

## Lincoln High School Board of Trustees

### Minutes of the Meeting held on Monday 26 March 2018 at 6 pm.

**Present:** Adrian Paterson (Chairperson), Lisa Voorwinde, Kathy Paterson, Rob Silcock, Paul Lancaster and Gabriel Clarke. Andrew Marshall arrived at 6.06 pm.

**Apologies:** Maria Connolly.

**In Attendance:** Stephen Rout (Deputy Principal), Tracy Roberts (Secretary), Barry Williamson (Business Manager) and Fiona Bamford (HOD Careers & Pathways).

**Welcome:** Adrian Paterson welcomed everyone to the meeting and introduced Fiona Bamford to the Board.

**Minutes:** **26 February 2018 Minutes:**  
The following amendment was agreed upon:

- Election of Chairperson
  - Adrian Paterson was nominated by Rob Silcock.

It was then moved that the amended Minutes of the 26 February 2018 meeting be taken as read and accepted as a true and accurate record:

Moved: Adrian Paterson

Carried.

**Disclosure of Interest:** None.

**HOD Presentation:** At the beginning of the meeting, Fiona Bamford gave a presentation on the Careers & Pathways Department. The presentation included information relating to her role, the roles of her staff, the department and the different opportunities/options available to the students within the Careers Hub. During and after the presentation questions were asked by the Board and Fiona Bamford gave clarification as and when required.

The presentation was very well received and the Board thanked Fiona Bamford who then left the meeting at 6.32 pm.

Some discussions followed and all agreed how worthwhile the Careers Hub is – and how well used it is by students.

#### Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
<b>Matters arising from the last meeting</b>	There were no matters arising from the last meeting.		
<b>To Hold Over</b>	There were no items held over.		
<b>Structure of BOT Committees</b>	A document showing the previous BOT Committees was tabled and discussed. It was then agreed to keep the Committees as is.	N/A	N/A

<b>Health &amp; Safety</b>	<p><b>H&amp;S Toolkit Data &amp; Graphs</b> Kathy Paterson tabled the data and graphs.</p> <p><b>Toolkit 10F – Board Report</b> An amended draft relating to the inclusion of ambulance attendances was tabled and discussed. It was then moved to accept the amended document: Moved: Paul Lancaster Seconded: Lisa Voorwinde Carried.</p>	Kathy Paterson	Next Meeting
<b>Self-Review</b>	There were no policies due for review.	N/A	N/A
<b>Strategic Planning</b>	This is a regular agenda item – but there was nothing to discuss.	N/A	N/A
<b>Digital Citizenship</b>	This is a regular agenda item – but there was nothing to discuss.	N/A	N/A
<b>Principal’s Report</b>	<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>Kathy Paterson also tabled some collective notes following her recent attendance at a Sir Ken Robinson seminar.</p> <p>It was moved to accept the Principal’s Report: Moved: Kathy Paterson Seconded: Andrew Marshall Carried.</p>	Kathy Paterson	Next Meeting
<b>Student’s Report</b>	<p>Gabriel Clarke tabled his report and gave a verbal outline.</p> <p>It was moved to accept the Student’s Report: Moved: Gabriel Clarke Seconded: Lisa Voorwinde Carried.</p>	N/A	N/A
<b>Sports, Academic &amp; Cultural Fund Application</b>	<p>Applications were received from:</p> <ul style="list-style-type: none"> <li>• <b>Volleyball</b> <ul style="list-style-type: none"> <li>○ Senior A Girls</li> <li>○ Senior A Boys</li> </ul> </li> <li>• <b>Futsal</b> <ul style="list-style-type: none"> <li>○ Senior A Boys</li> <li>○ Junior A Boys</li> </ul> </li> </ul> <p>Detailed deliberations took place regarding the above applications and the following noted:</p> <ul style="list-style-type: none"> <li>• The lack of needing to qualify <ul style="list-style-type: none"> <li>○ It was agreed that the need to qualify for an event sets a standard</li> </ul> </li> <li>• The BOT have already contributed to the teacher relief to cover any/all staff who attend</li> <li>• Advance notice of event</li> </ul>		

	<p>It was then moved that the Volleyball applications would be declined:  Moved: Andrew Marshall  Seconded: Rob Silcock  Carried.</p> <p>It was then moved that the Futsal applications would be declined:  Moved: Lisa Voorwinde  Seconded: Gabriel Clarke  Carried.</p> <p>Kathy Paterson to inform the relevant teams.</p>	Kathy Paterson	ASAP
<b>Trip Updates</b>	<p>The following trip updates were tabled:</p> <ul style="list-style-type: none"> <li>• World Challenge</li> <li>• Classical Studies</li> <li>• Japan</li> <li>• Chine</li> <li>• Samoa – Revised trip report</li> </ul> <p>Kathy Paterson gave some verbal information relating to the revised Samoa trip.</p> <p>All agreed the trips appeared to be well organized and thorough.</p> <p>Kathy Paterson verbally informed the Board of a new request for a one-off trip to France in 2019.</p>		
<b>Resolution to take a break</b>	The Chairperson proposed the Board take a break at 7.30 pm.		
<b>The meeting resumed at 7.42 pm</b>			
<b>Trip Updates Continued</b>	<p>Kathy Paterson tabled the France trip request. The Board took a few minutes to read the documentation and some discussions followed.</p> <p>Some concerns were voiced regarding the possible impact a France trip would have on the current existing relationship with New Caledonia (annual trips).</p> <p>It was agreed, in principle, that the Board would consider a trip to France. However, final decision would be subject to a full risk analysis and impact consideration re New Caledonia.</p>		
<b>Correspondence for Consideration</b>	None received.		
<b>Other Correspondence</b>	The summary was tabled.	N/A	N/A



	<p>It was then moved to accept the 2018 Capital Expenditure Budget of \$621220:  Moved: Lisa Voorwinde  Seconded: Rob Silcock  Carried.</p>		
<b>Property</b>	<p><b>Property Report</b>  Rob Silcock tabled the report and gave a verbal overview, including a new update related to the MOE schoolwide review. Discussions had and the following noted:</p> <ul style="list-style-type: none"> <li>• Tentative timeframes and dates received. The review will take up most of the year</li> <li>• Maintenance/painting <ul style="list-style-type: none"> <li>○ Case by case basis – check with Laura (MOE) before proceeding</li> <li>○ All agreed to proceed with the 5YA projects</li> </ul> </li> <li>• Wider community to be informed about the MOE review – probably at the start of Term 2 via Newsletter</li> <li>• Reasonable amount of upheaval expected over the next couple of years</li> <li>• The Business Manager to contact Schools Support Services re project management support</li> </ul> <p>It was moved to accept the Property report:  Moved: Rob Silcock  Seconded: Andrew Marshall  Carried.</p>	Rob Silcock	Next Meeting
<b>In Committee</b>	<p>It was moved by Adrian Paterson at 8.28 pm that the public be excluded from the following part of the proceeding of this meeting:</p> <ol style="list-style-type: none"> <li>1. Minutes from previous meeting</li> <li>2. Alternative Education Students</li> <li>3. Stand downs and suspensions</li> <li>4. Roll Growth Projections</li> <li>5. Student Matters</li> <li>6. Staff Matters</li> <li>7. Staff Award</li> </ol> <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	

<b>Resolution to move out of committee</b>	The Chairperson proposed the Board move out of Committee at 9.17 pm: Moved: Chairperson Carried.		
<b>Meeting Closed</b>	9.17 pm.		
<b>Next Meeting</b>	Monday 28 May 2018		

*Chairperson:* \_\_\_\_\_

*Dated:* \_\_\_\_\_