

Lincoln High School Board of Trustees

Minutes of the Meeting held on Monday 29 May 2017 at 6 pm.

- Present:** Adrian Paterson (Chairperson), Kathy Paterson, Lisa Voorwinde, Rob Silcock, Andrew Marshall and Fleur Neill. Paul Lancaster arrived at 6.06 pm.
- Apologies:** Jemma Cattell.
- In Attendance:** Stephen Rout (Deputy Principal), Tracy Roberts (Secretary), Barry Williamson (Business Manager) and Blair Johnstone (Assistant Principal).
- Welcome:** Adrian Paterson welcomed everyone and introduced Blair Johnstone to the BOT. Blair Johnstone gave a Māori welcome and introduction.
- Minutes:** **March 27 2017 Minutes:**
Amendment needed – Jemma Burgham to change to Jemma Cattell.
Following the above amendment, it was moved the Minutes of the 27 March 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, Blair Johnstone gave his own mihi and acknowledged Te Taumutu Rūnanga. He gave a presentation on Māori students related to improving their education. The presentation included his role, vision, data and goals in order to continue to improve education for Māori. Blair Johnstone verbalised that LHS are doing a great job re Māori students – manaakitanga (caring for students) – LHS has high expectations for **all** our students. Following the presentation a question and answer session followed and Blair Johnstone gave clarification as and when required. The presentation was very well received and the Board thanked Blair Johnstone who then left the meeting at 6.42 pm.
- 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	Sports analysis – LHS students v Outside clubs.		
Health & Safety	Kathy Paterson tabled the Health & Safety data and graphs. Some discussion followed and Kathy Paterson gave clarification as and when required.	Kathy Paterson	Next Meeting
Self-Review	<p>Health & Safety Policy</p> <p>Following some new legislation, the Health & Safety Policy was tabled and discussed. It was agreed to change some wording as follows:</p> <ul style="list-style-type: none"> Procedures, Item 1 - replace “relevant legislation” with “the Health & Safety at Work Act 2015 (HSWA)”. 		

	<p>Following the above changes, it was moved to accept the Health & Safety Policy: Moved: Paul Lancaster Seconded: Andrew Marshall Carried.</p>		
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 also tabled the May Yr 11-13 NCEA Data Analysis report and gave some verbal information. (NB: MELAA stands for Middle Eastern/Latin American/African.)</p> <p>It was moved to accept the Principal's Report: Moved: Kathy Paterson Seconded: Paul Lancaster Carried.</p>	Kathy Paterson	Next Meeting
Student's Report	<p>Fleur Neill tabled her report and gave a verbal outline including about Stage Challenge – an amazing event and LHS students supported other schools – great pride.</p> <p>It was moved to accept the Student's Report: Moved: Fleur Neill Seconded: Rob Silcock Carried.</p>	N/A	N/A
HOL/HOLA/HOD Presentations	<p>Formal reflection by the BOT</p> <p>Lengthy discussions took place and all the Board members acknowledged their appreciation of learning about the different areas/teachings of the school. The following were noted:</p> <ul style="list-style-type: none"> • Māori <ul style="list-style-type: none"> ○ Possible loss of future Māori students re Rolleston College – Burnham and Rolleston would no longer be in LHS's zone ○ ERO not measuring the difference between our Māori students and the Māori students of other schools. They are measuring within schools ○ Identification of Māori more reasonable now ○ Māori students will always be part of a Senior Leadership Team member's portfolio including Blair Johnstone's processes and protocols etc to ensure continuity ○ The BOT commented on the favourable location of the Whare in its current place – central and facing the school field ○ LHS is hosting the Kī-o-rahi Tournament (Māori ball game) 	N/A	N/A

