

## Lincoln High School Board of Trustees

### Minutes of the Meeting held on Monday 24 February 2014 at 5.30 pm

**Present:** Craig McDowell (Chairperson), Kathy Paterson, Gill Worth, Ian McLeod, Adrian Paterson, Karyn Wilson, Natalie Iles and Eden Skipper.

**Apologies:** Absent – Hirini Matunga. Douglas Marshall arrived at 7.55 pm

**In Attendance:** Stephen Rout and Tracy Roberts, Secretary.

**Minutes:** Re November 25<sup>th</sup> minutes – an amendment:

- Re He Kakano Mauntaki notes. Second bullet point ‘**knows**’ to ‘**know**’.

Re February 17th Strategic Planning meeting minutes – an amendment:

- See ‘In Committee’ section.

Craig McDowell then moved the Minutes of both the November and February 17th meetings be taken as read and accepted as a true and accurate record.

Moved: Craig McDowell

Seconded: Natalie Iles

Carried.

**Disclosure of Interest:** Craig McDowell – still currently working with Principal of Darfield High School as part of his occupation.

#### Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
<b>Chairperson</b>	<p>The meeting started at 5.36 pm and Craig McDowell congratulated Tracy Roberts on her recent appointment to the permanent role of Principal’s PA. Craig McDowell also expressed his sincere gratitude to Ian McLeod for his past support as Deputy Chairperson – very much appreciated.</p> <p>Craig McDowell passed round the following:</p> <ul style="list-style-type: none"> <li>• A card of thanks received from the Girls’ Condor 7s Team.</li> <li>• A booklet ‘Uruao’ from Matthew Fraser regarding the beautiful Māori carvings located in the LHS foyer.</li> </ul>		
<b>Rolleston Schooling</b>	Land between the Rolleston Pool and Springston Rolleston Road has been designated as the area for the new proposed schooling and will be publicized in the normal way.	N/A	N/A
<b>Swimming Pool</b>	Stephen Rout verbally informed the BOT that the heat pump had been moved and has been in operation for 2 weeks. No further responses had been received from the neighbours. Water samples have been taken and it is expected the pool will be used from next week.	Stephen Rout	Next meeting

<b>Policy Schedule</b>	Following some law changes, it was decided that the Conducting of Searches Policy will be reviewed again in 2014.	Kathy Paterson	Next meeting
<b>Draft BOT Operations Procedures</b>	<p>This document was tabled and discussed again. It was decided that the following amendments take place:</p> <p>Re the Finance sub-committee section:</p> <ul style="list-style-type: none"> <li>• <b>'proposing the annual budget'</b> will be added into the first sentence after the bullet points.</li> </ul> <p>Re the Property sub-committee section:</p> <ul style="list-style-type: none"> <li>• The sentence starting with <b>'The sub-committee is responsible ...'</b> will be removed.</li> </ul> <p>This document will be tabled again at the next meeting.</p>	<p>Tracy Roberts</p> <p>Craig McDowell</p>	<p>ASAP</p> <p>Next meeting</p>
<b>Directors Health &amp; Safety Checklist</b>	This was discussed and it was suggested that maybe twice a year it is tabled and considered. This will be discussed again at the next meeting.	Craig McDowell	Next meeting
<b>Health &amp; Safety Report</b>	There was nothing to report. However, a recent court case involving an expelled student (not related to LHS) being reinstated was brought up by a Board member. A discussion followed regarding how LHS's special education students are managed. It was confirmed that LHS currently has individual education plans in place for all relevant students.	N/A	N/A
<b>Education for Sustainability Policy</b>	Following some suggestions by Ian McLeod this policy was tabled again and discussed. It was suggested that it should be more specific to LHS. It was decided that the document would go back to the Sustainability Committee for further consideration and they will report back at the next meeting.	Stephen Rout	Next meeting
<b>Strategic Plan/Charter Update</b>	<p><b>Strategic Plan</b></p> <p>The Strategic Plan was tabled and lengthy discussions followed. The following amendments to take place:</p> <p>Relevant date changes throughout.</p> <p>Goal 1:</p> <ul style="list-style-type: none"> <li>• Under Target 3, a new paragraph, be added: <b>'Indicator Towards Future' - 'The Principal will report on the development and implementation of programmes that provide evidence of the school's sustainable practices.'</b></li> </ul> <p>Goal 2:</p> <ul style="list-style-type: none"> <li>• Re Target 3, Indicators – some slight changes in wording.</li> </ul> <p>Goal 3:</p> <ul style="list-style-type: none"> <li>• Target 2B added - <b>The number of students leaving school with UE will increase to 75%.</b></li> </ul> <p><b>Measure 2014:</b></p> <p>We will measure the percentage of students who leave school with UE.</p> <p><b>Indicator towards Future:</b></p> <p>The trend for the number of students gaining UE will increase.</p>	Tracy Roberts	ASAP

