

Lincoln High School Board of Trustees

Minutes of the Meeting held on Monday 29 October 2018 at 6 pm.

Present: Adrian Paterson (Chairperson), Lisa Voorwinde, Kathy Paterson, Rob Silcock, Paul Lancaster, Maria Connolly and Emma Jackson.

Apologies: Andrew Marshall arrived at 6.15 pm.

In Attendance: Stephen Rout (Deputy Principal), Tracy Roberts (Secretary) and Barry Williamson (Business Manager).

Welcome: Adrian Paterson welcomed everyone.

Minutes: **17 September 2018 Minutes:**
It was moved the Minutes of the 17 September 2018 meeting be taken as read and accepted as a true and accurate record:
Moved: Adrian Paterson
Carried.

SLT Presentation: NB: Before the meeting, copies of The Māori Development Plan were circulated to the BOT, by email, for their information.

At the start of the meeting Blair Johnstone gave a presentation on the Māori Development Plan:

Ka pū te ruha, ka hao te rangatahi; The old net is cast aside, while the new net goes a-catching, emphasises the importance of building sustainability within Lincoln High School.

During his presentation, Blair Johnstone explained how The Māori Development Plan will ensure that the waka for Māori student achievement continues to move in the forward direction. To help accomplish this there are three main goals:

- Excellent Academic Results
- Identity, language and culture counts
- Productive Partnerships

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 6.45 pm.

Disclosure of Interest: No changes.

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
Held over	1. Copyright Policy 2. Beehive Policy	Adrian Paterson	November Meeting

	3. Special Needs & Inclusive Education Policy		
Health & Safety	The Health & Safety data and graphs were tabled by Kathy Paterson.	N/A	N/A
Self-Review	<p>New Policy – Gifts/Prizes Policy</p> <p>Kathy Paterson re-submitted the amended draft policy and gave a verbal overview regarding the inclusion of the new 2.4 paragraph.</p> <p>Some discussions took place and some further changes were suggested and agreed upon.</p> <p>Following the amendments, it was then moved to accept the Gifts/Prizes Policy: Moved: Adrian Paterson Carried.</p>	N/A	N/A
Strategic Planning	<p>Following the earlier presentation regarding The Māori Plan, the Chairperson asked for any thoughts/feedback and the following noted:</p> <ul style="list-style-type: none"> • All the Board found the presentation very interesting and enlightening. • The He Puna Putaiao programme is a wonderful programme. • Kathy Paterson confirmed that there is a good framework of staff in place to support the future of Māori learning and success at LHS. • Te reo Māori is much more visible around school and more widely used within school. • A possible initiative with LU would be good – suggested by the Principal. • The next step is a plan relating to Pasifika students. 	N/A	N/A
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"> • Re the Strategic Goals section - The Board acknowledged the good reporting relating to Goals 1 & 2. Goals 3 & 4 will be reported on at the next BOT meeting. • Following a review, the MOE projected roll of 1389 has now been changed to 1402. • The Principal acknowledged our Zonta finalists: Logan Howe, Cara Higinbottom and Millie Thompson. • The Principal acknowledged Sophie Pascoe who returned to speak at the recent Sports Awards. She was exceptional and inspiring. • Kathy Paterson informed the Board of the recent visit by ERO regarding an 'Observational Study'. <p>The Chairperson suggested the recent Samoa trip would make an interesting newsworthy topic.</p>	Kathy Paterson	Next Meeting

	It was moved to accept the Principal's Report: Moved: Kathy Paterson Seconded: Andrew Marshall Carried.		
Student's Report	Emma Jackson introduced herself to the Board and tabled her first report. It was moved to accept the Student's Report: Moved: Emma Jackson Seconded: Lisa Voorwinde Carried.	N/A	N/A
BOT Contacts List	An updated BOT contacts list was tabled.	N/A	N/A
Attendance Review	The attendance review was tabled by Kathy Paterson who gave a verbal overview. Some general discussions followed and the Board acknowledged the good comparisons.	N/A	N/A
School & Community Engagement Report	Kathy Paterson tabled the School & Community Engagement Report and passed on some verbal information. Some discussions took place and it was confirmed that, moving forward, there is a need to engage the community more.	N/A	N/A
Planned School Trip Updates	1. World Challenge Nepal – December 2018 2. Japan – April 2019 3. Classical Studies – April 2020 The above updates were tabled.	N/A	N/A
Correspondence for Consideration	None received.		
Other Correspondence	The summary was tabled. Some discussion took place relating to the need of the Summary. It was agreed that the Summary would only be used if there is a specific letter received to be considered. The 'Other Correspondence' section would be kept on the Agenda and in the Minutes.	N/A	N/A
Mike King	Andrew Marshall highly recommended the mental health speaker, Mike King. He delivers a strong message and will visit schools free of charge.	N/A	N/A
Financial	Financial Report and Management Summary Report – for period ended 30 September 2018 The above financial reports were tabled by Lisa Voorwinde who gave a verbal outline.	Lisa Voorwinde	Next Meeting

