga Trustee) was discussed. All agreed that Tracy Rohan had made a real difference to the Board in her time as the Te Taumutu Rūnanga Trustee and the Chairperson expressed the Board’s gratitude of her. The Board wishes Tracy Rohan well for her future role with the MOE. There is no immediate Te Taumutu Rūnanga Trustee replacement and this will be revisited again after the Board elections.	N/A Chairperson	N/A August/ September Meeting

<p>Health & Safety</p>	<p>Two Health & Safety Reports were tabled.</p>	<p>N/A</p>	<p>N/A</p>
<p>Self Review</p>	<p>Police Vetting Policy Kathy Paterson tabled the draft Police Vetting Policy and gave a verbal indication of the rationale. Discussions took place and the following decided:</p> <ul style="list-style-type: none"> • Item 3 will refer to 1 & 2 not 2 and 3. • Item 9 will read “Homestay Families – All residents of the homestay household of 18 years and over will be vetted. Kathy Paterson confirmed that Homestay Families are already being vetted. • Volunteers (eg Sports Coaches) – Kathy Paterson will check the Vulnerable Children Act (VCA) again and, if necessary, amend the Policy accordingly. <p>Following the amendments, the Police Vetting Policy will be tabled again at the next meeting.</p> <p>Timetable Policy and Timetable Procedures The draft Timetable Policy and Timetable Procedures were tabled by Kathy Paterson and discussions followed. The following was agreed:</p> <ul style="list-style-type: none"> • The font to be changed to match the other Policies. <p>Following any amendments the two documents will be tabled again at the next meeting.</p>	<p>Kathy Paterson</p> <p>Chairperson</p> <p>Chairperson</p>	<p>ASAP</p> <p>Next Meeting</p> <p>Next Meeting</p>
<p>Strategic Planning</p>	<p>Kathy Paterson tabled the final 2016 Charter. All agreed it was an excellent, thorough document.</p>		
<p>Chairperson’s Report</p>	<p>Douglas Marshall tabled his report with attachments and some lengthy, robust discussions ensued and the following noted:</p> <p>Health & Safety</p> <ul style="list-style-type: none"> • Epi-pen to be purchased. Kathy Paterson to make the arrangements. • Kathy Paterson gave some verbal information to the Board relating to staff and H&S courses. • A new temporary H&S Bot committee to be formed to: <ul style="list-style-type: none"> ○ unpack the new legislation and determine what is important and relative to the school environment. ○ determine if our practices are efficient and meet the requirements. ○ determine what needs to be reported to the BOT and how? ○ ensure things are maintained. ○ Gill Worth and Lisa Voorwinde to review school wide hazards 	<p>Kathy Paterson</p>	<p>ASAP</p>

	<ul style="list-style-type: none"> It was moved to establish a temporary H&S committee and Kathy Paterson (or delegated staff member), Lisa Voorwinde and Gill Worth will be on the committee: Moved: Douglas Marshall Carried. <p>NB: It was also agreed that:</p> <ul style="list-style-type: none"> any future H&S items would be included under the separate agenda heading of Health & Safety. the Principal and Chairperson will provide a separate H&S report which they will both sign. <p>Returning Officer Resolution It was moved, by email, to appoint Jan Brittenden as Returning Officer for the LHS BOT elections: Moved: Kathy Paterson Seconded: Douglas Marshall Carried.</p> <p>Discussions were had regarding the makeup of the BOT and it was moved to keep the present balance of 5 elected Trustees, 1 Staff Trustee and 1 Student Trustee: Moved: Rafael Clarke Seconded: Jemma Burgham Carried.</p> <p>It was moved to accept the Chairperson’s report: Moved: Douglas Marshall Carried.</p>	Chairperson/ Kathy Paterson	Next Meeting
Principal’s Report	<p>Kathy Paterson tabled her report and gave a verbal outline. General discussions took place including the H&S data trends and Kathy Paterson informed the Board that the graph will be re-graphed to represent 4-weekly periods for the next meeting.</p> <p>The apparent drop in attendance levels was also discussed and Kathy Paterson is going to compare the data with last year’s data and report back to the Board.</p> <p>Barry Williamson is going to look into the insurance renewals.</p> <p>It was moved to accept the Principal’s Report: Moved: Gill Worth Seconded: Bryan Pidwerbesky Carried.</p>	Kathy Paterson Kathy Paterson Barry Williamson	Next Meeting Next Meeting ASAP
Student’s Report	<p>Rafael Clarke tabled his report and gave a verbal outline.</p> <p>It was moved to accept the Student’s Report: Moved: Rafael Clarke</p>	N/A	N/A

