

Lincoln High School Board of Trustees Minutes of the Meeting held on Monday 26 June 2017 at 6 pm.

- Present:** Adrian Paterson (Chairperson), Kathy Paterson, Lisa Voorwinde, Rob Silcock, Andrew Marshall, Paul Lancaster and Fleur Neill.
- Apologies:** Jemma Cattell
- In Attendance:** Stephen Rout (Deputy Principal), Tracy Roberts (Secretary), Barry Williamson (Business Manager) and Marama Lynch (Assistant Principal).
- Welcome:** Adrian Paterson welcomed everyone.
- Minutes:** **29 May 2017 Minutes:**
It was moved the Minutes of the May 29 2017 meeting be taken as read and accepted as a true and accurate record:
Moved: Adrian Paterson
Carried.
- HOL Presentation:** At the beginning of the meeting, Marama Lynch gave a presentation on LINC classes and Restorative Practices. The presentation included her role, some historical information, recent data, vision and goals relating to the two topics. Following the presentation a question and answer session followed and Marama Lynch gave clarification as and when required. The detailed presentation was very well received and the Board thanked Marama Lynch who then left the meeting at 7.02 pm.
- The Principal informed the Board that Stephen Rout (Deputy Principal) will do the presentation at the next board meeting on Positive Behaviour for Learning (PB4L).
- Disclosure of Interest:** Adrian Paterson who has been co-opted onto the Lincoln Primary BOT.

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
Hold Over Items	<p>Non-Uniform Items Survey Kathy Paterson informed the board that this is progressing and is almost ready to be submitted to the Board.</p> <p>Sports Survey (Students playing sport outside school teams) Kathy Paterson informed the board that this will be conducted in the coming months so that winter and summer sports can be included.</p>		
Health & Safety	Kathy Paterson tabled the Health & Safety data and graphs. Some discussions followed and Kathy Paterson gave clarification as and when required.		

	<p>Asbestos was mentioned and discussed. The following was noted:</p> <ul style="list-style-type: none"> • Asbestos is a ‘hot’ topic • Any buildings pre 2000 may be affected and must be expertly checked prior to the commencement of any works • Filler between blocks included and are a potential risk • Business Manager to make the Caretakers aware of the above <p>Health & Safety Meeting Report Paul Lancaster tabled the above report and detailed discussions ensued and the following noted:</p> <ul style="list-style-type: none"> • Re recent evacuation <ul style="list-style-type: none"> ○ A communications ‘role/person’ to be created ○ Additional, timely updates to Parents/Caregivers and wider community to be done ○ Students to take their bags with them, unless it is not safe to do so ○ Building doors not to be locked so that access by emergency services is easier • Test and tag system <ul style="list-style-type: none"> ○ Usually every 5 years, except: <ul style="list-style-type: none"> ▪ Electrical 12 months ▪ Static items 2 years ○ A workable cycle is to be established <ul style="list-style-type: none"> ▪ Testers needs to be deemed competent and our Caretakers can do the testing <p>It was then moved to accept the Health & Safety Report: Moved: Paul Lancaster Seconded: Lisa Voorwinde Carried.</p>		
<p>Self-Review</p>	<p>Risk Management Policy A draft of the above policy, showing tracked changes, was tabled and discussed. It was agreed that Kathy Paterson and Stephen Rout would look at Staffnet and the Delegated Authorities Policy before resubmitting the Risk Management Policy at the next meeting.</p> <p>Police Vetting Policy This policy was tabled and discussed. It was then agreed to remove ‘Acting Principal’ from Item 6 (as this is covered under Delegated Authorities). Following the above changes, it was moved to accept the Police Vetting Policy: Moved: Lisa Voorwinde Seconded: Rob Silcock Carried.</p>	<p>Kathy Paterson</p>	<p>ASAP</p>

