

## **Lincoln High School Board of Trustees**

### **Minutes of the Meeting held on**

### **Monday 20 August 2018 at 6 pm**

**Present:** Adrian Paterson (Chairperson), Lisa Voorwinde, Kathy Paterson, Rob Silcock, Paul Lancaster and Maria Connolly

**Apologies:** Andrew Marshall arrived at 6.04 pm

**In Attendance:** Stephen Rout (Deputy Principal), Tracy Roberts (Secretary) and Barry Williamson (Business Manager)  
Taylin Smith (Head Student) and Katrina (24/7 Youth Worker)  
Also present, as an observer, was Rayhan Satriawan (Yr 9 student)

**Welcome:** Adrian Paterson welcomed everyone, including the Head Student and the observer.

**24/7 Youth Workers Presentation** Stephen Rout introduced Katrina (24/7 Youth Worker) to the Board and then handed over to Katrina.

At the beginning of the meeting Katrina gave a verbal overview of the roles of the 24/7 Youth Workers. The 24/7 Youth Workers' relationship is with Lincoln Baptist Church, a Trust and LHS. It is also endorsed and supported by Selwyn District Council, who also support other Selwyn schools. Katrina informed the Board that the Youth Workers are:

- presence-based and their main aim is to partner/empower students in their own decision making and to improve/nurture students' self-esteem.
- the Youth Workers are here to meet LHS needs and the needs of its young people.

Following the presentation, a question and answer session followed, and Katrina gave clarification as and when required. Katerina circulated the 2017 24/7 Youth Work/LHS Annual Report and National Report.

The presentation was very well received, and the Board thanked Katrina who then left the meeting at 7.23 pm.

**Minutes:** **25 June 2018 Minutes:**  
It was moved the Minutes of the 25 June meeting be taken as read and accepted as a true and accurate record:  
Moved: Adrian Paterson  
Carried.

**Disclosure of Interest:** Barry Williamson tabled the new 'Conflict of Interest Register' and gave some verbal information. The register was shared around the table. The register will be tabled at each meeting and any changes will be noted.

**Business of the Meeting**

Subject	Resolution/Detail		Date To Be Completed
<p><b>Health &amp; Safety</b></p>	<p><b>H&amp;S Toolkit Data &amp; Graphs</b> Kathy Paterson tabled the data and graphs.</p> <p>Some discussion took place regarding the two ambulance attendances and Kathy Paterson clarified that they were related to non-injury (medical events). It was noted that this terminology will be used in the future.</p> <p>Following concerns relating to the small graphs (being hard to read) it was agreed that, going forward, only the current year and the previous years' data will be represented in the graphs. However, the Principal will keep/save the older data.</p>	Kathy Paterson	Next Meeting
<p><b>Self-Review</b></p>	<p><b>Delegated Authorities</b> Adrian Paterson tabled the Delegated Authorities Policy and some discussion followed. It was then agreed that, going forward, this policy will be reviewed annually at the first BOT meeting of the year, when the delegated authorities are reconfirmed.</p> <p>However, some changes to the policy were agreed upon with immediate effect:</p> <ul style="list-style-type: none"> <li>• 'Policy' added to the title</li> <li>• 'Rationale' shortened to include the first sentence only</li> <li>• 'Board's expectation' to be a separate paragraph</li> <li>• The Education Act 1989, Crown Entities Act 2004 and Financial Reporting Act 1993 will be shown under 'See also'</li> </ul> <p>Following the amendments, it was then moved to accept the Delegated Authorities Policy: Moved: Rob Silcock Seconded Lisa Voorwinde Carried.</p> <p><b>Special Needs &amp; Inclusive Education Policy</b> Adrian Paterson tabled the above policy and discussions took place.</p> <p>Kathy Paterson confirmed that the Senior Leadership Team and HOD Learning Support had already had discussions relating to the policy prior to submitting it to the Board. Kathy Paterson and Stephen Rout also gave verbal clarification re the interpretation of the policy – not mental health issues.</p> <p>Detailed discussions followed, and Kathy Paterson gave clarification as and when required. It was agreed that Kathy Paterson will</p>	Board Secretary	ASAP

