

Lincoln High School Board of Trustees Minutes of the Meeting held on Monday 26 February 2018 at 6 pm

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

Kathy Paterson arrived at 6.12 pm.

Apologies:

In Attendance: Stephen Rout (Deputy Principal), Tracy Roberts (Secretary) and Barry Williamson (Business Manager).

Welcome: Adrian Paterson welcomed everyone.

Minutes: **Monday 27 November 2017 Minutes:**
It was moved the Minutes of the 27th November meeting be taken as read and accepted as a true and accurate record:
Moved: Adrian
Carried.

Monday 19 February 2018 Minutes – HOLA Data Presentation
It was moved the Minutes of the 19th February meeting be taken as read and accepted as a true and accurate record:
Moved: Adrian
Carried.

Disclosure of Interest: None.

Election of Officers: The Secretary called for nominations for the Board Chairperson.

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
Election of Chairperson	Adrian Paterson was nominated and elected unopposed as Chairperson: Nominated: Rob Silcock Seconded: Lisa Voorwinde Secretary asked if all was in agreement – Ayes given Carried. It was decided to consider the committees at the next board meeting.	Chairperson	March Meeting

	<p>It was also suggested that Kathy Paterson cross references this document with the Monthly Tasks to ensure all is included.</p> <p>NB: The amended document does not have to be resubmitted to the Board.</p> <p>NCEA Review Brief conversations were had regarding the NCEA review and focus groups.</p>	<p>Kathy Paterson</p> <p>N/A</p>	<p>ASAP</p> <p>N/A</p>
<p>Strategic Planning</p>	<p>HOLA Data Presentations Detailed deliberations took place regarding the data included in the recent HOLA Data Presentations.</p> <p>Kathy outlined that the intention of the presentations was to present some condensed information in a compact manner. Kathy Paterson confirmed that she has already stated meeting, individually, with the HOLAs to discuss their reports in detail and drill down into the data with them.</p> <p>With regard to future such presentations, the following was suggested:</p> <ul style="list-style-type: none"> • Course titles rather than the codes • A table showing the UE internal/external split per course • The format was good • The hard copy data booklets do not need to be circulated any earlier <p>The Board expressed how impressed they were with the passion showed by the HOLAS and asked Kathy Paterson to pass on their thanks to them. All agreed that the HOLA Data Presentations were informative and valued.</p> <p>Charter/Annual Targets/NAGs Kathy Paterson tabled the draft Charter 2018, gave a verbal overview and stressed that this is still a work-in-progress document. Detailed discussions took place particularly regarding the Vision and Goals and the following suggested:</p> <ul style="list-style-type: none"> • Goal 4 <ul style="list-style-type: none"> ○ Change ‘experiences’ to ‘experience’ ○ Keep ‘functioning well’ ○ Have the grammar checked • Consistency regarding the use of ‘Lincoln’ or ‘Tikanga’ throughout the Charter <p>Kathy Paterson informed the Board of the following:</p> <ul style="list-style-type: none"> • The previous UE target had been met • The Government have significantly changed what needs to be included in next year’s Charter 	<p>Kathy Paterson</p>	<p>ASAP</p>

