

## Lincoln High School Board of Trustees

### Minutes of the Meeting held on Monday 8 August 2016 at 6 pm.

- Present:** Adrian Paterson (Chairperson), Kathy Paterson, Lisa Voorwinde, Rob Silcock, Andrew Marshall, Paul Lancaster, and Jemma Burgham.
- Apologies:** Rafael Clarke arrived at 6.09 pm.
- In Attendance:** Stephen Rout (Deputy Principal), Tracy Roberts (Secretary), Barry Williamson (Business Manager) and the International Directors Carolyn O’Byrne and Glenda Stone.
- Welcome:** Adrian Paterson welcomed everyone and introduced the International Directors to the Board.
- HOLA Presentation:** At the beginning of the meeting, Carolyn O’Byrne and Glenda Stone gave a presentation on the International Department’s pastoral role, vision and goals. During the presentation any questions were answered by Carolyn or Glenda. The presentation was very well received and the Board thanked Carolyn O’Byrne and Glenda Stone who then left the meeting at 6.55 pm.
- Minutes:** **20 June 2016 Minutes:**  
It was moved the Minutes of the 20 June meeting be taken as read and accepted as a true and accurate record:  
Moved: Adrian Paterson  
Carried.
- Disclosure of Interest:** Adrian Paterson who has been co-opted on to the Lincoln Primary BOT.  
Paul Lancaster is also on the Kirkwood School BOT.

#### Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
<b>International HOLA Presentation</b>	Following the HOLA presentation, Kathy Paterson informed the Board of the huge transition, over the last three years, which the department has gone through, including the job-share roles of the Directors. Kathy Paterson acknowledged how well the two Directors work together and also how well they are supported by their fantastic team of Dale French (Administrator) and Helen Fitzsimmons (Homestay Co-ordinator).	N/A	N/A
<b>Insurance Renewals</b>	Insurance renewals regarding travel are currently being looked at by the Business Manager.	Business Manager	Next Meeting
<b>Health &amp; Safety</b>	<b>H&amp;S Committee Report</b> Paul Lancaster tabled a report relating to the recent Health & Safety Legislation-Update seminar and gave a verbal outline. Kathy Paterson, Adrian Paterson and Paul Lancaster attended the seminar.	Kathy Paterson	Next Meeting

	<p><b>H&amp;S Toolkit Data and Supporting Graphs</b> Kathy Paterson tabled the data and graphs and gave a verbal overview. Some discussions followed relating to ‘Near miss’ processes and documentation.</p> <p><b>H&amp;S Legislation – Part 3 (remaining sections)</b> The relevant sections were tabled by Kathy for the information and guidance for the BOT.</p> <p><b>Other H&amp;S Matters</b> Discussions took place regarding the current electronic sign-in system and the possible need of adding a ‘tick box’ acknowledgement of our terms and conditions for visitors.</p> <p>Kathy Paterson informed the Board of a recent staff H&amp;S meeting.</p>	<p>Kathy Paterson</p> <p>N/A</p> <p>Kathy Paterson</p> <p>N/A</p>	<p>Next Meeting</p> <p>N/A</p> <p>Next Meeting</p> <p>N/A</p>
<p><b>Self Review</b></p>	<p><b>Timetable Policy and Timetable Procedures</b> The two documents were resubmitted to the Board by Kathy Paterson who verbally outlined the changes. Discussions were had and it was moved to accept and approve the changes: Moved: Kathy Paterson Seconded: Rob Silcock Carried.</p> <p><b>Formulation/Amendment of Policies</b> Kathy Paterson tabled the Policy and following discussions it was decided to keep the policy as is: Moved: Adrian Paterson Carried.</p> <p><b>Fundraising Policy</b> The policy was tabled by Kathy Paterson and discussions followed. It was agreed that a ‘rationale’ needs to be added and then the policy resubmitted at the next meeting.</p> <p><b>Principal’s Professional Leadership and Annual Performance Review and Principal’s Review: Procedure for staff input</b> The reviews were tabled and the changes noted. Kathy Paterson gave an overview regarding the changes and discussions followed. Following discussions some additional wording was suggested re item 1 (“... an agreed method which would include A, B or C. The BOT Chairperson, Appraiser and Principal would decide which method would be used.”). Following the amendments, the reviews will be re-submitted to the Board at the next meeting.</p>	<p>N/A</p> <p>N/A</p> <p>Kathy Paterson</p> <p>Kathy Paterson</p>	<p>N/A</p> <p>N/A</p> <p>Next Meeting</p> <p>Next Meeting</p>

