

Lincoln High School Board of Trustees

Minutes of the Meeting held on Monday 27 November 2017 at 6 pm.

- Present:** Lisa Voorwinde (Acting Chairperson), Kathy Paterson, Rob Silcock, Andrew Marshall, Paul Lancaster, Maria Connolly and Gabriel Clarke.
- Apologies:** Adrian Paterson (Chairperson)
- In Attendance:** Stephen Rout (Deputy Principal), Tracy Roberts (Secretary) and Barry Williamson (Business Manager).
- Welcome:** Lisa Voorwinde welcomed everyone to the meeting.
- Minutes:**
- 25 September 2017 Minutes:**
It was moved the Minutes of the 25 September 2017 meeting be taken as read and accepted as a true and accurate record:
Moved: Lisa Voorwinde
Carried.
- 1 November 2017 – Strategic Planning- Minutes:**
It was moved the minutes of the 1 November 2017 meeting be taken as read and accepted as a true and accurate record:
Moved: Lisa Voorwinde
Carried.
- Disclosure of Interest:** None.

Business of the Meeting

Subject	Resolution/Detail	Date To Be Completed
Health & Safety	Kathy Paterson tabled the H&S data and graphs. It was moved to accept the Health & Safety report: Moved: Kathy Paterson Seconded: Andrew Marshall Carried.	
Self-Review	Policies for review: Investment Policy The amended draft tracked policy was resubmitted and Kathy Paterson gave some verbal information relating to the changes. Some discussion followed and all acknowledged the better finance (prudent) wording. Following the amendments, it was moved to accept and approve the Investment Policy:	

	<p>Moved: Rob Silcock Seconded: Kathy Paterson Carried.</p> <p>Financial Management & Accountability Policy: The amended draft tracked policy was resubmitted and following the amendments, it was moved to accept and approve the Financial Management & Accountability Policy: Moved: Rob Silcock Seconded: Lisa Voorwinde Carried.</p> <p>Financial Strategies The amended draft tracked document was resubmitted for consideration. Some discussions took place regarding the significant changes suggested to reflect the current prudent budgeting and setting of realistic targets and the following was agreed:</p> <ul style="list-style-type: none"> Item 2 – replace the word ‘and’ with ‘yet’ – ‘Set challenging yet realistic ...’ <p>It was then moved to accept and approve the Financial Strategies: Moved: Andrew Marshall Seconded: Paul Lancaster Carried.</p>		
<p>Strategic Planning</p>	<p>Plato Proposal – Strategic Intent/Purpose Kathy Paterson tabled the Plato proposal and gave a verbal outline the work/consultation behind it.</p> <p>Some discussions ensued and concerns were raised regarding the loss of ‘environment’ and ‘doing good for others’. Kathy Paterson gave clarification as to the above being weaved within the ‘workings’ and would not be lost. Eg ‘doing good for others’ will be built under ‘supportive’.</p> <p>Kathy Paterson and Stephen Rout explained that the behaviours (PB4L) have already been introduced to the juniors. The full roll out, to all students, will be from day one 2018.</p> <p>All agreed that the new version is much more concise and captures everything. And all liked ‘purpose’ more than ‘intent’.</p> <p>There were some concerns relating to the structure/layout of the design and it was agreed that the SLT would look at the structure again, pass it back to staff and then onto Plato (with all the feedback, including the BOTs).</p>		
<p>Digital Citizen</p>	<p>Kathy Paterson confirmed that there was nothing specific to report on at this time.</p>		

	<p>Some discussion took place regarding what this topic included and Kathy Paterson gave some clarification as and when required. The following was noted:</p> <ul style="list-style-type: none"> • We are all living in a digital world • Recommended book to staff and BOT: <ul style="list-style-type: none"> ○ Keeping Yourself Safe Online • Digital curriculum – new technology curriculum • Harmful Digital Communications Act 2015: <ul style="list-style-type: none"> ○ Has already been exposed to students <p>Kathy Paterson confirmed that future agendas will include updates on what is happening within the school that supports digital citizenship.</p>		
Principal's Report	<p>The Principal's Report was tabled by Kathy Paterson who gave a verbal overview including:</p> <ul style="list-style-type: none"> • Roll numbers • Head Students newspaper article • Special Assemblies <ul style="list-style-type: none"> ○ Speakers – Tracy Drost, Marc Moore and the young driver ○ Very valued, emotional and appreciated presentations • Marae Visits <ul style="list-style-type: none"> ○ Lovely setting and an awesome experience for the Yr 9s ○ More staff are interested in attending • International Department <ul style="list-style-type: none"> ○ New Director of International Students– Emma Aker ○ Carolyn O'Byrne will be returning as Assistant Director of International Students re the transition for 2018 • NCEA – UE <ul style="list-style-type: none"> ○ NCEA – all who register all included in the stats ○ LHS – drill down the stats to include who wants to go to university • Graduation <ul style="list-style-type: none"> ○ Outstanding Scholars category - highly prestigious – only 7 qualified ○ The graduation criteria have made a huge difference <p>Stephen Rout handed out the mini PB4L cards to each of the Trustees.</p> <p>Andrew Marshall attended one of the Marae visits and expressed his appreciation of the opportunity. He had an awesome time, really enjoyed the whole experience, including giving his mihi, and</p>	Kathy Paterson	Next Meeting

