

## Lincoln High School Board of Trustees

### Minutes of the Meeting held on Monday 22 June 2015 at 6 pm.

- Present:** Douglas Marshall (Chairperson), Kathy Paterson, Gill Worth, Matthew Fraser, Adrian Paterson, Tracy Rohan, Lisa Voorwinde, Rob Silcock, Bryan Pidwerbesky and Blake Derks-Wyatt.
- Apologies:**
- In Attendance:** Tracy Roberts, Secretary. Stu Gilpin and Jemma Burgham.
- Welcome:** Douglas Marshall welcomed everyone, including Stu Gilpin (HOLA Social Sciences) and Jemma Burgham. The Chairperson introduced Jemma Burgham to the Board. She is observing this meeting and is the new Staff Trustee.
- HOLA Presentation:** At the start of the meeting, Stu Gilpin gave a brief presentation on the Social Sciences vision and goals. The presentation was very well received and a question and answer session followed. The Board thanked Stu Gilpin who then left at 6.21 pm.
- Minutes:** Douglas Marshall moved the Minutes of the May 18 meeting be taken as read and accepted as a true and accurate record.  
 Moved: Douglas Marshall  
 Seconded: Tracy Rohan  
 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
Health & Safety	The Health & Safety Report was tabled.	Kathy Paterson	Next Meeting
Self Review	<p><b>Treaty of Waitangi</b>                      The Treaty of Waitangi policy was tabled and discussed. Tracy Rohan recommended the Hautū document as a useful tool to refer to. This Hautū document, or link to it, will be circulated to the BOT. The Chairperson encouraged all to study the Treaty and the policy will be tabled and discussed again at the next meeting.</p> <p>It was noted that the terminology "Human Resources" may need changing.</p>	Tracy Roberts  Chairperson	ASAP  Next meeting

<b>Chairperson's Report</b>	<p>The Chairperson tabled his report and some discussions ensued. The Chairperson also voiced his admiration of the challenges faced by the Senior Leadership Team and staff. He asked that they are commended on behalf of the BOT. Kathy Paterson will pass on his comments.</p> <p>It was moved to accept the Chairperson's report:  Moved: Douglas Marshall  Carried.</p>	Kathy Paterson	ASAP
<b>Principal's Report</b>	<p>Kathy Paterson tabled her report and gave a verbal overview including the wonderful announcement of Denise Sheat having received the New Zealand Order of Merit for service to Māori and Education. Discussions followed and Kathy Paterson gave clarification, particularly regarding statistics and attendance as and when required.</p> <p>Kathy Paterson also gave the Board a verbal outline of a couple of recent events:</p> <ul style="list-style-type: none"> <li>• A positive meeting with Rod Carr (UC Vice Chancellor) regarding the LHS/UC collaboration and the double scholarships being awarded for Level 2 and 3 Excellences.</li> <li>• A concert re Christchurch Chorus and LHS students. <ul style="list-style-type: none"> <li>○ It was a lovely evening and well attended. Great positive feedback from the community.</li> <li>○ However, the Hall was far too cold. Huge concerns – something needs to be done asap.</li> </ul> </li> </ul> <p>Kathy Paterson also tabled a booklet 'Canterbury West Coast Principals' Association'. This booklet gave information of the recent visits to five Auckland schools by Canterbury Principals re Modern Learning Practices during May 2015:</p> <ul style="list-style-type: none"> <li>• A question and answer session followed.</li> <li>• The Chairperson acknowledged the interesting, well-presented booklet.</li> <li>• Kathy Paterson informed the Board that the MOE had given the visiting schools \$200 each towards costs.</li> </ul> <p>Kathy Paterson verbally notified the Board of three recent approaches from media.</p> <p>It was moved to accept the Principal's Report:  Moved: Bryan Pidwerbesky  Seconded: Rob Silcock  Carried.</p>	N/A	N/A
<b>Student's Report</b>	Blake Derks-Wyatt tabled his report and gave a concise verbal outline.	N/A	N/A

