

Lincoln High School Board of Trustees Minutes of the Meeting held on Monday 28 August 2017 at 6 pm.

Present: Adrian Paterson (Chairperson), Kathy Paterson, Lisa Voorwinde, Rob Silcock, Andrew Marshall, Paul Lancaster, Maria Connolly and Fleur Neill.

Apologies:

In Attendance: Tracy Roberts (Secretary), Barry Williamson (Business Manager).

Welcome: Adrian Paterson welcomed everyone and introduced the new Staff Trustee, Maria Connolly, to the Board.

Minutes: **June 26 2017 Minutes:**
It was moved the Minutes of the 26 June 2017 meeting be taken as read and accepted as a true and accurate record:
Moved: Adrian Paterson
Carried.

Disclosure of Interest: The Chairperson informed the Board that he is no longer on the Lincoln Primary Board.

Notification: At the start of the meeting the Principal informed the Board of the sudden passing of an ex-LHS student. Very sad news that has impacted on the three senior year levels.

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
Hold Over Items	Sports Survey The Sport survey (students playing outside school teams) was continued to be held over.		
Health & Safety	Kathy Paterson tabled the Health & Safety data and graphs. Some discussion followed and Kathy Paterson gave clarification as and when required. The following was noted: <ul style="list-style-type: none"> • Risk management checklist <ul style="list-style-type: none"> ○ MOE booklet is very useful ○ The Principal will keep working with Lisa Voorwinde and Paul Lancaster – ongoing reviewing • Staff mental wellbeing: <ul style="list-style-type: none"> ○ Totally confidential process ○ Staff are encouraged to take advantage of the Christchurch Employee Assistance Programme (EAP) ○ Staff also have access to the school’s counselling team ○ Teachers sick leave will be addressed at the next Health & Safety BOT committee meeting 	Kathy Paterson	Next Meeting

	<p>It was moved to accept the Health & Safety reports: Moved: Paul Lancaster Seconded: Lisa Carried.</p>		
Self-Review	<p>Policies for review:</p> <p>Risk Management Policy A draft of the above policy, showing tracked changes, was resubmitted and discussed. The amendments were accepted.</p> <p>Delegated Authorities The tracked version of the above policy, showing the new added rationale, was resubmitted. The amendments were accepted.</p> <p>Equal Opportunities Policy The tracked version of the above policy, showing the new added rationale, was resubmitted. The amendments were accepted.</p> <p>Following the above accepted amendments, it was moved to accept the above three policies: Moved: Adrian Paterson Carried.</p>	<p>Chairperson</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>	<p>Next Meeting</p> <p>N/a</p> <p>N/A</p> <p>N/A</p>
Strategic Planning	<p>Kathy Paterson tabled the staff feedback relating to the visions, motto and goals and gave a verbal overview. Lengthy detailed discussions took place and the following noted:</p> <ul style="list-style-type: none"> • The document needs to be a one-page living document that is useable, visible and useful • The current Strategic Intent Statement is too complicated and wordy – needs to be much more simpler <ul style="list-style-type: none"> ○ Short, sharp and easy to recall/repeat • The motto which is a tradition does have current meaning and should be kept • The school values are important but need to be aligned to the PB4L behavioural expectations • Need to celebrate more re the ‘doing well’ students and not just the famous ones <p>It was agreed that a Strategic Planning brainstorming meeting would be held on Wednesday 1 November 2017, to discuss the visions in detail. A representative, from Plato, would also be present. The resulting document would be submitted to Plato for final crafting.</p>	<p>Chairperson</p>	<p>1 Nov 2017</p>
Principal’s Report	<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>	<p>Kathy Paterson</p>	<p>Next Meeting</p>