	Kathy Paterson informed the Board of the upcoming visit by her appraiser and details of the staff selected (by the appraiser) relating to specific topics.		
<b>Chairperson's Report</b>	Adrian Paterson tabled his report.  It was moved to accept the Chairperson's report: Moved: Adrian Paterson Carried.	Chairperson	Next Meeting
<b>Principal's Report</b>	The Principal's Report was tabled by Kathy Paterson who gave a verbal overview. General discussions took place and Kathy Paterson gave clarification as and when required.  It was moved to accept the Principal's Report: Moved: Kathy Paterson Seconded: Lisa Voorwinde Carried.	Kathy Paterson	Next Meeting
<b>BOT Contact List</b>	The BOT Contact list was tabled for information.	N/A	N/A
<b>BOT Committee List</b>	The BOT Committee list was tabled for information.	N/A	N/A
<b>Resolution to take a break</b>	The Chairperson proposed the Board take a break at 7.42 pm.		
<b>The meeting resumed at 7.53 pm</b>			
<b>Student Report</b>	Rafael Clarke gave a verbal report.	N/A	N/A
<b>General Business</b>	<b>NZSTA Email re Support Staff Professional forum</b> With regard to the above, Kathy Paterson tabled the email for the Board's information.  <b>BOT Code of Conduct</b> Kathy Paterson tabled the Code of Conduct and discussions took place and some changes suggested. It was agreed for the Code of Conduct to be amended and resubmitted at the next meeting.  <b>BOT Te Taumutu Runanga replacement</b> Discussions were had whether the replacement had to be a Te Taumutu representative or if a Māori parent could be co-opted onto the Board. Kathy Paterson will investigate this matter and further discussions will take place at the next meeting.  <b>BOT Student Representative Elections</b> It was moved to appoint Stephen Rout as Returning Officer for the Student Representative Elections: Moved: Adrian Paterson Carried.	N/A  Kathy Paterson  Kathy Paterson  N/A	N/A  Next Meeting  Next Meeting  N/A

<p><b>Sports, Academic &amp; Cultural Fund Application</b></p>	<p>Applications were received from:</p> <ul style="list-style-type: none"> <li>• Two Yr 13 students – specific details ‘In Committee’</li> <li>• Senior A Netball – Nelson</li> <li>• Girls 1<sup>st</sup> XI Hockey – Ashburton</li> <li>• Boys 1<sup>st</sup> XI Hockey – Westport</li> <li>• Girls 1<sup>st</sup> XI Football – Christchurch</li> <li>• Boys 1<sup>st</sup> XI Football (National) – Papamoa</li> <li>• Boys U15 Rugby - Mosgiel</li> </ul> <p>Kathy Paterson offered some recommendations and, following lengthy detailed deliberations, the following was agreed and moved:</p> <ul style="list-style-type: none"> <li>• The two Yr 13 students were <b>each</b> awarded \$2500 towards their United Nations Global Development Tour. See in-committee for specific details: <ul style="list-style-type: none"> <li>○ Moved: Kathy Paterson</li> <li>    Seconded: Paul Lancaster</li> <li>    Moved.</li> </ul> </li> </ul> <p>The six sporting applications were awarded the following:</p> <ul style="list-style-type: none"> <li>• Senior A Netball (Nelson) - \$600</li> <li>• Girls 1<sup>st</sup> XI Hockey (Ashburton) – \$320</li> <li>• Boys 1<sup>st</sup> XI Hockey (Westport) – \$500</li> <li>• Girls 1<sup>st</sup> XI Football (Christchurch) – Declined – Nil.</li> <li>• Boys 1<sup>st</sup> XI Football (National) (Papamoa) - \$1600</li> <li>• Boys U15 Rugby (Mosgiel) - \$480 (\$20 per player) <ul style="list-style-type: none"> <li>○ Moved: Rafael Clarke</li> <li>    Seconded: Jemma Burgham</li> <li>    Carried.</li> </ul> </li> </ul>		
<p><b>Uniform Shop Proposal</b></p>	<p>Barry Williamson tabled a new uniform shop proposal. The Board members took a few minutes to read the document and then lengthy and detailed deliberations took place. The following were noted:</p> <ul style="list-style-type: none"> <li>• The marketing and sale of the uniforms through the school as opposed to through third party retailers.</li> <li>• The provision of a uniform shop on site. This included the approval of the capital cost of the refurbishment of an existing MOE owned building (the old tuckshop).</li> <li>• The basis on which the ongoing uniform shop operating costs and stock carrying cost will be carried by the school.</li> <li>• The future provision of on-line sales of the school online through a facility added to the Schools Website</li> <li>• The terms on which the uniforms will be sold to students, especially during the initial phase of the project.</li> </ul> <p>Following the comprehensive discussions four resolutions were passed. (NB: One was ‘In-committee’):</p>		