Strategic Planning	<p>School Charter</p> <p>Kathy Paterson gave a verbal overview of the recently reviewed school Charter (mission, values and vision).</p> <p>Stephen Rout gave some verbal information relating to the PB4L values and the resulting clash/overlap of the existing values.</p> <p>Following some discussion, it was agreed to look at them all and condense into one.</p>	Kathy Paterson	ASAP																					
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> <ul style="list-style-type: none"> • Kathy Paterson tabled a detailed report of her recent trip to Melbourne • Re Māori attendance data – this has been looked at and is culturally related and therefore justified <p>It was moved to accept the Principal's Report: Moved: Kathy Paterson Seconded: Andrew Marshall Carried.</p>	Kathy Paterson	Next Meeting																					
Student's Report	<p>Fleur Neill tabled her report and gave a verbal outline. Some discussion followed and Fleur Neill gave clarification as and when required.</p> <p>It was moved to accept the Student's Report: Moved: Fleur Neill Seconded: Paul Lancaster Carried.</p>	N/A	N/A																					
Resolution to take a break	<p>The Chairperson proposed the Board take a break at 8.20 pm.</p>																							
The meeting resumed at 8.30 pm																								
Sports, Academic & Cultural Fund Application	<p>Seven applications were received and considered. Discussions took place and Kathy Paterson offered the following recommendations:</p> <table border="0" style="width: 100%;"> <tr> <td>Boys' 1st XI Football</td> <td>-</td> <td>\$1000 (\$1200 if in Nationals)</td> </tr> <tr> <td>Girls' 1st XI Football</td> <td>-</td> <td>\$500</td> </tr> <tr> <td>Girls' 1st XI Hockey</td> <td>-</td> <td>\$500</td> </tr> <tr> <td>Boys' 1st XI Hockey</td> <td>-</td> <td>\$500</td> </tr> <tr> <td>Boys' Under 15 Rugby</td> <td>-</td> <td>\$400</td> </tr> <tr> <td>Clay Target Shooting</td> <td>-</td> <td>\$1000</td> </tr> <tr> <td>Senior A Netball</td> <td>-</td> <td>** see below</td> </tr> </table> <p>It was moved to accept the Principal's recommendations as shown above:</p>	Boys' 1 st XI Football	-	\$1000 (\$1200 if in Nationals)	Girls' 1 st XI Football	-	\$500	Girls' 1 st XI Hockey	-	\$500	Boys' 1 st XI Hockey	-	\$500	Boys' Under 15 Rugby	-	\$400	Clay Target Shooting	-	\$1000	Senior A Netball	-	** see below		
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	<p>Moved: Andrew Marshall Seconded: Fleur Neill One abstained – Lisa Voorwinde Carried.</p> <p>**</p> <p>Senior A Netball - \$NIL – re email dated 27.06.2017</p> <p>Following a recommendation by Kathy Paterson, it was moved (by email) to not award any funds to the Senior A Netball Team as the team are playing in Christchurch (consistent with 2016 funding allocations):</p> <p>Moved: Kathy Paterson Seconded: Adrian Paterson Andrew Marshall, Rob Silcock and Lisa Voorwinde all concur Carried.</p> <p>Kathy Paterson raised the topic of the fund total (currently \$5000) and the impact of the roll growth resulting in increased applications for support. Following discussions, it was agreed that BOT discretionary funding might be considered regarding any ‘overflow’.</p>		
<p>China Trip Proposal</p>	<p>Kathy Paterson tabled the China Trip Proposal and verbally shared some further information.</p> <p>Following some discussion, it was then moved that the BOT supports, in principle, this trip to China:</p> <p>Moved: Adrian Paterson Carried.</p>		
<p>2018 School Production</p>	<p>Kathy Paterson tabled an email from Kylie Wissel regarding the 2018 school production and gave a verbal overview of some concerns and frustrations relating to putting on a school production. These concerns included:</p> <ul style="list-style-type: none"> • Lack of budget – previous aim was to break even • Expectation to provide a production for as many as who want to be part of it • Student commitment – In 2016 many students pulled out very late in the proceedings and caused huge problems <p>It has been proposed that, with financial investment by the BOT, a higher quality, smaller cast production be put on instead.</p> <p>Lengthy and detailed discussions took place and the following agreed upon:</p> <ul style="list-style-type: none"> • The same existing format (inclusive of wider student participation) to be continued • Better quality sound system is needed 		

