

Lincoln High School Board of Trustees Minutes of the Strategic Planning Meeting held on Monday 15 February 2016 at 7 pm.

- Present:** Douglas Marshall, Lisa Voorwinde, Adrian Paterson, Gill Worth, Tracy Rohan, Rob Silcock, Rafael Clarke, Bryan Pidwerbesky and Kathy Paterson
- Apologies:** Jemma Burgham
- In Attendance:** Stephen Rout (Deputy Principal) and Tracy Roberts (Secretary)
- Welcome:** The Chairperson welcomed everyone and thanked them for attending.
- Minutes:** The previous minutes will be discussed at the next meeting – Monday 22 February 2016..
- Disclosure of Interest:** Adrian Paterson who is the Chairperson of the Lincoln Primary BOT.
Tracy Rohan who is on the Evaluation Panel of the Board of Rolleston South Primary School.

Business of the Meeting

Subject			Date To Be Completed
Self Review	<p>Compliance Report This will be tabled and discussed at the next meeting.</p>	The Chairperson	Next Meeting
NCEA Data	<p>NCEA, UE & Scholarship 2015 Data & Statistics booklets were tabled. Kathy Paterson gave a verbal overview and discussions followed, including:</p> <ul style="list-style-type: none"> • The figures are conservatively based. LHS do interventions early in T1 and more accurate data will be submitted later. • UE results <ul style="list-style-type: none"> ○ Statistics are based on the starting number of Yr 13 students. Some leave early to attend courses, jobs or apprenticeships. ○ Students not always choosing UE related subjects ○ Historical data is going to be investigated • Māori pass rates - good results are continuing. 	Kathy Paterson	ASAP
Strategic Planning	<p>Roll Data (2015/2016) Kathy Paterson tabled the roll data document and gave a verbal outline. Some discussions followed and Kathy Paterson gave clarification as and when required. In particular the following were discussed:</p> <ul style="list-style-type: none"> • Yr 12 spike regarding Internationals • Yr 9 – proportion of Rolleston students 		

	<p>Charter/ Strategic Plan</p> <p>The draft version of the Charter was tabled and Kathy Paterson introduced the new format. It is noted that the Targets and Indicators are the same as before.</p> <p>Lengthy and detailed discussions took place and the following were noted:</p> <ul style="list-style-type: none"> ● 1.4 – Description of School and Community Features <ul style="list-style-type: none"> ○ The second sentence to read: "... it has served communities of the Selwyn District." ○ Kathy Paterson to add some wording relating to the number of years. ● Goal 3 – Heading The heading to read "Students will achieve their personal best in academic results". ● Goal 3 – Target 2A <ul style="list-style-type: none"> ○ Discussions were had regarding the phrase "Top sports teams". Kathy Paterson gave some clarification. ○ Graduation – a new system of baseline criteria relating to attendance and attainment is being introduced. Kathy Paterson and Stephen Rout gave clarification. Discussions followed and Kathy Paterson was asked to report back to the Board on how many 2015 Yr 13 students would not have graduated under this new baseline, had it already been in place. ● Goal 3 – Target 4 <ul style="list-style-type: none"> ○ The paragraph "Look for ways to increase engagement for boys" to be removed. ● AsTTle – This is too limiting so other reasoning tests have been introduced. Kathy Paterson gave verbal clarification and information. ● Goal 4 – Indicator 1 <ul style="list-style-type: none"> ○ Remove the word "anonymous". <p>Policy Schedule</p> <p>The Policy Schedule was tabled and it was noted that the Timetable Policy should be listed as being reviewed in 2016. Kathy Paterson recommended that this Policy should be reviewed in Term 1 rather than Term 4.</p> <p>The schedule will be amended accordingly and resubmitted to the Board at the next meeting.</p> <p>Self Review Plan</p> <p>The review plan was tabled and discussed. The following noted:</p> <ul style="list-style-type: none"> ● No 6 – "Provisionally Registered teachers" to be changed to "Provisionally Certified teachers". ● No 10 – Uniform <ul style="list-style-type: none"> ○ "New uniform ..." to be replaced with "Communicate new uniform for 2017 implementation". 	<p>Kathy Paterson</p> <p>Kathy Paterson</p> <p>Tracy Roberts</p>	<p>Next Meeting</p> <p>Next Meeting</p> <p>Next Meeting</p>
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	<ul style="list-style-type: none"> ○ Kathy Paterson informed the Board that the new uniform is being presented to the PTA next week. It will also be on display at an upcoming parents’ seminar. ○ NB: The consultation process has now finished. This stage is communicating not consulting. <p>Tasks by Month This document was tabled and discussed.</p> <p>NAGS Report This will be tabled and discussed at the next BOT meeting.</p> <p>Taumutu Report This report was tabled and Tracy Rohan acknowledged it and praised the work of Blair Johnstone. It was also noted that the Māori Development Plan is progressing well.</p> <p>Kathy Paterson informed the Board that all the Yr 9 students will be visiting the Marae. Tracy Rohan suggested a future whanau hui may be held at the Marae.</p> <p>Governance Structure Policy This policy was tabled and it was decided to leave it as is.</p> <p>Following the amendments, the draft Charter will be tabled again at the next meeting.</p> <p>The Chairperson thanked Kathy Paterson for her work on the Charter and all were pleased with the new format.</p>	The Chairperson	Next Meeting
Rolleston Rant & Whinge Community Page	Kathy Paterson gave a verbal outline of the topic and informed the Board that, at the recent Yr 9 Parents evening, she had discussed the matter and, in the event of any concerns, Parents/Caregivers should make direct contact with us.	N/A	N/A
Resolution to take a break	The Chairperson proposed the Board take a break at 8.15 pm		
The meeting resumed at 8.23 pm	Stephen Rout left the meeting at 8.23 pm		
Property Planning	<p>Masterplan The Chairperson verbally made the Board aware of the recent Rangiora School issues relating to buildings and stressed the importance of our property assets being monitored appropriately.</p> <p>Some discussions followed and the following were noted:</p> <ul style="list-style-type: none"> • Positive feedback has been received regarding the new entranceway. 		