	<ul style="list-style-type: none"> • Although the Charter is provided for the MOE, the Charter is a useful in-house document for the SLT • There will be an annual plan for each section • A verbal outline of the NAGs <p>The Chairperson thanked Kathy Paterson and the SLT for their work/involvement with the Charter.</p>		
Digital Citizenship	<p>Kathy Paterson informed the Board that the Teaching & Learning Group (TAL) are working on this project and progress will be passed onto the Board. Digital Citizenship will be a regular item on the meeting agendas.</p> <p>It was confirmed, by Kathy Paterson, that John Parsons (re Digital Citizenship) has been booked in for the end of May. He will have:</p> <ul style="list-style-type: none"> • Sessions with each year level – discussions/topic targeted to the year level • A staff session • An evening session 		
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.</p> <p>The following noted:</p> <ul style="list-style-type: none"> • There has been a good start to the new streaming in the junior school • The school production is not underwritten <ul style="list-style-type: none"> ○ The students seem more committed this year • Achievement Challenges are still with the MOE • The Board members are invited to: <ul style="list-style-type: none"> ○ CoL Kāhui Ako – Collective Celebration ○ Thursday 5 April 2018 at 6 pm at LHS <p>It was moved to accept the Principal's Report: Moved: Kathy Paterson Seconded: Andrew Marshall Carried.</p>	Kathy Paterson	Next Meeting
Resolution to interrupt the meeting break	<p>The Chairperson proposed the meeting be interrupted at 7.19 pm to view a short video of the 2018 Yr 9's first day. This video has been shown to the Yr 9 parents at a recent event and the feedback from them was very positive.</p> <p>The Board enjoyed the video.</p>		
Resolution to take a break	<p>After the video, the Chairperson proposed the Board take a break at 7.24 pm.</p>		

The meeting resumed at 7.30 pm			
Principal's Report (Continued ...)	<p>NCEA Data & Statistics Kathy Paterson tabled the booklet and gave a verbal overview. Some discussions took place and the following noted:</p> <ul style="list-style-type: none"> • Hagley catchups with LHS students are not accredited to LHS. The UE is accredited to Hagley <ul style="list-style-type: none"> ○ Kathy Paterson to ask Tony Melton (SLT) to try and find out how many LHS students achieved UE via Hagley • The data is looking good – some real celebrations 	Kathy Paterson	ASAP
Student's Report	<p>Gabriel Clarke tabled his report and gave a verbal outline.</p> <p>Gabriel Clarke expressed his gratitude and appreciation for the funding of his recent Spirit of Adventure trip – 'awesome, wonderful adventure'.</p> <p>It was moved to accept the Student's Report: Moved: Gabriel Clarke Seconded: Maria Connolly Carried.</p>	N/A	N/A
2018 BOT Meeting Dates	The 2018 BOT meeting dates was tabled and accepted as is.	N/A	N/A
Delegated Authorities	<p>It was moved to delegate authority to the Principal as per the Delegated Authorities Policy: Moved: Lisa Voorwinde Seconded: Maria Connolly Carried.</p>	N/A	N/A
Personal Compliance Report	<p>The draft Personal Compliance report was tabled by Kathy Paterson who gave a verbal outline. Discussions took place and the following agreed:</p> <ul style="list-style-type: none"> • Staff Discipline to be included within the report – but no specific details – eg 'There was one and the discipline procedures were followed accordingly.' <p>It was then moved to accept the amended Personal Compliance Report: Moved: Adrian Paterson Carried.</p>		
Sports, Academic & Cultural Fund Application	<p>An application was received from the Senior Tennis Group.</p> <p>NB: Paul Lancaster is involved with the group and therefore abstained from the voting process.</p>		

	<p>Kathy Paterson offered some recommendations, reiterating the usual criteria used, and the following was decided:</p> <p>It was moved that this application would be declined: Moved: Adrian Paterson Carried.</p> <p>NB: Although this application has been declined, the Board encourage the team to put in another application for consideration, should they make it through to the Nationals Team final.</p> <p>Kathy Paterson informed the Board of the absence of a Sports Administrator which may impact on an application from the Volleyball Team. It was agreed that, if necessary, Kathy Paterson could circulate a motion by email.</p>	Kathy Paterson	If needed
Planned School Trips Update	<p>Kathy Paterson apologised for the lack of the trip updates and explained that most are on track and going well. The following noted:</p> <ul style="list-style-type: none"> • Samoa <ul style="list-style-type: none"> ○ Kathy Paterson is going to meet with the relevant teacher regarding some concerns <p>Kathy Paterson confirmed that if there are any concerns/issues highlighted on any other reports, she will email the Board accordingly.</p>	Kathy Paterson	If needed
8.08 pm	Stephen Rout left the meeting.		
Selwyn Sounds Event	<p>Kathy Paterson informed the Board of the fundraising activities involved with the Selwyn Sounds event, including:</p> <ul style="list-style-type: none"> • Carparking – cars and camper vans • Carparking helpers • Hampers 	N/A	N/A
Correspondence for Consideration	<p>A letter was received from Hornby High School regarding their enrolment zone. Some discussion took place and the following noted:</p> <ul style="list-style-type: none"> • LHS has no intention of extending its enrolment zone (as wrongly stated in the letter) – only wanted to keep the zone as is 		
Other Correspondence	The summary was tabled.	N/A	N/A
Financial	<p>Financial Report – for period to end December 2017</p> <p>The above financial report was tabled by Lisa Voorwinde who gave a verbal overview of the financial matters.</p>	Lisa Voorwinde	Next Meeting