	<ul style="list-style-type: none"> The name for the practice/mock exams has now changed to 'Derived Grade' exams Teachers' Professional Development Reviews are now being done by Kathy Paterson, Stephen Rout, Marama Lynch and Blair Johnstone. Kathy Paterson voiced her admiration of the collaborative Inquiry Cycles being done by staff Tania Roxborough (English teacher) has just won a prestigious NZ Book Award for children and young adults for her book "My NZ Story: Bastion Point" <ul style="list-style-type: none"> It was moved that the Board would send a letter of congratulations to Tania Roxborough: Moved: Kathy Paterson Seconded: Maria Connolly Carried. <p>It was moved to accept the Principal's Report: Moved: Kathy Paterson Seconded: Fleur Neill Carried.</p>		
Student's Report	<p>Fleur Neill tabled her report and gave a verbal outline.</p> <p>It was moved to accept the Student's Report: Moved: Fleur Neill Seconded: Andrew Marshall Carried.</p>	N/A	N/A
October Meeting Date Change	<p>Due to a MOE "Greater Christchurch Secondary School Enrolment Review" meeting there will not be a routine BOT Board meeting in October.</p>	N/A	N/A
NZQA MNA Report	<p>Kathy Paterson tabled the Managing National Assessment Report (MNA) and gave a verbal overview outlining the granted superb four year review. Kathy Paterson also acknowledged the leadership of Tony Melton in this area.</p>	N/A	N/A
NZSTA Conference	<p>Paul Lancaster tabled his report regarding the recent NZSTA Conference. Some discussion followed.</p>	N/A	N/A
Non-uniform Items Survey	<p>Kathy Paterson tabled a booklet detailing the results of the recent 'Non-uniform Items' survey and gave a verbal overview. Lengthy robust discussions took place and it was agreed that a trial of allowing facial hair will be considered. Kathy Paterson will draft up a trial proposal and present it to the Board at the next meeting.</p>	Kathy Paterson	Next Meeting
School Lockers	<p>The results of a recent 'Locker Provision' survey which was sent out to Yr 9 parents were tabled and discussed in depth. The following was noted:</p>		

	<ul style="list-style-type: none"> • The response rate was low • Mixed messages were received from the survey • The suggested cost of \$50 per year was generally considered to be too expensive • The school is full and there is currently no appropriate/suitable room for lockers • The Board acknowledged that some storage space for sports gear/material is needed <ul style="list-style-type: none"> ○ It was agreed that Kathy Paterson will investigate this issue and submit to the Board, at the next meeting, some possible solution suggestions. 	Kathy Paterson	Next Meeting
<p>Camera & Security Systems Upgrade</p>	<p>Kathy Paterson tabled the Camera & Security Systems Upgrade information and gave a verbal overview. Discussions took place and the following noted:</p> <ul style="list-style-type: none"> • The current system is poor and outdated • Financially: <ul style="list-style-type: none"> ○ There would be no additional funding from the MOE to support an upgrade ○ This upgrade would be a project for next year and included in the budget <p>All agreed, in principle, to support the upgrade and it was decided to firm up the specification and obtain some detailed quotations, to include:</p> <ul style="list-style-type: none"> • Swipe key access on five buildings; Wai Ora, J Block, Hall, Gym and Te Puna. 	Kathy Paterson	ASAP
<p>Japan Trip</p>	<p>Kathy Paterson tabled the Japan trip proposal and gave some verbal information.</p> <p>Following some discussion, it was then moved to that the BOT support, in principle, this trip to Japan: Moved: Fleur Neill Seconded: Paul Lancaster Carried.</p> <p>The Chairperson asked the Principal to provide, at the next meeting, updates on the other scheduled trips.</p>	Kathy Paterson	Next Meeting