	<p>provide the wording for a 'Definition' and then the draft policy will be resubmitted to the Board at the next board meeting.</p> <p><b>ICT Policy</b> Kathy Paterson tabled a draft of a new ICT Policy and gave a verbal overview. Discussions ensued, and the following changes agreed upon:</p> <ul style="list-style-type: none"> <li>• Re 'Rationale' <ul style="list-style-type: none"> <li>○ the second, third, forth and fifth paragraphs will be deleted</li> <li>○ the wording in the first paragraph to be changed to include "... development of our students into <b>responsible</b>, capable digital citizens. ...)</li> </ul> </li> <li>• Re 'Body of policy' – will be changed to bulleted formatting</li> </ul> <p>The amended policy will be resubmitted to the Board at the next board meeting.</p> <p><b>Creative Commons Copyright Policy</b> Kathy Paterson tabled a draft of a new Creative Commons Copyright Policy. Detailed discussions took place and the following changes agreed upon:</p> <ul style="list-style-type: none"> <li>• The title of the policy would be 'Copyright Policy'</li> <li>• Re 'See also' – Intellectual Property for Educational Publications</li> <li>• Re bullet point No 8 – change the wording to read "... Board of Trustees of the school <b>may</b> remain the property of that employee (<b>refer to 'Intellectual Property for Educational Publications'</b>). Where this is ..."</li> </ul> <p>Following the amendments, it was then moved to accept the Copyright Policy: Move: Adrian Paterson Carried.</p> <p>NB: It was suggested that, as a policy comes up for review, the copyright insignia is added to all the BOT policies.</p>	<p>Kathy Paterson</p> <p>Board Secretary</p> <p>Chairperson</p> <p>Board Secretary</p>	<p>Next Meeting</p> <p>ASAP</p> <p>Next Meeting</p> <p>ASAP</p>
<p><b>Strategic Planning</b></p>	<p>Following the 24/7 Youth Workers presentation at the beginning of the meeting, Adrian Paterson asked for any comments/feedback and the following noted:</p> <ul style="list-style-type: none"> <li>• LHS pays a third of the cost</li> <li>• 24/7 staff make connections</li> <li>• 24/7 staff do not mention or pass on their religious beliefs onto students. However, the religion may be part of their own beliefs/motivation</li> <li>• The 24/7 staff do have free movement within school</li> <li>• The HOD Counselling liaises with the Youth Workers on a weekly basis</li> </ul>	<p>N/A</p>	<p>N/A</p>

	<ul style="list-style-type: none"> <li>• The Deputy Principal meets with the Youth Workers each term</li> <li>• 24/7 is a well- recognised, known and well managed support within schools</li> <li>• There are clear boundaries re counselling. Youth workers very good at passing information onto the counsellors</li> </ul>		
<b>Principal's Report</b>	<p>The Principal's Report was tabled by Kathy Paterson who gave a verbal outline. General discussions took place and Kathy Paterson gave clarification as and when required. The following were noted:</p> <ul style="list-style-type: none"> <li>• Yr 12 leavers – Some ARA/trades courses start mid-year. Some Yr 12 students got a job or a course placement over the Term 2 holidays. All had achieved Level 2 and had specific reasons for leaving and positive plans going forward</li> <li>• Lincoln Combined team – amazing effort with a top 8 result</li> <li>• Winter tournament - no funding applications received as none qualified for tournaments</li> <li>• Kapa Haka – amazing – others are keen to have them 'perform'. Great experiences but is currently being monitored as involves missing class time</li> <li>• HAIL – notifications instead of newsletters. Updates as they occur. Currently reviewing SLT articles to ensure all are included in HAIL</li> <li>• Minister of Education coming to Christchurch on Wednesday. Kathy Paterson shared her views re staffing, attracting quality staff and wellbeing (re staff and students) that she intends to put forward to the Minister</li> <li>• Kathy Paterson passed on some verbal information about the Tomorrow's School Review</li> </ul> <p>Some questions were raised regarding the attendance figures – how many sick or truant, justified or unjustified etc. Kathy Paterson to obtain some clarification and report back to the Board at the next meeting.</p> <p>It was moved to accept the Principal's Report:  Moved: Kathy Paterson  Seconded: Andrew Marshall  Carried.</p>	Kathy Paterson	Next Meeting
<b>Resolution to take a break</b>	The Chairperson proposed the Board take a break at 7.46 pm.		
<b>The meeting resumed at 7.51 pm</b>			
<b>Student's Report</b>	None.	N/A	N/A