	<p><b>Goal 4:</b> This will be changed to read as follows: <b>Staff will display a high level of satisfaction of working at Lincoln High School.</b></p> <p><b>Indicators 2014:</b></p> <ol style="list-style-type: none"> <li>1. An anonymous survey administered by the BOT, involving all staff.</li> <li>2. Informal feedback and Principal self-reflection.</li> <li>3. Improved teaching practices through support of, and access to professional development.</li> </ol> <p><b>Supporting documents:</b></p> <ol style="list-style-type: none"> <li>1. 2014 Programmes supporting the strategic plan</li> <li>2. Property strategies 2014-2018</li> <li>3. Financial strategies 2011-2016</li> </ol> <p>The Strategic Plan will be tabled again at the next meeting.</p> <p><b>Property Strategies 2014-2018</b> Relevant date changes throughout.</p> <p><b>Goal 1:</b></p> <ul style="list-style-type: none"> <li>• The sentence is extended to include: <b>‘ensuring any health and safety related projects are prioritised.’</b></li> </ul> <p><b>Goal 2:</b></p> <ul style="list-style-type: none"> <li>• The sentence is changed to read: <b>‘Undergo building projects (MOE funded) directly linked to improving teaching and learning and in line with MOE Modern Learning Environment requirements.’</b></li> </ul> <p>Principles which underpin decision making</p> <ul style="list-style-type: none"> <li>• No 2 – add in the words <b>‘insulation, acoustics’</b>.</li> <li>• Add in a new No 4 – <b>‘Ensure appropriate access to and integration of technology.’</b></li> <li>• No 6 – replace the word ‘Environmental’ with <b>‘Education for’</b>.</li> <li>• No 7 – replace the word ‘Consider’ with <b>‘Create’</b>.</li> </ul> <p>The Property Strategies will be tabled again at the next meeting.</p> <p><b>Financial Strategies 2013-2015</b> This was tabled and all agreed to leave it as is.</p> <p><b>NAGs</b> The Principal will make any necessary changes and the document will be tabled again at the next meeting.</p> <p><b>Self Review Plan 2014</b> Relevant date changes throughout.</p> <ul style="list-style-type: none"> <li>• No 1 – Last bullet point be removed.</li> <li>• No 7 – Last two bullet points removed.</li> </ul> <p>The Self Review Plan will be tabled at the next meeting.</p>	<p>Craig McDowell</p> <p>Tracy Roberts</p> <p>Craig McDowell</p> <p>N/A</p> <p>Kathy Paterson</p> <p>Tracy Roberts</p> <p>Craig McDowell</p>	<p>Next meeting</p> <p>ASAP</p> <p>Next meeting</p> <p>N/A</p> <p>Next meeting</p> <p>ASAP</p> <p>Next meeting</p>
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	<p><b>Programmes Supporting the 2014 Strategic Plan</b> The Principal will make any necessary changes and the document will be tabled again at the next meeting.</p> <p><b>Analysis of Variance 2013</b> Kathy Paterson tabled this document and gave a verbal overview. It was noted that generally the results are good apart from the University Entrance results. General discussions followed. The AsTTle results and the problematic data were also discussed.</p> <p><b>Te Taumutu Rūnanga Report</b> This report was tabled and discussed. It was agreed that the report was a good one and would be submitted to the MOE as part of the Charter.</p>	Kathy Paterson	Next meeting
		N/A	N/A
		Kathy Paterson	ASAP
<b>BOT Meeting Dates 2014</b>	It was agreed that the BOT Meeting dates for 2014 be accepted.	N/A	N/A
<b>BOT Monthly Tasks</b>	<p>The document was tabled and discussed. The following amendments to take place:</p> <ul style="list-style-type: none"> <li>• Re February, add at the start – <b>‘Implementation of BOT Operations Procedures and Strategic Plan.’</b></li> <li>• Include at every meeting – <b>‘Report on Health &amp; Safety.’</b></li> </ul> <p>This document will be tabled again at the next meeting.</p>	Tracy Roberts	ASAP
		Craig McDowell	Next meeting
<b>BOT Professional Development Group Training</b>	Craig McDowell verbally informed the Board that there is some budget available for the professional development of Board members. Verbal information regarding an up-and-coming School Trustees conference was given and the members were asked to give it some thought and the matter would be discussed again at the next meeting. It was also mentioned that John Tait and Raewyn Tipene-Clarke would be happy to offer their assistance if the Board requested.	Craig McDowell	Next meeting.
<b>Principal’s Report</b>	<p>The Principal’s Report was tabled by Kathy Paterson who gave a verbal overview. Discussions followed including the topic of the proposed Rolleston Schooling. It was noted that no decision had yet been received but the BOT stressed that they would work to the best of their ability for the sake of all Selwyn students, regardless of the final decision. Kathy Paterson will forward on the final decision to the Board members as soon as it becomes known. It was also agreed that, once the decision is known, an email to all parents, staff and students would be sent out promptly.</p> <p>Kathy Paterson recently attended the International Student Lunch (LHS) and expressed verbally her enjoyment of the occasion.</p>	Kathy Paterson	ASAP
		N/A	N/A
<b>Student Report</b>	Eden Skipper tabled his student report and gave a verbal overview. He informed the BOT that the Tuckshop’s new eftpos machine was very popular and there was a noticeable increase in the number of Year 13’s using the Tuckshop now. Discussions were had regarding the possibility of obtaining a second eftpos machine. It was agreed that the Principal would make the decision.	N/A	N/A