	It was moved to accept the Student's Report: Moved: Gill Worth Seconded: Lisa Voorwinde Carried.		
<b>BOT Governance Structure Policy</b>	<p>The final 'incomplete' page of the BOT Governance Structure Policy was tabled again and discussed. The following changes were agreed upon:</p> <ul style="list-style-type: none"> <li>• Re Sustainability committee <ul style="list-style-type: none"> <li>○ ... will meet at least <b>once per term</b>.</li> <li>○ Committee will review reports on: <ul style="list-style-type: none"> <li>▪ <b>Sustainability initiatives.</b></li> </ul> </li> </ul> </li> <li>• Re Personnel committee <ul style="list-style-type: none"> <li>○ <b>This will be covered by Staff Matters.</b></li> </ul> </li> <li>• Staff Discipline committee <ul style="list-style-type: none"> <li>○ .... The Chairperson or, in his/<b>her</b> absence, ...</li> </ul> </li> </ul> <p>Following the amendments, it was moved to accept the BOT Governance Structure Policy: Moved: Adrian Paterson Seconded: Lisa Voorwinde Carried.</p>	Tracy Roberts	ASAP
<b>Uniform Surrender &amp; Retention Policy</b>	<p>The Uniform Surrender &amp; Retention Policy document was tabled and Kathy Paterson gave a detailed verbal overview, including the reasoning behind it. Discussions followed and the following was suggested:</p> <ul style="list-style-type: none"> <li>• Re Action Flow Chart: <ul style="list-style-type: none"> <li>○ 3 infringements not 5.</li> </ul> </li> </ul> <p>It was decided that a new amended Uniform Policy Proposal will be tabled at the next meeting.</p>	Kathy Paterson	Next meeting
<b>2012 ERO Report</b>	Kathy Paterson tabled an update on the progress of the recommendations from the 2012 ERO Report. Discussions followed and Kathy Paterson gave verbal clarification as required.	N/A	N/A
<b>BOT Contact List</b>	An up-to-date BOT Contact List was tabled. A change to be made was noted and an amended list will be distributed by email.	Tracy Roberts	ASAP
<b>New Education Council</b>	Kathy Paterson tabled some information regarding the new Education Council (which is replacing the Teachers Council).	N/A	N/A
<b>Tanzania School</b>	Discussions were had regarding the possibility of the BOT and LHS supporting a Tanzanian School. Kathy Paterson gave some verbal information regarding the school and Student Council already supporting Junbesi School in Nepal and recommended that this support is continued rather than new support of a Tanzanian School. It was noted that future Social Action Groups may take up the Tanzania School cause. Kathy Paterson would inform the teacher who proposed the initiative with a Tanzanian school.	Kathy Paterson	ASAP

<b>Sports, Academic &amp; Cultural Fund Applications</b>	<p><b>Gifted and Talented Students (GATE)</b> A request from the GATE Group was received to attend Tournaments of Mind.</p> <p>Following discussions it was moved to award \$300 in total: Moved: Bryan Pidwerbesky Seconded: Lisa Voorwinde Carried.</p> <p><b>Clay Target Team</b> A request from the Clay Target Team was received.</p> <p>Following detailed 'In committee' discussions, it was moved to award \$600 in total: Moved: Gill Worth Seconded: Bryan Pidwerbesky Carried</p> <p>The Chairperson acknowledged and noted that both the above applications were good and detailed applications.</p>		
<b>Resolution to take a break</b>	<p>The Chairperson proposed the Board take a break at 7.28 pm.</p>		
<b>The meeting resumed at 7.38 pm</b>			
<b>MOE 2015 Charter Letter</b>	<p>This document was tabled by Kathy Paterson.</p>	<p>N/A</p>	<p>N/A</p>
<b>BOT Staff Trustee Resignation</b>	<p>Matthew Fraser submitted his resignation from the Board – he is leaving LHS. The Chairperson thanked Matthew Fraser for his support and contribution to the Board.</p> <p>Matthew Fraser thanked the Board for the opportunities given to him.</p>	<p>N/A</p>	<p>N/A</p>
<b>SDC – Rolleston to Lincoln Footpath/ Cycle way Letter</b>	<p>Kathy Paterson tabled the letter and some discussion followed.</p>	<p>N/A</p>	<p>N/A</p>
<b>Other Correspondence</b>	<p>The summary was tabled.</p>	<p>N/A</p>	<p>N/A</p>
<b>Financial</b>	<p><b>Finance Committee Report</b> The Finance Report was tabled by Rob Silcock who gave a verbal overview. Detailed discussions followed regarding:</p> <ul style="list-style-type: none"> <li>• Monies in and Gill Worth gave some verbal clarification.</li> <li>• Assets/management and Douglas Marshall gave some verbal clarification.</li> <li>• The ring-fenced fund.</li> <li>• School Donation and the recommendation to review this. It was agreed to table this again at the next meeting.</li> </ul>	<p>Kathy Paterson</p>	<p>Next meeting</p>