	<ul style="list-style-type: none"> • Charter <ul style="list-style-type: none"> ○ The Charter has schoolwide emphasis • University Entrance (UE) <ul style="list-style-type: none"> ○ Statistics general 60%, low compared to other schools ○ Only 80% of our students want UE – very different to usual decile 10 schools ○ This year UE is being monitored termly. Students are being more informed but may still choose not to do UE ○ Historically many of our students go onto further studies but not universities, eg ARA. Therefore LHS are producing work ready students • Future Presentation <ul style="list-style-type: none"> ○ It was suggested that a possible future presentation would be by another HOL, Marama Lynch, about LINC classes. Kathy Paterson to arrange. 	Kathy Paterson	Next Meeting
<p>World Challenge Trip Proposal to Nepal</p>	<p>Adrian Paterson gave a verbal outline of a tabled World Challenge trip proposal and discussions followed.</p> <p>It was then moved that the BOT supports, in principle, this trip to Nepal: Moved: Adrian Paterson Seconded: Fleur Neill Carried.</p>	N/A	N/A
<p>Overseas Trip Proposal to Samoa</p>	<p>Kathy Paterson tabled the Samoa trip proposal and gave a verbal overview. Discussions took place and the following noted:</p> <ul style="list-style-type: none"> • The trip is tied to the curriculum and credits earned • Other non-attending students will be able to do the credits in a different way <p>It was then moved that the BOT supports, in principle, this trip to Samoa: Moved: Rob Silcock Seconded: Andrew Marshall Carried.</p>	N/A	N/A
<p>Sports, Academic & Cultural Fund Application</p>	<p>An application was received from a student for funds towards travel expenses relating to the International Science School. Detailed information is included in the confidential 'In-committee' minutes.</p> <p>Kathy Paterson offered some recommendations and the following was decided:</p> <p>It was moved that the student be awarded \$200 towards their travel expenses: Moved: Kathy Paterson Seconded: Lisa Voorwinde Carried.</p>	N/A	N/A

<p>SPC – Legal Update</p>	<p>Kathy Paterson tabled the legal update document and gave some verbal information. Some discussion ensued and the following noted:</p> <p>Changes to Food Safety Laws</p> <ul style="list-style-type: none"> • LHS does have to respond • The canteen staff are aware of it and it is a work in progress • Following the review, Kathy Paterson will report back to the Board <p>Police Vetting</p> <ul style="list-style-type: none"> • Currently no cost to LHS for submitting Police Vets – this will change in the near future • LHS currently does lots of these <ul style="list-style-type: none"> ○ Homestay families, support staff and some students (re ECE courses) • Kathy Paterson will investigate the process for transferring the cost on <p>Barry Williamson informed the Board that LHS is unable to rely on contractors’ Police Vets – noted.</p>	<p>Kathy Paterson</p>	<p>ASAP</p>
<p>Secondary to Tertiary Transition</p>	<p>Kathy Paterson tabled some graphs and gave a verbal overview. Some discussion took place and all acknowledged and appreciated the information.</p>	<p>N/A</p>	<p>N/A</p>
<p>Correspondence for Consideration</p>	<p>Community of Learning (CoL) Update</p> <p>Kathy Paterson tabled an update regarding the CoL leadership. Some discussion took place and the following noted:</p> <ul style="list-style-type: none"> • Kathy Paterson and Viv Butcher (Lincoln Primary) have Succession Leadership roles re MOE • They will both work together • Kathy Paterson has blocked out some time weekly, dedicated to CoL work and has also released some of her work to other Assistant Principals • The CoL now have access to funding related to teaching and learning • The CoL Leadership Board is made up of BOT members and Principals 	<p>N/A</p>	<p>N/A</p>
<p>Other Correspondence</p>	<p>The summary was tabled.</p>	<p>N/A</p>	<p>N/A</p>
<p>Financial</p>	<p>Financial Report – 1 January 2017 to 30 April 2017</p> <p>The above financial report was tabled by Lisa Voorwinde who gave a verbal outline.</p> <p>Income & Expenditure – for the period to end April 2017</p> <p>The above report was tabled by Lisa Voorwinde.</p>	<p>Lisa Voorwinde</p>	<p>Next Meeting</p>

