

.

Lincoln High School Board of Trustees

Minutes of the Meeting held on Monday 27 July 2015 at 6 pm.

Present: Douglas Marshall (Chairperson), Kathy Paterson, Gill Worth, Jemma Burgham, Adrian Paterson, Tracy Rohan, Lisa Voorwinde, Rob Silcock, Bryan Pidwerbesky and Blake Derks-Wyatt.

Apologies:

In Attendance: Stephen Rout (Deputy Principal), Tracy Roberts (Secretary) and Mitch Howard (HOLA Mathematics).

Welcome: Douglas Marshall welcomed everyone, including Mitch Howard (HOLA Mathematics) and Jemma Burgham (new Staff Trustee).

HOLA Presentation: At the beginning of the meeting, Mitch Howard gave a brief presentation on the Mathematics Department vision and goals. The presentation was very well received and a question and answer session followed. The Board thanked Mitch Howard who then left at 6.23 pm. Kathy Paterson acknowledged the work being done by Mitch Howard including SOLO and congratulated him on his recent Jim Campbell Award for Excellence in Teaching.

Minutes: **Re Monday 22 June 2015 Minutes:**
The first paragraph of the HOLA Presentation section to be amended to read:

- **‘At the start of the meeting, ...’**

Then it was moved the Minutes of the June 22 meeting be taken as read and accepted as a true and accurate record:

Moved: Gill Worth

Seconded: Adrian Paterson

Carried.

Re Wednesday 1 July 2015 Minutes:

Douglas Marshall moved the Minutes of the July 1 meeting be taken as read and accepted as a true and accurate record:

Moved: Douglas Marshall

Carried.

Disclosure of Interest: Adrian Paterson who is the Chairperson of the Lincoln Primary BOT.
Tracy Rohan who is on the Evaluation Panel of the Board of Rolleston South Primary School.

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
To Hold Over	Rolleston College – Grandparenting Clause Kathy Paterson informed the Board that she had brought forward the date from May 2016 to November 2015.	Douglas Marshall	November meeting

	<p>Zoning Request Letter It was noted that the letter refers to the Longhurst Subdivision rather than Halswell.</p>		
Health & Safety	The Health & Safety Report was tabled.	Kathy Paterson	Next Meeting
Self Review	<p>Treaty of Waitangi The amended Treaty of Waitangi policy draft was tabled and discussed. Tracy Rohan gave a verbal outline of the changes and the reasoning behind them. It was noted that the Māori Development Plan, referred to in the Policy, will be developed once the new HOD Māori takes his position up. It is expected that a plan draft will be in place by 2016. Discussions followed and Kathy Paterson gave some clarification as and when required.</p> <p>Tracy Rohan recommended that the BOT familiarise themselves with the NZ Curriculum document – useful and interesting document.</p> <p>In recognition of the Treaty of Waitangi ‘Goals’ and significant relevance it was decided that 5 to 10 minutes of each BOT meeting would be dedicated to professional development aimed at strengthening the board's bi cultural competence and confidence and added, routinely, to the Agendas. Tracy Rohan will lead the focus.</p> <p>It was moved to adopt the new Treaty of Waitangi Policy: Moved: Lisa Voorwinde Seconded: Gill Worth Carried.</p>	Tracy Rohan	Next meeting
Chairperson’s Report	None.	N/A	N/A
Principal’s Report	<p>Kathy Paterson tabled her report and gave a verbal outline, including information about the recent lovely Powhiri for ex staff member, Matthew Fraser at his new school.</p> <p>Kathy Paterson also verbally informed the Board that Canterbury University are sponsoring the First XV Rugby competition. General discussions followed.</p> <p>It was decided that letters of congratulations, from the Board would be sent to Mitch Howard and Kiri Dillon in recognition of their recent Jim Campbell Award for Excellence in Teaching success.</p> <p>Detailed discussions took place regarding the new timetabling structure and new courses for 2016 and Kathy Paterson gave clarification as and when required.</p>	Douglas Marshall	ASAP