Lisa Voorwinde also tabled the draft EOY 2017 figures which is still a work-in-progress. General discussions took place.

Kathy Paterson informed the Board of two successful heat, light and water claims with the MOE relating to 2017 and 2016. The Business Manager confirmed that the OPS grant for 2018 will be increased accordingly.

Kathy Paterson also indicated the possibility of being able to put in another power claim at the EOY 2018 related to the inclusion of the new F block.

It was then moved to accept the Finance Report:

Moved: Lisa Voorwinde

Seconded: Rob Silcock

Carried.

The following resolutions were tabled, discussed and moved:

1. Statement of Responsibility (compulsory)

- a. The Board authorises the Board Chairperson and Principal to sign the Statement of Responsibility for the 2017 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed:

Moved: Paul Lancaster

Seconded: Andrew Marshall

Carried.

2. Statement of Financial Position (also known as Balance Sheet)

- a. The Board approves the inclusion of a budget for the 2017 Statement of Financial Position and Cash Flow report derived from the Board's approved operating budget:

Moved: Rob Silcock

Seconded: Paul Lancaster

Carried.

3. MOE paid Teachers' Salaries

- a. The Board approves the inclusion of a budget for Ministry paid teacher salaries in the 2017 Statement of Comprehensive Income. The budget shall be equal to the actual teacher salary costs for the 2017 year and will include an income amount and an equivalent expenditure budget:

Moved: Maria Connolly

Seconded: Gabriel Clarke

Carried.

	<p>4. Use of MOE Land & Buildings</p> <p>a. The Board approves the inclusion of a budget for the use of land and buildings equal to the MOE estimate of notional lease cost for 2017. The 2017 figure will include an income amount and an equivalent expenditure budget: Moved: Maria Connolly Seconded: Gabriel Clarke Carried.</p> <p>5. 2018 Annual Provision for Cyclical Maintenance</p> <p>a. The annual provision for cyclical maintenance for the 2018 financial year includes \$80,000 for the paintings of the roof and exterior of J Block.</p> <p>The Ministry of Education has committed to undertake a complete review of the Lincoln High School properties in 2018, including the determination of action required to address leaky buildings. This review could result in substantial work being done to remediate the leaks in J Block, and this would include the painting of the exterior of the building as well as the roof.</p> <p>In the light of this MOE review, it is resolved to defer any repainting of the roof and exterior of J Block until such time as the MOE review has been concluded, as any work approved by the MOE to address the leaky building issues would be specifically funded: Moved: Andrew Marshall Seconded: Kathy Paterson Carried.</p>		
<p>Financial – Additional Resolutions</p>	<p>NB: The following Finance resolutions were all moved by email.</p> <p>Director of International Students - ASB Credit Card Mrs Emma Aker has been appointed Director of International Students at Lincoln High School, with effect from 15 January 2018 and replaces Mrs Glenda Stone.</p> <p>On Friday 8 December 2017 it was moved, by email, that the Board considered and passed a motion to approve the issuance of an ASB credit card to Mrs Aker in her capacity as Director of International Students with a credit limit of \$5,000.00: Moved: Adrian Paterson Seconded: Lisa Voorwinde Carried.</p>	<p>N/A</p>	<p>N/A</p>

International Fees

The International Department need to set a fee for International students for 2019 (we have one person interested in coming and need the fee structure).

