

Lincoln High School Board of Trustees

Minutes of the Meeting held on Monday 20 June 2016 at 6 pm.

Present: Adrian Paterson (New Chairperson), Kathy Paterson, Lisa Voorwinde, Rob Silcock, Andrew Marshall (New Parent Trustee), Paul Lancaster (New Parent Trustee), Jemma Burgham and Rafael Clarke.

Apologies:

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

Welcome: The Board Secretary opened the meeting, welcomed everyone including the new members and ran the election process for the new Chairperson. Following the new Chairperson’s appointment, the Board Secretary handed over the meeting at 6.04 pm.

Minutes: **16 May 2016 Minutes:**
It was moved the Minutes of the 16 May 2016 meeting be taken as read and accepted as a true and accurate record:
Moved: Adrian Paterson
Carried.

Disclosure of Interest: Andrew Marshall (Hrs Construction) – withdrawn re the tender process.
Paul Lancaster is also on the Kirkwood School BOT.

Business of the Meeting

| Subject | Resolution/Detail | | Date To Be Completed |
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| Election of Chairperson | Adrian Paterson was nominated and elected unopposed as Chairperson: Nominated by Lisa Voorwinde Seconded: Rob Silcock All in favour: Ayes given Carried. | | |
| Election of Deputy Chairperson | Lisa Voorwinde was nominated and elected unopposed as Deputy Chairperson: Nominated by Rob Silcock Seconded: Kathy Paterson Carried. | | |
| Chairperson | The new Chairperson welcomed the new members and gave a brief outline of the general situation regarding: <ul style="list-style-type: none"> • Rolleston College • Building projects • Health & Safety | | |

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| | <ul style="list-style-type: none"> • Sustainability <p>The Chairperson stressed to the Board that the Board is for the governance and not management of the school.</p> <p>For the benefit of the new Trustees, all the Board members introduced themselves.</p> | | |
| Hold Over Items | <p>Insurance Some discussions took place regarding the current insurance situation and clarification was given by Adrian Paterson, Kathy Paterson and Barry Williamson as and when required. The topic of insurance will be discussed at the next meeting.</p> <p>Timetable Policy Kathy Paterson confirmed that the draft policy is currently with the staff and will be tabled again at the next meeting.</p> | Barry Williamson | Next Meeting |
| | | Kathy Paterson | Next Meeting |
| Health & Safety | <p>H&S Report Kathy Paterson tabled the report and verbally informed the Board of a recent accident involving a dislodged gym ceiling basket and a student. Kathy Paterson confirmed that the student is ok and an outside company had been brought in to check all the ceiling cages. Some extensive additional safety changes (to hold the cages, if dislodged) will be installed as a matter of urgency.</p> <p>Staff Wellbeing Following questions from a new Board member, Kathy Paterson gave a verbal outline of the procedures used.</p> <p>H&S Graphs Kathy Paterson tabled the graphs and some discussions followed.</p> <p>H&S Legislation – Part 3 (3 sections only) The relevant sections were tabled by Kathy Paterson and discussions followed. All agreed the templates/toolkits seem useful and the H&S Committee will work through the various checklists with regard to governance.</p> <p>The remaining sections of Part 3 will be tabled at the next meeting.</p> | Kathy Paterson | Next Meeting |
| | | N/A | N/A |
| | | Kathy Paterson | Next Meeting |
| | | The Chairperson | Next Meeting |
| Self Review | <p>Police Vetting Policy The Police Vetting Policy, with amendments, was tabled again and discussed. The following changes were agreed upon:</p> <ul style="list-style-type: none"> • Item 4 – It will refer to items 1 and 3 (not 2). • Item 9 – It will refer to item 8 (not 7). • Item 10 – will be changed to read “... depending on the situation and at the Principal’s discretion.” | Secretary | ASAP |

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| | <p>Following the above additional amendments, it was moved to approve the Policy: Moved: Kathy Paterson Seconded: Paul Lancaster Carried.</p> | | |
| Chairperson's Report | No report to table. | | |
| Principal's Report | <p>The Principal's Report was tabled by Kathy Paterson who gave a verbal overview. General discussions took place and Kathy Paterson gave clarification as and when required.</p> <p>Kathy Paterson applauds the work of the International Directors – particularly regarding to marketing trips and the full programmes involving very long days.</p> <p>Kathy Paterson also informed the Board of the upcoming major school production – tickets are available from the school office.</p> <p>NB: Rafael Clarke left the meeting at 6.58 pm and returned at 6.59 pm</p> <p>It was moved to accept the Principal's Report: Moved: Kathy Paterson Seconded: Rafael Clarke Carried.</p> | Kathy Paterson | Next Meeting |
| Student's Report | <p>Rafael Clarke gave a verbal report based on the five Lincoln values. The following were mentioned:</p> <ul style="list-style-type: none"> • Peer tutoring • Six subjects – positive response • Tutoring initiative regarding increasing male science interest • Respect – Pink Shirt Day re non-violence • Attitude talks • Pride – House events • New uniform – good response • Filming of the LHS rugby team by SKY TV. • Doing good for others – small acts of kindness. • Environment – website information • Speakers from LU and Research regarding water. <p>It was moved to accept the Student's Report: Moved: Andrew Marshall Seconded: Rafael Clarke Carried.</p> | N/A | N/A |