	<ul style="list-style-type: none"> An old 'F' Block pre-fab may have to be moved, prior to the commencement of the major new build, at the Board's expense. <p>The Chairperson moved to adopt the final Masterplan: Moved: Douglas Marshall Carried</p> <p>Discussions were had regarding the current healthy ringfenced fund. After much deliberations the following was decided:</p> <ul style="list-style-type: none"> Create some guidelines regarding the management and 'rainy day' uses. A risk profile to be carried out to determine the appropriate uses of the ringfenced fund: <ul style="list-style-type: none"> Eg – Earthquake risk, fire etc. Following risk analysis a surplus proportion is allocated for immediate appropriate use <ul style="list-style-type: none"> Eg - to create more classroom spaces, refurbishment upgrades. <p>There are no current plans to replace the Hall but the condition of the Hall is shocking and in desperate need of upgrading. The Careers Hub needs work to create a more improved area.</p> <p>It was suggested that maybe an amount from the ringfenced fund be used to refurbish the Hall and develop the Careers Hub. Such work would significantly improve our existing facilities. It was agreed that a design build for the works will be carried out.</p> <p>Discussions regarding the possible guidelines regarding the ringfenced fund will be discussed at the next property meeting and tabled at the next Board meeting.</p> <p>Six Class Build This will be discussed at the next Board meeting.</p>	<p>The Chairperson</p> <p>The Chairperson</p>	<p>Next Meeting</p> <p>Next Meeting</p>
<p>Teacher Professional Learning</p>	<p>Kathy Paterson informed the Board that the late starts/early finishes would like to be continued. Following discussions, it was moved to approve the continuation of the late starts/early finishes: Moved: Bryan Pidwerbesky Seconded: Tracy Rohan Carried.</p>	<p>N/A</p>	<p>N/A</p>
<p>Open Night</p>	<p>Kathy Paterson informed the Board of the plans to have the Open Night earlier in May and held during the late afternoon rather than evening. Discussions followed and all agreed it was a good idea.</p>	<p>N/A</p>	<p>N/A</p>

Parent Interviews 2016	Kathy Paterson gave some verbal clarification of the new plans regarding parent evenings.	N/A	N/A
Meeting Closed	9.01 pm		
Next Meeting	Monday 22 February 2016 at 6 pm.		

Chairperson: _____

Dated: _____