	<p>General discussions took place and the following resolutions were tabled and considered:</p> <ul style="list-style-type: none"> <p>Proposal regarding the Parent Donations for the 2018 academic year: Following lengthy discussions it was moved to increase the level of parent donations for the 2018 academic year to \$150 (for single student families) and to \$245 (for multiple student families): Moved: Lisa Voorwinde Seconded: Andrew Marshall Carried (1 x against and 1 x abstained).</p> <p>It was also agreed that, in future, the parent donation would be targeted for use (eg funding of a possible school nurse, particular project (Careers Hub) etc) and its use communicated via the School Newsletter.</p> <p>Re the facilitation of the completion of the 31 December 2016 annual financial statements. Following discussions:</p> <p>1 - it was moved that the Board authorises the Board Chairperson and the Principal to sign the Statement of Responsibility for the 2016 Annual Accounts on the Board’s behalf when confirmation is received that the audit has been completed: Moved: Lisa Voorwinde Seconded: Paul Lancaster Carried.</p> <p>2 – it was moved that the Board approves the inclusion of a budget for the 2016 Statement of Comprehensive Revenue and Expense and Statement of Financial Position which is derived from the Board’s 2016 operating and capital purchases budgets: Moved: Lisa Voorwinde Seconded: Paul Lancaster Carried.</p> <p>3 – it was moved that the Board authorizes the Board Chairperson and the Principal to sign the auditor’s representation letter in respect of the 31 December 2016 annual financial statements on behalf of the Board: Moved: Lisa Voorwinde Seconded: Paul Lancaster Carried.</p> 		
<p>Property</p>	<p>Property Report Rob Silcock tabled the report and gave a verbal overview. Some discussions took place particularly regarding the Pool conceptual plane, although required – not budgeted for.</p>	<p>Rob Silcock</p>	<p>Next Meeting</p>

	<p>Following discussions, it was moved to engage DD Architects to prepare a conceptual design for the refurbishment of the pool surround at a total cost of not exceeding \$2000 (excluding GST): Moved: Rob Silcock Seconded: Andrew Marshall Carried.</p> <p>It was moved to accept the Property report: Moved: Rob Silcock Seconded: Andrew Marshall Carried.</p> <p>Some general discussions were had relating to an article about functioning levels of 85% capacity with buildings. The following were noted:</p> <ul style="list-style-type: none"> • LHS is above this level. • If new classrooms are needed due to roll growth then MOE will fund them • LHS and Lincoln Primary will continue to push for additional classrooms jointly • Masterplan is of value to LHS regarding planning <p>Kathy Paterson gave some verbal information about a traffic survey (by MOE) which will be circulated to students, parents/caregivers and staff.</p> <p>Barry Williamson informed the Board of an insurance issue relating to the new Wai Ora block. No definitive answer from the MOE as to whether the whole building (including the BOT investment contribution) is covered.</p> <p>After some consideration, the Board agreed that, as BOT own no buildings, then the insurance responsibility is with the MOE.</p> <p>The Board instructed Barry Williamson to email Simon Cruickshank (MOE) to inform him that the BOT have made the assumption that the MOE have got full replacement insurance cover on the Wai Ora block.</p> <p>Barry Williamson also raised the issue of some blinds for the new Wai Ora block due to too much glare during the day.</p>		
<p>Resolution to take a break</p>	<p>The Chairperson proposed the Board take a break at 8.11 pm.</p>		
<p>The meeting resumed at 8.15 pm</p>			

Kilt Fabric	<p>Kathy Paterson informed the Board that she had been informed by the current uniform supplier that they had a surplus of LHS kilt fabric. The following options were put to Kathy Paterson by the supplier:</p> <ul style="list-style-type: none"> • The supplier keeps the fabric but charges LHS a lesser amount • LHS buys the fabric and takes delivery of it <p>Some discussion took place and it was decided that, as LHS would still have some small demand for kilts, LHS would buy back the fabric, at cost rate.</p>		
In Committee	<p>It was moved by Adrian Paterson at 8.24 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. Greater Christchurch Secondary School Enrolment Review 5. MOE – Proposed Directed Enrolment 6. Student Matters 7. Staff Matters 8. 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>	
Resolution to move out of committee	<p>The Chairperson proposed the Board move out of Committee at 9.08 pm: Moved: Chairperson Carried.</p>		
Meeting Closed	<p>9.08 pm.</p>		
Next Meeting	<p>Monday 26 June 2017 at 6 pm</p>		

Chairperson: _____

Dated: _____