<b>Delegated Authorities Policy</b>	This policy was tabled and discussed so that the new BOT members were made aware of it and other members refreshed.	N/A	N/A
<b>Asia Awareness</b>	<b>Chinese Prizegiving Ceremony – Tuesday 26 November 2013.</b> With regard to the above, a report, by Terina Yee (Teacher) was tabled.	N/A	N/A
<b>NZASIA Conference</b>	A report by, Terina Yee (Teacher), who attended the recent conference was tabled.	N/A	N/A
<b>LHS Blazer</b>	Kathy Paterson tabled an email from a member of staff regarding changing the current LHS blazer by adding some red trim braiding. Kathy Paterson gave a verbal overview and showed samples of the suggested changes. It was also noted that the braiding could be added to existing blazers. Discussions followed and the changes were acknowledged and liked by all. It was therefore moved to smarten up and enhance the LHS blazer and accept the red braiding as part of the standard LHS blazer from now on:  Moved: Kathy Paterson Seconded: Gill Worth Carried.	N/A	N/A
<b>LHS Summer Skirt</b>	Craig McDowell gave a verbal outline of some discussions he had already had with the SLT regarding their concerns about the very short length of the summer skirt. Detailed discussions followed, including the possible plan of action. As a result, it was moved that, from Term 2, the LHS summer skirt will be expected to be no more than 3 cm from the ground when the wearer is kneeling:  Moved: Kathy Paterson Seconded: Eden Skipper Carried.		
<b>LHS Kilt</b>	Following the discussions regarding the Summer skirt it was decided that the length of the kilt would be considered and possible emails may be circulated. The Principal and Chairperson will keep the other BOT members informed.	Kathy Paterson/ Craig McDowell	Next meeting
<b>Surrender and Retention</b>	Lengthy and detailed discussions took place regarding the recent changes in the law. It was decided that Kathy Paterson and Stephen Rout will review the school policy and table the document at the next meeting.	Kathy Paterson	Next meeting
<b>Student Safety in Schools</b>	A National Report Summary document from the Education Review Office was tabled and discussed.	N/A	N/A
<b>Financial Matters</b>	The Finance Committee Report (12 February 2014) was tabled and some detailed discussions followed. It was then moved to accept the Financial Report, subject to audit:  Moved: Craig McDowell Seconded: Gill Worth Carried.		

