

Lincoln High School Board of Trustees

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

- Present:** Adrian Paterson (Chairperson), Kathy Paterson, Rob Silcock, Andrew Marshall, Paul Lancaster, Maria Connolly and Emma Jackson.
- Apologies:** Lisa Voorwinde.
- In Attendance:** Stephen Rout (Deputy Principal), Tracy Roberts (Secretary) and Barry Williamson (Business Manager).
- Welcome:** Adrian Paterson welcomed everyone.
- Minutes:** **29 October 2018 Minutes:**
It was moved the Minutes of the last meeting be taken as read and accepted as a true and accurate record:
Moved: Adrian Paterson
Carried.
- Disclosure of Interest:** No changes.

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
Health & Safety	Kathy Paterson tabled the H&S Toolkit data and graphs and some brief general discussions took place.	N/A	N/A
Self-Review	<p>Policies</p> <p>Copyright Policy Following staff feedback this policy was re-submitted to the Board. Some general discussion was had, and it was agreed to keep the associated 'Notes' with the policy. It was then moved to accept the Copyright Policy: Moved: Kathy Paterson Seconded: Rob Silcock Carried.</p> <p>Beehive Policy Kathy Paterson tabled the new Beehive Policy together with some associated 'procedures'. Kathy Paterson confirmed that the procedures had come from a Science conference. The Chairperson passed round the procedures so that the members could read them.</p> <p>Some discussions took place including concerns involving insurance and any liability relating to the sale of honey or consequences of disease. It was agreed that the Business Manager would look into</p>		

	<p>the insurance aspect. It was also agreed that, as Lisa Voorwinde (who is absent) has some professional knowledge regarding Bee Keeping, this policy would be on hold and discussed again early next year.</p> <p>Special Education Needs Policy Kathy Paterson re-submitted the Special Needs Policy and confirmed that it had been checked by the Learning Support Department. Some discussions took place and the following amendments were agreed upon:</p> <ul style="list-style-type: none"> • Re 'Purpose' paragraph – '... science curriculum...' the word 'science' to be removed. • Bullet point 7 – 'Deputy Principal' to be replaced by 'Senior Management'. <p>It was then moved to accept the Special Education Needs Policy: Moved: Kathy Paterson Seconded: Andrew Marshall Carried.</p>		
Strategic Planning	The Strategic Goals 3 & 4 are included as part of the Principal's report.		
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"> • The graduation – very nice and special. • Appointment of two Across School Teachers (AST) re Kāhui Ako; Tahlia Whiting (LHS) and Sarsha Wrightman (LPS). • 'Ensemble' student publication was shown to the Board – amazing production. • Kathryn Fitzgerald's and Tania Roxborough's L2 book was shown to the Board. • Yr 13 Leavers Book – beautifully done and a very polished product. • Writing class booklet was shown to the Board. • Strategic Goals 3 & 4 <p>Aspiring Principal Inquiry – Marama Lynch Kathy Paterson gave a verbal overview of Marama Lynch's report, the rationale behind it, the conclusions and the next steps.</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>Emma Jackson tabled her report and gave a verbal outline.</p> <p>It was moved to accept the Student's Report:</p>	N/A	N/A

	<p>Moved: Emma Jackson Seconded: Andrew Marshall Carried.</p>		
2019 Proposed Meeting Dates	<p>Adrian Paterson tabled the 2019 proposed meeting dates and gave some verbal information regarding the need to have the meetings spaced out over the year. Some discussion took place.</p> <p>It was also agreed to have a special Strategic Planning meeting on Monday 18 February 2019.</p> <p>It was noted that the meeting on 24 June 2019 would include any new BOT members following the elections.</p> <p>The HOLAs will present their departments' data to the BOT at a separate meeting – date yet to be confirmed by Kathy Paterson.</p>		
Informal Report on School & Community Engagement – Second Letter	<p>Adrian Paterson tabled the documentation and gave a verbal overview. Some discussions took place and the following noted:</p> <ul style="list-style-type: none"> • There is an overall review of BOT currently ongoing. • Community engagement is difficult and needs to be a priority. • There is a difference in governance and management. • Are there local cultural values that are connected or disconnected? • Kāhui Ako is an enabler and is helping. • More involvement with Primary Boards suggested – perhaps one informal event per year (before elections). <p>Adrian Paterson verbally confirmed the importance of improving community engagement and recommended the Board to read the documentation. It was agreed that this topic would be discussed in more detail at the Strategic Planning meeting in February 2019.</p>		
Planned Trip Updates	<p>The following Trip Updates were tabled:</p> <ul style="list-style-type: none"> • World Challenge Nepal – December 2018 • Japan – April 2019 • Classical Studies – April 2020 <p>The France Trip update was not included and will be for the next meeting.</p>		
Sports, Academic & Cultural Fund Application	<p>Two applications were received:</p> <p>Mixed Touch Team Kathy Paterson offered some recommendations and the following was decided:</p> <p>It was moved that \$50 per student (\$800 in total) would be awarded to the Mixed Touch Team: Moved: Adrian Paterson</p>		