Below is a summary of what we have currently and what we propose for 2019.

On Wednesday 20 December 2017, it was moved by email, that we adopt the fee structure for 2019 as indicated in the table below:

	Current 2017 - 2018	2019
Tuition	\$13,800 (up 800)	\$14,000
Homestay per week	\$250 (up 10) [10 goes to homestay]	\$260 per week [40-46 weeks on average]
Administration	\$100 pa	\$200pa
Homestay placement and monitoring	\$300 pa (or \$75 per term)	\$300 placement and monitoring

Moved: Kathy Paterson

Seconded: Adrian Paterson

Carried.

Notes: Papanui and Avonside fee for 2018 is \$14,000 and \$260 homestay

Pub Charities Donation

On Thursday 22 February 2018 it was moved, by email, that the BOT of Lincoln High School approve the application to PUB CHARITY LIMITED for a donation to cover the costs of headsets for use in Lincoln High School hall to enhance the performing arts activities at the school including Children's theatre KIDSCAN and Lincoln High School musical productions:

Moved: Adrian Paterson

Carried.

Board Resolution – Security Camera Upgrade

The draft Capital Expenditure Budget to be put to the Board for approval at the March meeting includes provision for security camera upgrades within the school at a cost excluding GST of \$90,000.

The current security camera system is failing to operate correctly in all areas resulting in a loss of camera footage and related information and data. This is contributing significantly to the time and cost of resolving issues where adequate camera footage would be beneficial.

On Friday 9 March 2018, it was moved, by email, that the Board considered and approved a request to approve the expenditure of \$90,000 (excluding GST) on the security camera upgrade in advance of the approval of the 2018 Capital Expenditure budget as a whole:

	Moved: Lisa Voorwinde Seconded: Adrian Paterson Carried		
Property	<p>Property Report</p> <p>Rob Silcock tabled the Property Report and gave a verbal overview. Some detailed discussions took place and the following noted:</p> <ul style="list-style-type: none"> • The MOE have carried out a second visit to review J Block – part of the business plan for the whole site • Kathy Paterson has met with the architects (Athfield Architects) • It was agreed that testing of the Principal’s office will continue • The Board are tired and frustrated about plans being shelved by the MOE: <ul style="list-style-type: none"> ○ Need to push the MOE for a draft of the process timeframe of intent – needed so that in-house works funding can be determined (eg Hall auditorium, Library etc) ○ Concerns raised regarding the possible need of another Masterplan ○ When opportune, need to quote the sentence used in the Hornby High School letter: <ul style="list-style-type: none"> ▪ ‘The Ministry advised that it expects significant population growth in the LHS zone and that it is working with your board to manage that.’ • It was agreed to progress with the student seating as planned <p>It was moved to accept the Property report: Moved: Rob Silcock Seconded: Andrew Marshall Carried.</p>	Rob Silcock	Next Meeting
In Committee	<p>It was moved by Adrian Paterson at 8.39 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 meetings 2. Alternative Education Students 3. Stand downs and suspensions 4. Student Matters 5. Staff Matters 6. Staff Award 7. International Report <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</p>	Relevant documents tabled and verbal reports given by Adrian Paterson and Kathy Paterson	

	prejudiced by the holding of the whole or the relevant part of the proceeds of the meeting in public.		
Resolution to move out of committee	The Chairperson proposed the Board move out of Committee at 9.18 pm: Moved: Chairperson Carried.		
Meeting Closed	9.18 pm.		
Next Meeting	Monday 26 March 2018 at 6 pm		

Chairperson: _____

Dated: _____