Yr 9 Ngāti Moki Visits 2017	Kathy Paterson tabled the dates of the upcoming Yr 9 Ngāti Moki visits and verbally gave some general information, including an invitation to all Board members – welcome to attend. Interested parties to contact Blair Johnstone asap.		
Lincoln South Primary School	Adrian Paterson gave some verbal information regarding the location and timeframe. The school is due to open in 2019.		
Correspondence for Consideration	<p>Letter of Thanks A letter of thanks was received from a student. This was discussed 'In committee'.</p> <p>CDHB – Alcohol Licence Application Kathy Paterson tabled a letter from the CDHB relating to a new alcohol licence application for a bottle store at 12a Gerald Street, Lincoln.</p> <p>Detailed discussions took place and it was agreed that the BOT Chairperson would draft and submit a letter of objection.</p>	Chairperson	Deadline: 06.09.2017
Other Correspondence	The summary was tabled.	N/A	N/A
Resolution to take a break	The Chairperson proposed the Board take a break at 8.03 pm.		
Restart of meeting	The meeting resumed at 8.09 pm.		
Financial	<p>Financial Report – January to 31 July 2017 The above financial report, including the Income & Expenditure, was tabled by Lisa Voorwinde who gave a short verbal outline.</p> <p>General discussions took place and it was then moved to accept the Financial Report: Moved: Lisa Voorwinde Seconded: Rob Silcock Carried.</p> <p>Careers Hub Cost Overruns Lisa Voorwinde tabled a report, including the Finance and Property Committees' recommended Board resolution, relating to the cost overruns and gave a verbal outline of the situation.</p> <p>Some discussions followed and then it was moved to approve an increase in the overall capital expenditure budgeted cost of the Careers Hub to \$270,000 of which \$254,000 pertains to the 2017 financial year: Moved: Lisa Voorwinde Seconded: Rob Silcock Carried.</p>	Lisa Voorwinde	Next Meeting

	<p>Capital Expenditure – Budget Summary Amendment Lisa Voorwinde tabled a report, including the Finance and Property Committees’ recommended board resolution, relating to the Capital Expenditure Budget Summary.</p> <p>Some discussions followed and then it was moved to approve a revision in the Capital Expenditure Budget Summary for 2017 to reflect the correct total of \$795,259, which includes the BOT contribution to Wai Ora of \$175,259. This is on the basis that certain capital expenditure included in the schedule such as the asphaltting for \$50,350 will be deferred to 2018: Moved: Lisa Voorwinde Seconded: Rob Silcock Against: None Carried.</p>		
<p>Property</p>	<p>Property Report Adrian Paterson tabled the Property Report and gave a verbal overview. Some discussions took place and the following noted:</p> <ul style="list-style-type: none"> • Gym 1 – gender neutral facilities <ul style="list-style-type: none"> ○ It was agreed that the Business Manager will seek the advice of the Project Managers • Flooding <ul style="list-style-type: none"> ○ Although it has been agreed to engage experts to scope, identify issues and suggest solutions, in the meantime the option of purchasing a pump rather than hiring one is being considered. <p>N Block Barry Williamson tabled an email received from the MOE and gave a verbal outline.</p> <p>Leaky Buildings This high priority subject was brought up again and acknowledged as still on-going. It was suggested that some work may need to be done soon – ie before the MOE work officially begins.</p> <p>It was moved to accept the Property report: Moved: Adrian Paterson Seconded: Andrew Marshall Carried.</p> <p>Library Transformation Project 2017 to 2019 Kathy Paterson gave some verbal information relating to this project which was first raised three years ago and informed the Board that conversations are going to start again.</p>	<p>Rob Silcock</p> <p>Business Manager</p>	<p>Next Meeting</p> <p>ASAP</p>

BOT Student Trustee Election	On Wednesday 8 August 2017, it was moved, by email, that Stephen Rout be elected the Returning Officer for the BOT Student representative elections: Moved: Kathy Paterson Seconded: Paul Lancaster Carried.		
In Committee	It was moved by Adrian Paterson at 8.35 pm that the public be excluded from the following part of the proceeding of this meeting: <ol style="list-style-type: none"> 1. Minutes from previous meeting 2. Alternative Education Students 3. Stand downs and suspensions 4. Student Matters 5. Staff Matters 6. 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>	Relevant documents tabled and verbal reports given by Adrian Paterson and Kathy Paterson	
Resolution to move out of committee	The Chairperson proposed the Board move out of Committee at 9.10 pm: Moved: Chairperson Carried.		
Meeting Closed	9.10 pm.		
Next Meeting	Strategic Planning Meeting re Visions, motto and goals: Wednesday 1 November 2017 at 6 pm.		

Chairperson: _____

Dated: _____