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| General Business | <p>NB: Code of Conduct for Board Members will be tabled at the next meeting.</p> <p>The Community of Learning (COL) and Board inclusion was discussed. The following noted:</p> <ul style="list-style-type: none"> • Lincoln High’s contributory schools’ BOT to meet once or twice per year – an informal gathering suggested. • Possible joint training to take place. <p>The Chairperson gave a verbal outline of the consultation process regarding the planned second primary school in Lincoln. Some discussion followed.</p> | Kathy Paterson | Next Meeting |
| Uniform Update | <p>Kathy Paterson tabled the relevant documents and gave a verbal overview. Detailed discussions followed and the Board agreed to consider future funding help during the transition phase and support some possible subsidy for families. Various options will be considered before final decisions are made.</p> | Kathy Paterson | Next Meeting |
| Correspondence for Consideration | <p>SDC Letter – Water Accounts Refer to ‘Property’ section.</p> | N/A | N/A |
| Other Correspondence | <p>The summary was tabled.</p> | N/A | N/A |
| Financial Matters | <p>The following reports were tabled by Rob Silcock who also gave a verbal overview:</p> <ul style="list-style-type: none"> • Finance Committee Report • Income & Expenditure – for the period to end May 2016 • 31 December 2015 Annual Financial Statements and Audit Opinion <p>Detailed discussions followed and the following noted:</p> <ul style="list-style-type: none"> • Ringfenced Fund <ul style="list-style-type: none"> ○ Clarity about it to be investigated. ○ Usage of it. ○ Not accounted for in the published papers. ○ Some limits/guidelines on its use to be set. • LHS is in a very healthy financial position <ul style="list-style-type: none"> ○ How do we make better use of the cash we have for the school? • The Board agreed that the latest format of the reports are much better and easier to read. <ul style="list-style-type: none"> ○ Kathy Paterson thanked Barry Williamson for his involvement and hard work. ○ Thanks will also be given to Solution & Services for their contribution (voucher to be given). ○ The Board also acknowledged the above. | <p>Finance Committee</p> <p>Finance Committee</p> | <p>ASAP</p> <p>ASAP</p> |

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| | <p>It was moved to accept the financial reports: Moved: Rob Silcock Seconded: Lisa Voorwinde Carried.</p> | | |
| <p>Property Matters</p> | <p>For the benefit of the new members, Adrian Paterson gave a verbal overview of the property situation including:</p> <ul style="list-style-type: none"> • New build – six classrooms <ul style="list-style-type: none"> ○ Working through with architects, Project Managers and the MOE. ○ Masterplan has been done. ○ Enhancements supported/funded by the BOT. ○ The new build has now been signed off and gone out to tender. • Weather Tightness Issues <ul style="list-style-type: none"> ○ J Block and Technology Block ○ Work in progress – to be completed after the new build project. • Careers Hub • Landscaping – front completed <p>No 6 Boundary Road Property Some general information, from education.govt.nz, was tabled. Discussions took place later 'In Committee'.</p> <p>Project Manager (in-house projects) Discussions also took place regarding some support being put in place to help the Business Manager on the property side. A Project Manager, with experience of working with the MOE was suggested. It was agreed that a new Project Manager was needed with regard to the smaller (but significant) in-house projects.</p> <p>SDC – Water Accounts The letter from SDC was tabled re water charges.</p> | <p>Property Committee</p> | <p>ASAP</p> |
| <p>Board Structure</p> | <p>The relevance and need for committees was discussed. Deliberations also took place regarding H&S responsibilities. It was suggested that an outside consultant be sought to offer guidance and support relating to in-house projects and H&S. Andrew Marshall and Barry Williamson will consult on the matter.</p> <p>Following discussions, the following Committees were set up:</p> <ul style="list-style-type: none"> • Finance Committee <ul style="list-style-type: none"> ○ Chairperson: Lisa Voorwinde ○ Other members: Rob Silcock, Principal and Business Manager • Property Committee <ul style="list-style-type: none"> ○ Chairperson: Rob Silcock | | |

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| | <ul style="list-style-type: none"> ○ Other members: Adrian Paterson, Andrew Marshall, Principal and Business Manager ● Sustainability Committee <ul style="list-style-type: none"> ○ Chairperson: Adrian Paterson ○ Other members: Jemma Burgham, Principal and Deputy Principal ● Health & Safety Committee <ul style="list-style-type: none"> ○ Chairperson: Paul Lancaster ○ Other members: Lisa Voorwinde and Principal ● Staff Discipline <ul style="list-style-type: none"> ○ All BOTs except Staff and Student Trustees ● Student Discipline <ul style="list-style-type: none"> ○ All BOTs except Student Trustee ● Principal's Appraisal <ul style="list-style-type: none"> ○ All BOTs except Principal, Staff and Student Trustees | | |
| Resolution to take a break | The Chairperson proposed the Board take a break at 8.12 pm. | | |
| Trustee Left | Jemma Burgham left at 8.16 pm. | | |
| The meeting resumed at 8.25 pm | | | |
| In Committee | <p>It was moved by Adrian Paterson at 8.25 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. 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> | <p>Relevant documents tabled and verbal reports given by Adrian Paterson and Kathy Paterson</p> | |

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| Resolution to move out of committee | The Chairperson proposed the Board move out of Committee at 9.31 pm: Moved: Chairperson Carried. | | |
| Meeting Closed | 9.40 pm. | | |
| Next Meeting | 8 August 2016 | | |

Chairperson: _____

Dated: _____