<p><b>Selwyn District Council - Sister Schools</b></p>	<p><b>Procedures &amp; Policies</b> Kathy Paterson gave a verbal overview and informed the Board that an ex Principal (of Darfield) is leading it.</p> <p>Discussions took place and the Board concluded that they wouldn't object to the proposal but wouldn't push for it either. They would consider any other details.</p> <p>Kathy Paterson is going to contact other schools and obtain their views on the project.</p>	Kathy Paterson	ASAP
<p><b>Review of Tomorrow's Schools</b></p>	<p>The Tomorrow's Schools Review document was tabled by Adrian Paterson who also gave a verbal overview and asked for some feedback.</p> <p>Some detailed deliberations took place and the following noted:</p> <ul style="list-style-type: none"> <li>• Current structure allows local community to be involved</li> <li>• The current system works very well if the BOT is strong and knowledgeable. All agreed, that provided the right people, with the right skills, can be attracted – it can work very well</li> <li>• The current system does not work well for low functioning schools (not strong BOT) – not as efficient</li> <li>• Property – should be overseen by MOE – 5YA is difficult and too hard a process</li> <li>• All agreed that the Principal should be on the Board</li> <li>• This Board's strengths/suggestions: <ul style="list-style-type: none"> <li>○ Members have been members on Primary school boards – different perspectives to the table</li> <li>○ Community feedback/action of the high school to be strengthened – make it a focus</li> <li>○ Possibility of using the Primary school policies as templates rather than reinventing from scratch</li> </ul> </li> </ul> <p>Adrian Paterson will send a response regarding the topic of BOT.</p>	Chairperson	ASAP
<p><b>Conflicts of Interest – Gifts/Fraud</b></p>	<p>Adrian Paterson tabled the relevant documentation, discussions took place and the following noted:</p> <ul style="list-style-type: none"> <li>• Andrew Marshall confirmed that, regarding the current building work he is involved with, the client is the MOE and not LHS</li> <li>• It was suggested that the tabled documentation be included in the BOT induction pack</li> </ul> <p>It was also agreed that a new policy around staff gifts (over a value of \$100) be created. The Staff Gifts Policy to include the provision of declaring, to the Principal, the receipt of such a gift. Kathy Paterson to draw up the policy and submit the draft to the Board at the next meeting. NB: Koha 'payments' are recorded so no policy is needed for this.</p>	Kathy Paterson	Next Meeting

<b>Beehive Proposal</b>	<p>Adrian Paterson tabled the Beehive Proposal with the suggestion that the beehive be located away from the school and nearer the van sheds.</p> <p>Robust discussions were had, and serious concerns were raised regarding bee sting allergies and the risk to students and staff.</p> <p>It was decided that more information, relating to other schools and how they have addressed the risks, be obtained and then the proposal be resubmitted to the Board.</p>	Kathy Paterson	Next Meeting
<b>Raising Funds</b>	<p><b>Pub Charities</b></p> <p>The Principal asked the Board for their views on Pub Charities and if they had any issues around the PTA applying to Pub Charities re fundraising for sports and cultural teams?</p> <p>Detailed discussions took place including around some ethical issues.</p> <p>It was then moved to allow the school to be able to apply to Pub Charities for extra-curricular activities/events: Moved: Adrian Carried.</p>	N/A	N/A
<b>Planned School Trip Updates</b>	<p>Kathy Paterson tabled the following trip updates:</p> <ul style="list-style-type: none"> <li>• World Challenge Nepal – December 2018</li> <li>• Japan – April 2019</li> <li>• France – April 2019</li> <li>• Classical Studies – April 2020 <ul style="list-style-type: none"> <li>○ Included a date error – 2017 instead of 2018</li> </ul> </li> </ul>	Kathy Paterson	Next Meeting
<b>Student Trustee Elections</b>	<p>It was moved, by email, that Stephen Rout be appointed as Returning Officer for the upcoming Student Trustee Election: Moved: Adrian Paterson Carried.</p>	N/A	N/A
<b>Correspondence for Consideration</b>	<p><b>School Directory NZ – Early Viewing Invitation</b></p> <p>Kathy Paterson confirmed that she had checked the data relating to LHS.</p> <p><b>NZCER – National Survey</b></p> <p>Adrian Paterson informed the Board that he had responded to the survey and asked for another member to complete the survey. Andrew Marshall agreed to take part.</p>	N/A  Andrew Marshall	N/A  ASAP
<b>Other Correspondence</b>	The summary was tabled.	N/A	N/A

