

Lincoln High School Board of Trustees

Minutes of the Meeting held on Monday 7 April 2014 at 5.30 pm.

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

Apologies: Adrian Paterson and Karyn Wilson. Douglas Marshall and Hirini Matunga arrived at 5.40 pm.

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

Minutes: Two amendments:

- Re the Education for Sustainability Policy minutes – the words ‘**the budget paragraph**’ be replaced with ‘**it**’.
- Re LHS Summer Skirt – change **5 cm to 3 cm**.

Craig McDowell then moved the Minutes of the February 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 and Darfield High School BOT.
Gill Worth – regarding one of the Sport & Cultural Support Fund Applications.

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
Swimming Pool	A verbal update was given by Stephen Rout and the cost of heating the pool is to be monitored. MOE’s contribution to the cost of the pool to be investigated by Kathy Paterson who will report back to the BOT.	Kathy Paterson	ASAP
Policy Schedule	This document was tabled and Craig McDowell gave some verbal information regarding Health & Safety Policy and classification of Officers. Some general discussion followed. It was decided to wait for the new legislation then discuss further.	Craig McDowell	No date decided
BOT Operations Procedures	The amended document was tabled. It was decided to remove the date at the bottom of the document and then accept: Moved: Craig McDowell Seconded: Gill Worth Carried.	N/A	N/A
Rolleston Schooling	This was moved into committee.		
MOE Data	This data is now ratified. Kathy Paterson informed the Board that an additional \$6937 above the budget has been granted.	N/A	N/A

Property Strategies	This is included in the Charter booklet and was accepted as is.	N/A	N/A
BOT Professional Development Group Training	<p>A verbal overview was given by Craig McDowell who informed the Board that Eden Skipper (Student Representative) had submitted an application to attend NZSTA conference.</p> <p>The Treaty of Waitangi training was also discussed and Kathy Paterson suggested that Blair Johnstone and Matthew Fraser would provide some professional development to the BOT. Kathy Paterson will look into it and report back to the Board. Kathy Paterson will also investigate whether STA offer any training modules.</p>	N/A Kathy Paterson	N/A Next meeting
Principal's Report	Kathy Paterson tabled her report and gave a verbal overview. Kathy also informed the Board that the recent Workday had raised \$20530.00. Some discussion followed. It was acknowledged as a good report and Craig McDowell gave his thanks.	N/A	N/A
Student Report	Eden Skipper tabled his report and gave a verbal overview. Some discussion followed.	N/A	N/A
LHS Kilt	This was discussed again and it was confirmed that the kilt had to be above the ankle and below the knee.	N/A	N/A
Co-option of BOT Member	<p>Craig McDowell read out a submission received from Mr Bryan Pidwebesky. His possible co-option to the Board was discussed and agreed to: Moved: Craig McDowell Seconded: Kathy Paterson Carried.</p> <p>It was decided that Natalie Iles would provide Tracy Roberts with the details of the contents of the 'new member folder'.</p>	Craig McDowell Natalie Iles	ASAP ASAP
Location and access of BOT Policies and Minutes	<p>Detailed and lengthy discussions took place regarding putting material onto LHS's website so that the public and staff have easier access. It was decided that the following would be put onto the school website:</p> <ul style="list-style-type: none"> • Current Strategic Plan • Current BOT Policies (except Principal Appraisal) • Board Meeting Minutes, note: Only the 'public' minutes will be published Only after they have been fully signed off by the Chairperson and personal details removed. <p>Douglas Marshall to check SDC policy for releasing information about individuals. Eg, members of the public receiving council grants.</p> <p>It was also decided that the names of individual applicants would not be published in the 'public' section but the names noted in the 'confidential' minutes.</p>	Kathy Paterson	ASAP
Resolution to take a break	The Chairperson proposed the Board take a break at 7.10 pm		