	<p>It was moved to accept the Principal's Report: Moved: Kathy Paterson Seconded: Adrian Paterson Carried.</p>		
Student's Report	<p>Blake Derks-Wyatt tabled his report and gave a verbal overview. He also asked if more LHS blazers in smaller sizes could be purchased. Kathy Paterson explained that a range of sizes was already held by the school for use at formal occasions and no more could be purchased. However it was noted that any student who wishes to purchase their own blazer can do so.</p> <p>It was moved to accept the Student's Report: Moved: Blake Derks-Wyatt Seconded: Rob Silcock Carried.</p>	N/A	N/A
BOT Taumautu Representative's Report	<p>A report, for the BOT's information, was tabled by Tracy Rohan.</p> <p>It was moved to accept the BOT Taumautu Representative's report: Moved: Tracy Rohan Seconded: Bryan Pidwerbesky Carried.</p>	N/A	N/A
Sports, Academic & Cultural Fund Applications Guidelines	<p>Kathy Paterson tabled some data relating to previous Sports, Academic and Cultural Fund Applications and gave a verbal outline. It was agreed that the information would be useful for considering future applications and determining recommendations.</p> <p>Re 2013 - Basketball Snr A – Palmerston North It was recommended that an annotation be added next to the (\$5369) entry:</p> <ul style="list-style-type: none"> • Unusually high amount awarded • Exceptional success • Very short notice 	Kathy Paterson	ASAP
Other Correspondence	<p>The summary was tabled.</p>	N/A	N/A
Financial	<p>Finance Committee Report – June 2015 The Finance Report was tabled by Rob Silcock who gave a verbal outline. It was noted that the report was incorrectly titled July instead of June. Detailed discussions followed, particularly regarding the Finance Committee's recommendation to gradually increase the school donation.</p> <p>Kathy Paterson informed the Board that less than 50% of the school donation is currently being paid. More detailed figures, relating to the breakdown of payments, giving a year by year</p>	Kathy Paterson	Next meeting

	<p>comparison will be available for the next Finance Committee meeting.</p> <p>Following discussions it was suggested to:</p> <ul style="list-style-type: none"> • Put out a reminder to Parents/Caregivers regarding paying the donation • In the Newsletter, thank the Parents/Caregivers who have already paid their donations. Their support is valued <p>Then, owing to:</p> <ul style="list-style-type: none"> • the increased decile rating and resulting significant reduction of MOE grant next year • the current building and enhancement projects resulting in a reduction in interest income <p>It was moved to increase in the school donation by \$10/single (to \$140) and \$15/family (to \$225) for 2016 and to be reviewed annually thereafter: Moved: Rob Silcock Seconded: Gill Worth Carried.</p> <p>It was moved to accept the Finance Committee Report for June 2015: Moved: Rob Silcock Seconded: Gill Worth Carried.</p>	Kathy Paterson	ASAP
In Committee	The Chairperson requested the meeting go into committee at 7.37 pm.		
Resolution to move out of committee	The Chairperson proposed the Board move out of Committee at 8 pm: Moved: Chairperson Carried.		
Chairperson	Douglas Marshall left the meeting at 8 pm.		
Deputy Chairperson	At 8 pm Adrian Paterson took over as Chairperson for the rest of the meeting.		
Property	<p>Adrian Paterson tabled the Property Report and gave a verbal overview.</p> <p>New Six Classrooms Block Adrian Paterson gave verbal clarification about the confirmed basic design of the new classrooms. October 2016 is the expected completion date</p>		ASAP

	<p>The Property Committee will work on the needed transportables which may be sited on the old caretaker’s rooms plot.</p> <p>Further detailed discussions took place regarding the enhancement of the new building – eg:</p> <ul style="list-style-type: none"> • Soundproofing • Kitchenette space • Insulation to a high standard • LED lighting • Thermal brick • Exterior – attractive and inviting - particularly the Boundary Road frontage. • Possibility of solar energy <p>It was agreed by the Board that these are needed and providing the costs are reasonable and not too excessive the Board will help with funding. However, a detailed breakdown of costs is required before a final decision can be made.</p> <p>10YPP The 10YPP was tabled and discussed.</p> <p>Following discussions it was moved to accept the 10YPP: Moved: Adrian Paterson Seconded: Bryan Pidwerbesky Carried.</p> <p>It was moved to accept the Property Report: Moved: Adrian Paterson Seconded: Bryan Pidwerbesky Carried.</p>	Property Committee	
Communications Strategy	Nothing to report.	N/A	N/A
Returning Officer	<p>Kathy Paterson moved that Stephen Rout be appointed Returning Officer for the Student Representative election: Moved: Kathy Paterson Seconded: Gill Worth Carried.</p>	N/A	N/A
In Committee	<p>It was moved by Adrian Paterson at 8.26 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. Student Matters 5. Staff Matters 6. Staff Award 	Relevant documents tabled and verbal reports given by Douglas Marshall,	

	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.	Adrian Paterson and Kathy Paterson	
Resolution to move out of committee	The Chairperson proposed the Board move out of Committee at 8.30 pm: Moved: Chairperson Carried.		
Meeting Closed	8.30 pm.		
Next Meeting	Monday 21 September 2015 at 6 pm in J Block Meeting Room.		

Chairperson: _____

Dated: _____