	<p><b>1. Sale of the uniforms through the school:</b>                  It was resolved that the new school uniform (being introduced at the start of 2017) would be sold through the school as opposed to the current method of sale of the current uniform through independent retailers:                  Moved: Lisa Voorwinde                  Seconded: Andrew Marshall                  Carried.</p> <p><b>2. Provision of a uniform shop on site at LHS:</b>                  An existing MOE owned building (the old tuckshop building,) has been identified as a suitable building. It is currently used as an outlet facility for second hand uniform sales, a Drama Department store room and a general store room.</p> <p>It was resolved that this building be refurbished at a cost of up to \$30,000 in order to create a new uniform shop. This would include:</p> <ul style="list-style-type: none"> <li>• the relocation of the Drama Department stock and the second hand uniform stock within the existing building</li> <li>• the acquisition and set up of a twenty-foot container to be used for the storage of materials currently stored within this building.</li> </ul> <p>It was further resolved that the Ministry of Education approval be sought for this expenditure given that the old tuck shop is an MOE building:                  Moved: Adrian Paterson                  Carried.</p> <p><b>3. Uniform Elements</b>                  The various elements of the uniform were considered and discussed at length. In particular, the compatibility of the short and long sleeve T shirts, with other elements of the uniform.</p> <p>It was resolved that the short and long sleeve T shirts should be excluded from the uniform on the basis that there are sufficient alternative options:                  Moved: Lisa Voorwinde                  Seconded: Andrew Marshall                  Carried.</p>		
<b>Correspondence for Consideration</b>	None received.		
<b>Other Correspondence</b>	The summary was tabled.	N/A	N/A

<p><b>Financial</b></p>	<p><b>Financial Report – Period Ended 30 June 2016</b>                  The above financial report was tabled by Lisa Voorwinde and Barry Williamson gave a verbal outline.</p> <p>General discussions took place and Barry Williamson will report back to the Finance Committee regarding the background of the ‘Maintenance’ amounts.</p> <p>It was moved to accept the Financial report:                  Moved: Adrian Paterson                  Carried.</p>	<p>Chairperson</p> <p>Barry Williamson</p>	<p>Next Meeting</p> <p>Next Finance Meeting</p>
<p><b>Property</b></p>	<p><b>Property Report</b>                  Rob Silcock tabled the report and gave a verbal overview.</p> <p>It was moved to accept the Property report:                  Moved: Rob Silcock                  Seconded: Adrian Paterson                  Carried.</p>	<p>Chairperson</p>	<p>Next Meeting</p>
<p><b>In Committee</b></p>	<p>It was moved by Adrian Paterson at 9.21 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. Enrolments</li> <li>5. Proposed new primary provision for Lincoln</li> <li>6. Student Matters</li> <li>7. Staff Matters</li> <li>8. 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>	<p>Relevant documents tabled and verbal reports given by Adrian Paterson and Kathy Paterson</p>	

<b>Resolution to move out of committee</b>	The Chairperson proposed the Board move out of Committee at 9.50 pm: Moved: Chairperson Carried.		
<b>Meeting Closed</b>	9.51 pm.		
<b>Next Meeting</b>	Monday 12 September 2016 at 6 pm		

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

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