	<p>is keen to learn more. Andrew highly recommended the Marae visit to all.</p> <p>General discussions took place and then it was moved to accept the Principal's Report: Moved: Kathy Paterson Seconded: Andrew Marshall Carried.</p>		
Student's Report	Owing to the NCEA exams there was no student report.	N/A	N/A
BOT Contact List	An updated contact list was tabled.		
Education Act Update	<p>Clarifying boards of trustees' roles and responsibilities</p> <p>The above document was tabled for the information of the Trustees.</p>		
Planned School Trips updates	<p>Updates on the following trips were received:</p> <ul style="list-style-type: none"> • World Challenge – Nepal • Classical Studies • Japan • Samoa • China <p>It was agreed that the template is a good format and helps keep a track of the trips' progress.</p>		
Sports Gear Storage Solutions	Kathy Paterson informed the Board that there has not been much progress on this – a difficult problem.		
Sports, Academic & Cultural Fund Application	<p>An application was received from the Mixed Touch Team:</p> <p>Kathy Paterson offered some recommendations and the following was decided:</p> <p>It was moved that \$800 in total would be awarded to the Mixed Touch Team: Moved: Kathy Paterson Seconded: Gabriel Clarke Carried.</p>		
NZSTA – Training	<p>Lisa Voorwinde recently attended some NZSTA training on the BOTs role of effective stand downs/suspensions and intended giving a PowerPoint presentation. Due to technical difficulties Lisa Voorwinde gave a detailed verbal report which included:</p> <ul style="list-style-type: none"> • Legislative terms learned • Legislative deadlines relating to: <ul style="list-style-type: none"> ○ Timings of the meetings ○ Documentation within parents' hands prior to 48 hours of meeting • Important reminder that NZ children have a right to be at school until the end of the year they turn 19 		

- Aim to minimise disruption to the student’s education and to facilitate early settlement
- Principles of natural justice:
 - each case has to be considered individually
 - Also includes any police involvement – work together
- Only the Principal can direct a stand down/suspension
- Principal needs to be satisfied whether the Gross Misconduct or Continual Disobedience is a ‘harmful’ or ‘dangerous’ example to others. Seriously harmed is another reason
- Suspension
 - Is the formal removal of a student from school
 - A BOT meeting is held – formal structure
 - Gross Misconduct
 - One off offence
 - BOT should not view any pastoral/disciplinary records
 - Only relevant information relating to the offence is presented to the BOT
 - Continual Disobedience
 - Full/complete pastoral/discipline records can be submitted to the BOT
 - Student not to attend school unless assessments/exams – then under special arrangements
 - 4 possible outcomes:
 - Lifted unconditionally and student able to return to school on a specified date
 - Lifted conditionally. Student will be able to return to school under certain conditions
 - Extended with conditions
 - Excluded or expelled
 - Excluded is for under 16 years of age and must enroll at another school
 - Expelled is for over 16 years of age – may enroll somewhere else but their choice
 - If unable to come to a decision then can defer within the 7 days. NB:
 - NZSTA helpline is open to 8 pm every evening except Friday nights
 - Conditions to be set by the BOT (see * below)
 - Decision communicated to the parents and documentation completed
- Going forward:
 - LHS should have a Behaviour Management Policy with clear expectations
 - This needs to be specific and have the:

	<ul style="list-style-type: none"> ▪ degrees of seriousness defined ▪ location defined (Eg camps, buses, sports etc) <p>Some discussion followed and Kathy Paterson gave some verbal information relating to:</p> <ul style="list-style-type: none"> • Suspensions <ul style="list-style-type: none"> ○ Historically, our BOT usually returns the student. If multiple suspensions then maybe a fresh start somewhere else but natural justice always applied ○ This year there has been many more Continual Disobedience issues ○ At LHS students are permitted back on site to visit a counsellor ○ LHS do not have Staff or Student Trustees on the suspension panel – possible conflict of interest ○ Principal arrives with the family and leaves with the family – no vote ○ * Kathy Paterson queried the BOT setting the conditions as the BOT Chairperson encourages the school and family to work together to develop a behavioural plan ○ Excluded <ul style="list-style-type: none"> ▪ The student stays on our roll and work is provided ▪ The Principal contacts 3 other schools to try and find a place in consultation with the family ▪ If other schools decline then the student is referred to the MOE who will then direct the enrolment • Stand downs <ul style="list-style-type: none"> ○ Is the formal removal of a student for 1 to 5 days <ul style="list-style-type: none"> ▪ NB: Maximum 5 per term or 10 per year ○ No permanent record attached to the student ○ BOT not involved <p>With regard to stand downs and suspensions, all agreed that LHS do follow good practices.</p>		
<p>Network Update (KPMG Project)</p>	<p>Kathy Paterson confirmed that that relevant form had been completed and submitted.</p>		
<p>Any Other Matters</p>	<p>Andrew Marshall voiced some queries (and Kathy Paterson gave clarification as and when required) relating to:</p> <ul style="list-style-type: none"> • Students wellbeing and mental health issues regarding some assessments not being done (from National media sources) • LHS Awarded Certificates – would like the certificates to be more graphically designed 		