<p><b>Financial</b></p>	<p><b>Finance Report</b>  <b>Management Summary Report – for period ended 31 July 2018</b>  The above new style financial reports were tabled by Lisa Voorwinde who gave a verbal outline and some general discussions followed.</p> <p><b>Deloitte Audit Proposal for Years Ending 31 December 2018 to 2020</b>  The above Deloitte Audit Proposal was tabled by Adrian Paterson and Barry Williamson gave a verbal overview.</p> <p>Lisa Voorwinde confirmed that we are legally obliged to do this and recommended and moved we continue with Deloitte and accept the proposal for the next three years:  Moved: Lisa Voorwinde  Seconded: Rob Silcock  Carried.</p> <p><b>School Accessibility Project BOT Funding</b>  Two urgent motions were moved by email:</p> <ul style="list-style-type: none"> <li>• It was moved, by email, that the BOT approves the increase in the 2018 Capital Expenditure Budget of \$9987.30 to cover accessibility modification expenditure to J Block being the Boards share of this project cost:  Moved: Adrian Paterson  Carried.</li> <li>• It was moved, by email, that the Board approves the expenditure of \$15000.00 for the repairs to the J Block disabled toilet and shower room to be funded from 2015/2019 5YA:  Moved: Adrian Paterson  Carried.</li> </ul>	<p>Lisa Voorwinde</p> <p>N/A</p> <p>N/A</p>	<p>Next Meeting</p> <p>N/A</p> <p>N/A</p>
<p><b>Property</b></p>	<p><b>Property Report</b>  Rob Silcock tabled the Property report and gave a verbal overview. Robust discussions took place and the following noted:</p> <ul style="list-style-type: none"> <li>• 5YA and School Support: <ul style="list-style-type: none"> <li>○ No real progress – Barry Williamson is having regular meetings/catch ups with School Support</li> <li>○ Movement is urgently needed and the suggestion of using someone else was made</li> <li>○ Pool fence should have been done by now</li> <li>○ The Business Manager is unwilling to remove work from School Support as he feels our commitment relating to chunks of work has been made to them</li> </ul> </li> </ul> <p>It was then decided, by the Board, that the Business Manager obtain, from School Support, their confirmed commitments</p>	<p>Rob Silcock</p>	<p>Next Meeting</p>

	<p>relating to timelines. These timelines must be received in time for the next BOT meeting. It was stressed that the Business Manager must make it very clear to School Support that if they can not proceed fast then LHS must go elsewhere. The final decision on how to proceed will be made at the next BOT meeting.</p> <p>Other noted points:</p> <ul style="list-style-type: none"> <li>• Asbestos removal – payment should be in our bank this week</li> <li>• Phoenix (PAX) tender re the changing rooms will be submitted to the Property Committee</li> <li>• An unexpected MOE visitor from Wellington arrived with Karren Madden. Kathy Paterson gave some verbal information</li> </ul> <p>It was moved to accept the Property report:  Moved: Rob Silcock  Seconded: Andrew Marshall  Carried.</p>	Business Manager	Next Meeting
<p><b>Other Matters</b></p>	<p><b>Mock Crash Exercise</b></p> <p>Kathy Paterson informed the Board of the planned ‘Mock Crash’ exercise due to take place tomorrow at lunchtime.</p> <p>Police, Fire and Ambulance emergency services are all involved. Kathy Paterson explained that she had declined the offer of TV media to be present. Although the emergency services would be recording it for training purposes.</p> <p>The Chairman then asked if the visitors, Taylin Smith and Rayhan Satriawan, wanted to share/ask anything:</p> <ul style="list-style-type: none"> <li>• <b>Taylin Smith</b>  Taylin verbally shared her recent success in the Chinese Bridge Speech Competition. She was first in NZ last year and went to China to represent NZ. Following this, Taylin received a scholarship to study in China for a semester. The Board congratulated her.</li> <li>• <b>Rayhan Satriawan</b>  Rayhan Satriawan explained that he wanted to know what it was like to be on the BOT as he is thinking of standing during the Student Trustee election. Adrian Paterson verbally clarified the role of the Student Trustee and the purpose of the Student Report, from the their (student’s) perspective</li> </ul> <p>The students then left the meeting at 9.07 pm.</p>		

<b>In Committee</b>	<p>It was moved by Adrian Paterson at 9.07 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. International Dept <ol style="list-style-type: none"> <li>a. International Report</li> <li>b. Appendix C – Funding Overseas Travel using Crown Funding Checklist</li> </ol> </li> <li>5. Property Report – LHS Property Business Case Review</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>	Relevant documents tabled and verbal reports given by Adrian Paterson and Kathy Paterson	
<b>Resolution to move out of committee</b>	The Chairperson proposed the Board move out of Committee at 9.40 pm: Moved: Chairperson Carried.		
<b>Meeting Closed</b>	9.40 pm.		
<b>Next Meeting</b>	Monday 17 September 2018		

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

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