<p>The meeting resumed at 7.20 pm</p>			
<p>Surrender and Retention</p>	<p>Following new legislation, a draft document was tabled by Stephen Rout. Involved and lengthy discussions took place and Stephen Rout gave clarification where relevant. Stephen Rout will investigate the situation further and report back to the Board.</p> <p>It was also suggested by Ian McLeod that a standard operating checklist, be developed. Some discussion was had and it was agreed by all to be a good idea. Stephen Rout will action and table it at the next meeting.</p>	<p>Stephen Rout</p> <p>Stephen Rout</p>	<p>Next meeting</p> <p>Next meeting</p>
<p>NZEI – Employment Relations Education Leave</p>	<p>Kathy Paterson tabled a document and gave a verbal outline.</p>	<p>N/A</p>	<p>N/A</p>
<p>SDC – Cemetery Plan</p>	<p>This document was tabled.</p>	<p>N/A</p>	<p>N/A</p>
<p>Sport & Cultural Support Fund Applications</p>	<p>Three sporting applications were submitted and discussed at length. The following was decided:</p> <p>Mixed Tennis Team – It was moved that \$250 be awarded: Moved: Craig McDowell Seconded: Douglas Marshall Abstained: 1 Carried.</p> <p>Senior A Boys Volleyball Team. NZSS Volleyball 2014 – It was decided that the application would be returned and more information requested by Mrs Paterson.</p> <p>Senior A Girls Volleyball Team. NZSS Volleyball 2014 – It was decided that the application would be returned and more information requested by Mrs Paterson.</p> <p>An application was received from the LHS Woodwind Ensemble, this was discussed and the following was decided: It was moved that \$50 be awarded: Moved: Craig McDowell Seconded: Ian McLeod Carried.</p> <p>An application was received from a student, for support towards flight costs. See in-committee for specific details. Considerable discussion was had and the following was decided: It was moved that up to \$546 be awarded: Moved: Craig McDowell Seconded: Natalie Iles Carried.</p>	<p>Kathy Paterson</p> <p>Kathy Paterson</p>	<p>ASAP</p> <p>ASAP</p>

	<p>An application was received from Stage Challenge, this was discussed and the following was decided: It was moved that \$400 be awarded: Moved: Hirini Matunga Seconded: Gill Worth Carried.</p> <p>With regard to future applications, lengthy discussions took place and it was suggested that Kathy Paterson would create a new proforma application form to be tabled at the next meeting. Further discussions regarding the Sports, Academic and Culture Support Fund Policy will also take place at the next meeting.</p>	<p>Kathy Paterson</p> <p>Craig McDowell</p>	<p>Next meeting</p> <p>Next meeting</p>
Financial Matters	<p>The Finance Committee Report (24 March 2014) was tabled and a verbal overview was given by Douglas Marshall. Some detailed discussions followed.</p> <p>It was moved that the financial statements as at 20 March 2014 be accepted: Moved: Douglas Marshall Seconded: Craig McDowell Carried.</p>	N/A	N/A
Property Matters	<p>A Block Stephen Rout informed the Board that a survey, regarding possible names for the new Modern Learning Environment has now gone out to staff: Te wai Mātau – The Waters of understanding Te wai Mārama – The Waters of enlightenment</p> <p>A discussion took place about the next step (possible blessing). Hirini Matunga will investigate and report back to the Board.</p> <p>Kathy Paterson gave a verbal update regarding the furniture and equipment.</p>	Hirini Matunga	Next meeting
In committee	<p>It was moved by Craig McDowell at 8.24 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. Secondary schooling in Lincoln/Rolleston 4. Stand downs and suspensions 5. Student Matters 6. Staff Matters 7. 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</p>	<p>Relevant documents tabled and verbal reports given by Craig McDowell and Stephen Rout.</p>	

	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.		
Stephen Rout	Craig McDowell invited the Deputy Principal, Stephen Rout, to stay. Stephen Rout accepted.	N/A	N/A
Resolution to move out of Committee	The Chairperson proposed the Board move out of Committee at 8.45 pm. Moved: Chairperson Carried.		
Meeting Closed	8.47 pm.		
Next Meeting	Monday 19 May 2014.		

Chairperson: _____

Dated: _____