	<p>General discussions took place and the following noted:</p> <ul style="list-style-type: none"> • Re the deficit – more realistic figure. Less extraordinary income compared to previous years. Fewer donations paid. • It was agreed to send out reminders to the wider community regarding the school donation/s: <ul style="list-style-type: none"> ○ One very soon ○ One at the beginning of the year <p>It was then moved to accept the Finance and Management Summary Reports: Moved: Lisa Voorwinde Seconded: Rob Silcock Carried.</p> <p>2018/2019 Insurance Renewal Lisa Voorwinde tabled the Insurance Renewal document and gave a verbal overview.</p> <p>The Board considered a recommendation from the Finance Committee for the period 31 October 2018 to 31 October 2019 undertaken by insurance brokers Crombie Lockwood at a total premium of \$48,386.34 (excluding GST) based on:</p> <ul style="list-style-type: none"> • School assets sum insured including buildings and contents of \$8,014,660 • Business Interruption including lost gross revenue and increased costs of \$925,000 • School liabilities cover based on 1460 students • School vehicles sums insured of \$67,000 • CyberSafe cover sum insured of \$500,000 plus cyber-crime cover of \$250,000 • Travel insurance based on 93 expected travel days per annum <p>This represents an annual increase of \$1,372.94 (excluding GST) per annum based on an “as is” renewal but with increased sums insured and with increased cyber-crime cover and additional business interruption cover.</p> <p>It was then moved to accept the insurance renewal based on the terms noted above: Moved: Lisa Voorwinde Seconded: Andrew Marshall Carried.</p> <p>Kathy Paterson acknowledged and complimented Barry Williamson on his work and thoroughness.</p> <p>Uniform Cost - Increase Kathy Paterson verbally informed the Board of a notified price increase in the cost of the uniform from the suppliers. Some detailed discussions ensued, and the following noted/decided:</p>		
--	---	--	--

	<ul style="list-style-type: none"> Any price increase had to be discussed and agreed upon as per the terms of the contract. It was recommended that a meeting with the supplier be arranged. <p>Following discussions, it was moved to increase the LHS uniform prices by 10% from 1 February 2019: Moved: Lisa Voorwinde Seconded: Rob Silcock Carried.</p> <p>It was also suggested that there is another small increase at the end of 2019.</p> <p>Prices are on the school website (2018 prices).</p>		
Resolution to take a break	The Chairperson proposed the Board take a break at 7.40 pm.		
The meeting resumed at 7.48 pm			
Property	<p>Property Report Rob Silcock tabled the report and gave a verbal overview.</p> <p>Detailed discussions followed, including consideration regarding the adequacy of the current 5YA budget, of \$60,000, for the Gyms 1 & 2 toilets and changing rooms refurbishment and external cladding repair project.</p> <p>More funding will be required for this project and it was moved that the BOT approves re-allocation of \$140,000 to this project, from other 5YA project expenditure which the school is not likely to incur due to the current Business Review Case under consideration by MOE: Moved: Rob Silcock Seconded: Andrew Marshall Carried.</p> <p>NB: The above re-allocation of funds will then increase the total funding for the Gyms 1 & 2 5YA refurbishment project to \$200,000.</p> <p>It was also moved to accept the Property report: Moved: Rob Silcock Seconded: Andrew Marshall Carried.</p> <p>Kathy Paterson verbally informed the Board of the possible new shade covers and Barry Williamson is currently looking into the costs.</p>	Rob Silcock	Next Meeting

	The cleaners use of an additional shed was mentioned. Barry Williamson is going to investigate as the cleaners already have access to a 'cleaners shed'.	Business Manager	ASAP
In Committee	<p>It was moved by Adrian Paterson at 8 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. International 5. Student Matters 6. Staff Matters 7. 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>	Relevant documents tabled and 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 8.40 pm: Moved: Chairperson Carried.		
Meeting Closed	8.40 pm.		
Next Meeting	Monday 26 November 2018		

Chairperson: _____

Dated: _____