	<p>Seconded: Gill Worth Carried.</p>		
Camp Quality Letter	<p>Kathy Paterson tabled the Camp Quality letter.</p>	N/A	N/A
2017 Term Dates	<p>Kathy Paterson tabled the 2017 Term Dates. It was moved to accept the dates: Moved: Kathy Paterson Seconded: Douglas Marshall Carried.</p>	N/A	N/A
Sports, Academic & Cultural Fund Application	<p>Applications were received from:</p> <ul style="list-style-type: none"> • SI Secondary Adventure Racing Competition (SISSARC) • Senior A Girls Volleyball Team • Futsal Teams <p>Kathy Paterson offered some recommendations and, after detailed discussions, the following was decided:</p> <p>SI Secondary Adventure Racing Competition (SISSARC) It was decided to decline the application: Moved: Gill Worth Seconded: Douglas Marshall Carried.</p> <p>Senior A Girls Volleyball Team It was moved that \$400 would be awarded: Moved: Adrian Paterson Seconded: Bryan Pidwerbesky Carried.</p> <p>Futsal Teams It was moved that \$680 would be awarded: Moved: Rob Silcock Seconded: Gill Worth Carried.</p>		
Overseas Trip Proposal	<p>With regard to Year 13 Classics, an overseas trip proposal (to Greece and Italy) was received. Lengthy and detailed discussions took place relating to risks and procedures.</p> <p>It was agreed that the BOT accept the concept of the trip but the risks need to be itemised and comprehensive, documented processes put in place.</p> <p>It was then moved to allow planning for the trip to proceed, subject to the following:</p> <ul style="list-style-type: none"> • Full and complete plans must be presented to the BOT for final approval. • Insurance position to be clarified and confirmed. 		

	<ul style="list-style-type: none"> NB: Bot decisions may change depending on risk management and the BOT reserve the right to cancel the trip at any time. <p>Moved: Gill Worth Seconded: Jemma Burgham Carried.</p>		
NZ Schools and ALLis	With regard to NZ Schools and ALLis, copies of an article from the Education Gazette were tabled.	N/A	N/A
Correspondence for Consideration	<p>MOE – LHS Enrolment Zone Amendment Kathy Paterson tabled the documentation relating to the above and it was then moved to adopt the enrolment scheme: Moved: Adrian Paterson Seconded: Bryan Pidwerbesky Carried.</p> <p>Selwyn Netball Centre The Board discussed the letter which was received from the Selwyn Netball Centre. Robust discussions ensued and it was agreed that current arrangements will continue. Stephen Rout will respond to the letter.</p> <p>Green Party – Safe to School Kathy Paterson tabled the documentation and some discussion took place.</p>	N/A	N/A
Other Correspondence	The summary was tabled.	N/A	N/A
Resolution to take a break	The Chairperson proposed the Board take a break at 8.10 pm		
The meeting resumed at 8.22 pm			
Financial	<p>Financial Reports The following reports were tabled by Rob Silcock who gave a verbal overview:</p> <ul style="list-style-type: none"> Balance Sheet as at 31 December 2015 Budget summary of Income & Expenditure for 2016 Budget Worksheet for 2016 <p>Extensive discussions took place and Rob Silcock and Kathy Paterson gave clarification as and when required. It was noted that a future focus of the BOT will be to use the budget and funds well.</p> <p>It was moved to accept and adopt the budget: Moved: Rob Silcock Seconded: Gill Worth Carried.</p>	Douglas Marshall	Next Meeting

	<p>Business Manager – Delegations It was moved to authorise appropriate delegation to the Business Manager, Barry Williamson, who will:</p> <ul style="list-style-type: none"> • have delegated authority to be a signatory for LHS. • be the delegated administrative person relating to banking matters <p>Moved: Gill Worth Seconded: Jemma Burgham Carried.</p>		
<p>Student Trustee</p>	<p>Rafael Clarke left the meeting at 8.35 pm.</p>		
<p>Property</p>	<p>Property Report Kathy Paterson tabled the property report and gave a verbal overview, including about the relocation of selected buildings prior to the start of the new build. Adrian Paterson gave some clarification as and when required.</p> <p>New Classrooms Nothing to report.</p> <p>5YA Kathy Paterson informed the Board that H1 classroom will be refurbished during the holidays.</p> <p>No 6 Boundary Road Property Kathy Paterson and Barry Williamson will work on this and report back to the Board.</p>	<p>Kathy Paterson</p>	<p>Next Meeting</p>
<p>In Committee</p>	<p>It was moved by Douglas Marshall 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. Stand downs and suspensions 4. International Report Summary 5. Guidance Report Summary 6. Student Matters 7. Staff Matters 8. 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>	<p>Relevant documents tabled and verbal reports given by Douglas Marshall and Kathy Paterson</p>	

Resolution to move out of committee	The Chairperson proposed the Board move out of Committee at 9.12 pm: Moved: Chairperson Carried.		
Meeting Closed	9.12 pm.		
Next Meeting	Monday 16 May 2016		

Chairperson: _____

Dated: _____