	<p><b>2014 Budget</b>                  Kathy Paterson tabled the 2014 budget and gave a verbal update/overview. Lengthy and detailed discussions followed including the following topics:</p> <p>Page 3 – Depreciation</p> <ul style="list-style-type: none"> <li>• Kathy Paterson informed the BOT that the final depreciation position was amended to – 186529.</li> </ul> <p>MOE Data</p> <ul style="list-style-type: none"> <li>• Clarification was given regarding the MOE data. Ratify and modify to be done in May.</li> </ul> <p>Items to carry over</p> <ul style="list-style-type: none"> <li>• Following discussions it would seem that some items included in this section perhaps should not be.</li> <li>• It was also suggested that this section should be called ‘Equitable Return’.</li> <li>• It was decided that the Finance Committee should review this section again in order to explain the carry over and report back to the Board at the next meeting.</li> </ul> <p>BOT Cash Surplus Allocation                  Following lengthy discussions, it was decided that the Finance Committee should consider other options regarding the cash surplus allocation, eg:</p> <ul style="list-style-type: none"> <li>• Library Project – to be scoped for and costed in to occur.</li> <li>• Marketing – verbal clarification was given by Craig McDowell and it was suggested this should be part of the operating costs.</li> <li>• It was decided that the Finance Committee should report back to the Board by the middle of the year.</li> </ul> <p>It was moved that the 2014 Budget is ratified subject to the following:</p> <ul style="list-style-type: none"> <li>• Landscaping budget – it is reported back on how the money is spent.</li> <li>• Proposed Learning Project – it is reported back on how the money is spent.</li> <li>• Proposed Library Project – this is fully scoped for, costed and presented to the Board.</li> <li>• Marketing – this to be \$20000 and included in the appropriate operating budget.</li> <li>• The Finance Committee to report back to the Board:</li> </ul> <p>Moved: Douglas Marshall                  Seconded: Craig McDowell                  Carried.</p>	<p>Craig McDowell</p> <p>Finance Committee</p> <p>Finance Committee</p> <p>Finance Committee</p>	<p>May meeting</p> <p>Next meeting</p> <p>August meeting</p> <p>Next meeting</p>
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<b>SISSARC Teams</b>	<p>Following discussions regarding general future guidelines, it was moved that the BOT agrees to fund \$400 from the Sports, Academic &amp; Cultural Support Fund towards the costs for the SISSARC teams:</p> <p>Moved: Craig McDowell          Seconded: Douglas Marshall          One against.          Carried.</p> <p>The Principal will inform the applicant George Elliott.</p>	Kathy Paterson	ASAP
<b>Property Matters</b>	<p>A Block and Māori name suggestions:          It was decided to hold this over until the next meeting.</p>	Craig McDowell	Next meeting
<b>In committee</b>	<p>It was moved by Craig McDowell at 8.32pm 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. Lockdown review by SLT</li> <li>4. Draft BOT Operations Procedures</li> <li>5. Secondary schooling in Lincoln/Rolleston</li> <li>6. Stand downs and suspensions</li> <li>7. Staff Matters</li> <li>8. 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 Craig McDowell and Stephen Rout.	
<b>Stephen Rout</b>	<p>Craig McDowell invited the Deputy Principal, Stephen Rout, to stay.          Stephen Rout accepted.</p>	N/A	N/A
<b>Resolution to move out of Committee</b>	<p>The Chairperson proposed the Board move out of Committee at 8.53 pm.          Moved: Chairperson          Carried.</p>		
<b>Meeting Closed</b>	8.54 pm		
<b>Next Meeting</b>	Monday 7 April 2014.		

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

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