	<ul style="list-style-type: none"> ○ The certificates were graphically designed by Plato about a couple of years ago – to suit the new branding ● Class streaming – can the classes be streamed to cater for different streams/abilities? Example of a course option from another school given – ‘Manage and owning a farm’ <ul style="list-style-type: none"> ○ LHS is moving away from the usual streaming – can be done too much. More verbal information given regarding: <ul style="list-style-type: none"> ▪ Product Design – academic ▪ Trades Course in Yr 12 ▪ Limited resources ▪ Two Biological courses with different focus <ul style="list-style-type: none"> ● Applied Biology ● Practical Biology ▪ Yr 9s (with no behavioural issues) have some real learning support to help with their learning ▪ English – Science Fiction as a focus – improved motivation ▪ Outdoor Education – from 4 courses in 2017 to 7 courses in 2018 ▪ Business Studies/Accounting – from 2 to 5 teachers from 2017 to 2018 ▪ LHS does respond to growth ▪ Streaming for passion <p>Heartland Hangi Chips Kathy Paterson verbally informed the Board of the huge success of a team of students on a young enterprise programme (supported by Mrs Wissel) who have developed a Hangi flavoured chip which will be marketed over the Waitangi weekend. Kathy Paterson showed the Board a sample bag of the chips.</p> <p>HOLAs – Department Reports Presentations Kathy Paterson asked the Board if they would be interested in attending an afternoon or evening event (in February 2018) where the HOLAs would present their Department Reports to them. All confirmed their interest.</p>		
Correspondence for Consideration	MOE – Aidanfield Christian School The above letter, relating to a roll increase was tabled.		
Other Correspondence	The summary was tabled.	N/A	N/A
Resolution to take a break	The Acting Chairperson proposed the Board take a break at 7.57 pm.		
The meeting resumed at 8.10 pm			

<p>Financial</p>	<p>Financial Report – January to 31 October The above financial report was tabled by Rob Silcock who gave a verbal outline.</p> <p>General discussions took place and the following noted:</p> <ul style="list-style-type: none"> • All is tracking along nicely • There is now a greater awareness of tracking – month by month • Uniform Shop – following some analysis – is breaking even • The removal of the ringfenced fund from the spreadsheet will be discussed at the next finance meeting <p>It was then moved to accept the Finance report: Moved: Rob Silcock Seconded: Lisa Voorwinde Carried.</p> <p>2018 Budget The 2018 draft budget was tabled as a work-in-progress budget and will be finalised, at a later date – probably February 2018.</p> <p>With regard to the pool upgrade, Andrew Marshall will provide some detailed costs to the Business Manager.</p>	Rob Silcock	Next Meeting
<p>Property</p>	<p>Property Report Rob Silcock tabled the report and gave a verbal overview, including:</p> <ul style="list-style-type: none"> • Portacom preparation has started with the removal of some trees • No cost to LHS for refitting of the portacoms <p>Barry Williamson gave some verbal information regarding the free available temporary University buildings. He confirmed that he had passed the information onto the MOE but had had no response.</p> <p>Library The concept plan for the Library was mentioned for 2018.</p> <p>Hall The current state of the Hall was discussed. Although there is not anything specified for the Hall in the budget, the Principal asked for some funds as there is some immediate cosmetic work which is desperately needed:</p> <ul style="list-style-type: none"> • Painting and different wall lining • Curtains needed • Possible extension to the stage – semi permanent level <p>It was agreed to look at the budget with a view of providing some funds for the Hall.</p>	Rob Silcock	Next Meeting

	<p>Pool Kathy Paterson passed on some very positive feedback relating to the recent pool changing rooms upgrade. The provision for a pool fence was also mentioned.</p> <p>It was moved to accept the Property report: Moved: Andrew Marshall Seconded: Paul Lancaster Carried.</p>		
<p>In Committee</p>	<p>It was moved by Lisa Voorwinde 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"> 1. Minutes from previous meeting 2. Alternative Education Students 3. Stand downs and suspensions 4. Staff Matters 5. 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 Lisa Voorwinde and Kathy Paterson</p>	
<p>Resolution to move out of committee</p>	<p>The Chairperson proposed the Board move out of Committee at 8.49 pm: Moved: Chairperson Carried.</p>		
<p>Meeting Closed</p>	<p>8.49 pm.</p>		
<p>Next Meeting</p>	<p>To be confirmed</p>		

Chairperson: _____

Dated: _____