	<ul style="list-style-type: none"> • A Production Contract (similar to a Sports Contract) could be devised to help prevent late withdrawals • The TIC to request the BOT to sign a contract to provide financial backup • The Production could submit a Sports, Academic & Cultural Fund application for consideration by the Board <p>Kathy Paterson to investigate and submit to the Board a financial breakdown of the 2016's production costs so that future consideration, by the Board can be given.</p>	Kathy Paterson	As and when required
Correspondence for Consideration	A letter from the Office of Hon Nicky Wagner regarding Enabling Good Lives was tabled for the Board's information.	N/A	N/A
Other Correspondence	The correspondence summary was tabled.	N/A	N/A
8.51 pm	Mr Douglas Marshall (Selwyn District Council) arrived to take part in discussions relating to property matters.	N/A	N/A
Financial	<p>Financial Report – 1 January to 31 May 2017</p> <p>The above financial report, including the Income & Expenditure, was tabled by Lisa Voorwinde who gave a verbal outline.</p> <p>The following documents were also tabled and some discussion took place and Barry Williamson gave clarification as and when required:</p> <ul style="list-style-type: none"> • Financial Statements Year Ended 31.12.2016 • Deloitte Audit Opinion Year Ended 31.12.2016 • Deloitte Management Letter Year Ended 31.12.2016 <p>It was moved to accept the Financial Report and the above documents: Moved: Lisa Voorwinde Seconded: Rob Silcock Carried.</p> <p>Student Lockers</p> <p>Kathy Paterson tabled a proposal to purchase some student lockers. Detailed discussions took place and the following noted:</p> <ul style="list-style-type: none"> • The school has only a limited space to put a limited number of lockers (ie 42) • The cost of purchasing lockers is not budgeted <p>Following discussions, and before making a decision, it was decided to first conduct a survey regarding leasing lockers to students at a cost of \$50 per year. The survey to include year level.</p> <p>The matter of purchasing school lockers will be discussed again after the survey has been completed and analysed.</p>	<p>Lisa Voorwinde</p> <p>Kathy Paterson</p> <p>Chairperson</p>	<p>Next Meeting</p> <p>ASAP</p> <p>Future Meeting</p>

	<p>In the meantime, a clothes-hanging rail will be put in the main office so that Yr 9 students may leave their ‘tagged’ blazers during the school day.</p> <p>Emergency Evacuation Sound System Kathy Paterson tabled a proposal to purchase an appropriate sound system to use during emergency evacuations. This is a Health & Safety matter that has been raised following a recent evacuation. Discussions followed and it was then moved to purchase the necessary relevant sound system: Moved: Paul Lancaster Seconded: Lisa Voorwinde Carried.</p>	<p>Kathy Paterson</p>	<p>ASAP</p>
<p>Property</p>	<p>Property Report Rob Silcock tabled the report and Adrian Paterson gave a verbal overview.</p> <p>Other Property Projects Adrian Paterson gave a verbal outline of a recent MOE meeting he had attended relating to a new building project on the Lincoln Primary School site. Because of this LP building project, LHS N block (of 4 classrooms) will have to be removed very soon to make room for the new build.</p> <p>Lengthy, detailed and robust discussions took place and the following noted:</p> <ul style="list-style-type: none"> • LHS Board owns 10 classrooms • MOE was expecting LHS roll to drop and there would be time and space to make arrangements • LHS roll is not dropping as expected • Short term - If the 4 N block classrooms are removed then LHS requires 4 replacement classrooms immediately • Long term - LHS needs another 6 classrooms relating to major weather tightness repair work <p>Some suggestions of possible solutions put forward were:</p> <ul style="list-style-type: none"> • Moving N block classrooms to another place on the LHS site – eg corner of field next to students’ carpark • Possibility of 2 classrooms from Clearview. Douglas Marshall to investigate resource consent • ECAN site used – split LHS campus <ul style="list-style-type: none"> ○ Not feasible with students changing classes • Meijer Drive grassed site • Purchase of Landcare land - far end of LHS playing fields <ul style="list-style-type: none"> ○ Services will have to be investigated • Current playing field moved out and build on current field • Offset classroom ‘village’ as temporary rooming re leaky buildings repairs • Rolleston College – use of some facilities 	<p>Rob Silcock</p>	<p>Next Meeting</p>

	<p>The MOE are keen to move forward as N block site is urgently needed by Lincoln Primary for their new build.</p> <p>Douglas Marshall left the meeting at 9.25 pm.</p> <p>Following the discussions all agreed that it would be in the best interests of LHS to get both projects (N block and business case) done at the same time. 10 classrooms are needed and it was suggested that now is the time for LHS to push forward and put plans in for solutions to all our property issues. The Board will circulate a white paper for thoughts and needs. Rob Silcock will start the process.</p> <p>It was moved to accept the Property report: Moved: Rob Silcock Seconded: Andrew Marshall Carried.</p>	Rob Silcock	ASAP
In Committee	<p>It was moved by Adrian Paterson at 9.35 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>	Relevant documents tabled and verbal reports given by Adrian Paterson and Kathy Paterson	
Resolution to move out of committee	<p>The Chairperson proposed the Board move out of Committee at 9.55 pm: Moved: Chairperson Carried.</p>		
Meeting Closed	9.55 pm.		
Next Meeting	Monday 28 August 2017		

Chairperson: _____

Dated: _____