	<p>Carried.</p> <p>2018 ICAS Medal Presentation Ceremony – Auckland On behalf of a student, Kathy Paterson tabled an application for support towards travel expenses. This application was discussed and considered In-committee.</p> <p>It was moved to award the student \$234 towards their travel expenses: Moved: Kathy Paterson Seconded: Paul Lancaster Carried.</p>		
Correspondence for Consideration	<p>NZSTA – School Trustee Elections – Date of next election Following discussions, Friday 7 June 2019 was agreed upon.</p> <p>Appointment of Returning Officer Kathy Paterson gave some verbal information and will report to the BOT again at February’s BOT meeting.</p>		
Other Correspondence	None.	N/A	N/A
Financial	<p>Financial Report and Management Summary Report – for period ended 31 October 2018 The above financial reports were tabled by Rob Silcock who gave a verbal outline.</p> <p>Lengthy, detailed discussions took place regarding the budget and deficit and the need to plan for a 3 to 5 year gradual reduction in deficit. Need to be prudent and realistic going forward. It was also agreed that a longer-term document, giving a clear understanding of where plans should go, be provided for future boards.</p> <p>Uniform Shop Kathy Paterson verbally passed on the confusion around the proposed suppliers increase in prices.</p> <p>Discussions followed and it was acknowledged that currently only direct costs (not power, rent, phone etc) are covered to ensure the cost of the uniform to parents/caregivers is as affordable as possible.</p> <p>It was agreed that the uniform prices should be increased. However, Kathy Paterson will seek clarification from the suppliers and report back to the Board, before the actual amount of increase is determined.</p> <p>Outdoor Education Kathy Paterson informed the Board that, unfortunately, significant number of participants have not paid their course costs. This has</p>	Lisa Voorwinde	Next Meeting

caused a \$15,000 debt to be incurred. Robust discussions ensued, and it was agreed that the Outdoor Education cannot survive if 20% do not pay. Kathy Paterson confirmed that future costs will not be a 'contribution'.

Kathy Paterson will send out a reminder email to the relevant parents/caregivers outlining the need for payment.

Kathy Paterson gave a verbal outline of an alternative option to do the course – one with trips (fully paid for by participants) and one without trips (evidence of own activities filmed and provided). Some concerns were raised regarding the health and safety liability aspect and the Business Manager will look into this.

It was then moved to accept the Finance Report:

Moved: Rob Silcock

Seconded: Kathy Paterson

Carried.

**Pool Fence Upgrade Project/Carpark Redevelopment Project/
Outdoor Education Shed Project**

Preamble:

The Board approved capital expenditure of \$165,000 for 2018 for the replacement of the pool fence adjacent to the driveway, the making good of the asphalt for the provision of additional parking and for the erection of an Outdoor Education shed within the pool area.

As there was provision within the 5YA plan for the replacement of the pool fence, the project was broken into three individual components, namely the replacement of the fence as a 5YA project and the redevelopment of the car park and the provision of an Outdoor Education Shed as two separate Board of Trustees projects.

The Board considered tender proposals as presented by School Support Services in their capacity as Project Managers for the replacement of the pool fence and the redevelopment of the car park.

Resolution:

It was moved, by email:

- That the Board accepts the Dukie Consulting Limited tender price for the 5YA Pool Fence project at an estimated total contract price of \$110,725 which includes contingency sums of \$20,000 in total.
- That the Board accepts the Dukie Consulting Limited tender price for the BOT Car Park Redevelopment project at an estimated total contract price of \$81,922 which includes contingency sums of \$20,000 in total.

	<ul style="list-style-type: none"> • That to the extent that the BOT funded Car Park Redevelopment project cost is not fully incurred in the 2018 financial year (assuming the project will be done over December 2018 and January 2019), the unexpended portion of the total estimated project cost is carried forward to the 2019 capital expenditure budget. • That the Board would separately consider a proposal in relation to the erection of an Outdoor Education Shed within the pool area to be included in the 2019 Capital Expenditure budget. <p>Moved: Adrian Paterson Carried.</p>		
Resolution to take a break	The Chairperson proposed the Board take a break at 7.47 pm.		
The meeting resumed at 7.54 pm			
Property	<p>Property Report Rob Silcock tabled the report and gave a verbal overview, including:</p> <ul style="list-style-type: none"> • Gym 1 & 2 toilets and changing room upgrade has been awarded. • Pool fencing realignment – still waiting to hear. <p>Some discussion followed and Adrian Paterson acknowledged the student seating project which has gone well. It was also noted that the shade sails have been ordered and should be installed before the end of term.</p> <p>It was moved to accept the Property report: Moved: Rob Silcock Seconded: Andrew Marshall Carried.</p>	Rob Silcock	Next Meeting
Japan Trip Grant Application	It was moved, by email, that the BOT approves the Japan Trip Grant application: Moved: Adrian Paterson Carried.		
Yr 9 Award Ceremony	Adrian Paterson asked the Board if anyone would like to represent the BOT at the Yr 9 Award Ceremony. Andrew Marshall agreed to be the BOT representative.		
In Committee	It was moved by Adrian Paterson at 8 pm that the public be excluded from the following part of the proceeding of this meeting: <ol style="list-style-type: none"> 1. Minutes from previous meeting 2. Alternative Education Students 3. Stand downs and suspensions 	Relevant documents tabled and	

	<p>4. Student Matters 5. Staff Matters 6. Staff Award</p> <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>	verbal reports given by Adrian Paterson and Kathy Paterson	
Resolution to move out of committee	The Chairperson proposed the Board move out of Committee at 9.02 pm: Moved: Chairperson Carried.		
Meeting Closed	9.02 pm.		
Next Meeting	Monday 25 February 2019.		

Chairperson: _____

Dated: _____