	<p>It was moved to accept the Asset Management Policy:          Moved: Rob Silcock          Seconded: Kathy Paterson          Carried.</p> <p>It was moved to accept the Finance Committee Report:          Moved: Rob Silcock          Seconded: Blake Derks-Wyatt          Carried.</p>		
<p><b>Property</b></p>	<p>Adrian Paterson tabled the Property Report and gave a verbal outline of the change in plans and funding support from the MOE. Discussions followed.</p> <p><b>New Classrooms</b>          Kathy Paterson tabled some amended building plans which were well received. Note:</p> <ul style="list-style-type: none"> <li>• Solar panels are being investigated.</li> <li>• External and internal fire escapes are being looked at.</li> <li>• No progress yet on relocatables.</li> <li>• Ideally, it would be beneficial to do Stages 1 and 2 at the same time.</li> </ul> <p>Lengthy and detailed discussions took place. Detailed designs and costs (associated with Board support) are now needed so that financial plans can be finalised.</p> <p><b>Weather Tightness</b>          A verbal overview was given by Kathy Paterson who also gave clarification regarding insurance as required. Exact figures are not yet known as still awaiting full reports.</p> <p>It is expected that the actual work takes place late 2016, after the new blocks have been built – utilizing the vacant relocatables.</p> <p><b>Landscaping</b>          Kathy Paterson tabled three new plans and discussions ensued. The following were noted:</p> <ul style="list-style-type: none"> <li>• Asphalt was the preferred choice of the Principal and Board.</li> <li>• An apparent lack of planting:             <ul style="list-style-type: none"> <li>○ More significant and imaginative planting to connect the LHS name/location.</li> <li>○ The plans have missed the point!</li> </ul> </li> <li>• Main entrance to be inviting:             <ul style="list-style-type: none"> <li>○ Possible use of gabions.</li> <li>○ Curved entrance was popular.</li> <li>○ Bollards to be investigated.</li> </ul> </li> </ul>		

	<p>It was agreed that the landscaping plans would be scanned and distributed by email to BOT and feedback obtained urgently.</p> <p><b>SNUP</b> This is completed except F Block.</p> <p>Kathy Paterson also informed the Board that N4L is being connected during the next holidays. This will result in a much faster internet connection.</p> <p>It was moved to accept the Property Report: Moved: Adrian Paterson Seconded: Matthew Fraser Carried.</p>		
<b>Communications Strategy</b>	<p><b>LHS Branding – Implementation Report</b> Kathy Paterson will send out, by email, an updated Implementation Report.</p>	Kathy Paterson	ASAP
<b>In Committee</b>	<p>It was moved by Douglas Marshall at 8.40 pm 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. Stand downs and suspensions</li> <li>4. International Department Marketing Report</li> <li>5. Student Matters</li> <li>6. Staff Matters</li> <li>7. Staff Award</li> <li>8. To hold over</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 Douglas Marshall and Kathy Paterson	
<b>Resolution to move out of committee</b>	<p>The Chairperson proposed the Board move out of Committee at 9.32 pm: Moved: Chairperson Carried.</p>		

<b>Meeting Closed</b>	9.33 pm.		
<b>Next Meeting</b>	Monday 27 July 2015 at 6 pm.		

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

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