

Lincoln High School Board of Trustees

Minutes of the Meeting held on Monday 24 November 2014 at 7 pm.

Present: Craig McDowell (Chairperson), Kathy Paterson, Gill Worth, Ian McLeod, Adrian Paterson, Karyn Wilson, Hirini Matunga, Bryan Pidwerbesky and Blake Derks-Wyatt.

Apologies: Natalie Iles. Douglas Marshall arrived at 7.14 pm.

In Attendance: Tracy Roberts, Secretary. Lisa Voorwinde (Parent)

Welcome: Craig McDowell welcomed Lisa Voorwinde and introduced her to the Board. Lisa Voorwinde is observing this meeting with a view of possibly joining the Board.

Lisa Voorwinde gave a verbal introduction of herself.

Minutes: Craig McDowell moved the Minutes of the October meeting be taken as read and accepted as a true and accurate record.

Moved: Craig McDowell

Carried.

Disclosure of Interest: None.

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
BOT Members – Leaving	The Chairperson thanked Karyn Wilson and Hirini Matunga for their support and contribution to the Board. Karyn Wilson was presented with some flowers and a gift. A formal farewell, for Hirini Matunga, will be held in December.		
Red Cross Money	(Not on agenda). Kathy Paterson gave a verbal overview regarding the received Red Cross monies. The money is committed to cover counselling fees.	N/A	N/A
Swimming Pool	Detailed monitoring information is being recorded by the Caretaker. Kathy Paterson gave a verbal outline of the running costs for heating the swimming pool: <ul style="list-style-type: none"> • Approximately 20c/kilowatt • It is fully functional and the heat pump has cost \$1000 to get pool ready for swimming. • Daily use variation – 14 – 433 kilowatts/day. • Temperature was set at 28°C, now down to 26°C and no complaints. • To date approximately \$1475 (approximately \$400/week) to run. • Monitoring will continue. 	Kathy Paterson	Next meeting

Tanzania School – Future Relationship	This was held over until March 2015.	The Chairperson	March 2015
Health & Safety	The Health & Safety report was tabled and discussed. Kathy Paterson gave a verbal overview of some uneven floor surfaces around the school. It was agreed to have the floor surfaces rectified. Kathy Paterson to arrange.	Kathy Paterson	ASAP
Self Review	<p>Self Review Plan LHS Self Review Plan was tabled and Craig McDowell gave a verbal overview. Some discussions ensued and the following changes were agreed upon:</p> <ul style="list-style-type: none"> • Item 1 – Last sentence to be amended to read “Major Strategic Plan review to be completed by September 2015.” • Item 5 – replace first sentence with “Finalisation of the budget to be agreed by February.” • Item 6 – Amend the second sentence to read “Check that the Performance Management System is undertaken and evidence has been supplied.” • Item 9 – Amend the whole section to read: <ul style="list-style-type: none"> ○ International Students annually in March ○ Sports review annually in March ○ Asia readiness ○ Gifted & Talented ○ Modern Learning Environment ○ Lincoln Cluster Schools ○ Lincoln Hub ○ Bring Your Own Device (BYOD) • Item 10 – Remove the whole section and replace with “Reviews to take place, as and when required.” <p>The document will be amended accordingly and tabled again at the next meeting.</p> <p>BOT Tasks by Month The document was tabled. Kathy Paterson will check it over and the document, for 2015, will be tabled and discussed again at the next meeting.</p>	Tracy Roberts Craig McDowell Kathy Paterson	ASAP Next Meeting Next Meeting
Surveys	(Not on agenda.) Discussions were had regarding the stance of the Ash & Bullying surveys. Kathy Paterson to check and report back to the Board.	Kathy Paterson	Next Meeting
Strategic Planning	Narrative Launch Platform Craig McDowell gave a verbal update. Re websites, two quotations have been received and are being processed. Some discussions followed and Kathy Paterson gave verbal clarification where needed.	Craig McDowell	Next Meeting

	<p>Informal 'Cluster' Evening Craig McDowell gave a verbal overview of the planned evening and informed the Board that all were welcome to attend.</p>	N/A	N/A
Principal's Report	The report was tabled and Kathy Paterson gave a verbal overview. Detailed discussions followed. It was decided that letters of congratulations, from the BOT, would be sent out to two high-achieving students.	Tracy Roberts	ASAP
Student Report	Blake Derks-Wyatt tabled his first student report and gave a verbal overview. The report was well received by the Board.	N/A	N/A
2015 BOT Meeting Dates	The 2015 meeting dates were tabled and discussed. Following discussions, it was agreed that the meetings would start at 6 pm.	N/A	N/A
Election of Returning Officer	It was moved, by email, that Jan Brittenden be elected as Returning Officer for the Staff Trustee election. Carried.	N/A	N/A
Policies for Review	<p>Gifted & Talented Policy This policy, with amendments, was tabled and discussed. The following was agreed:</p> <p>Craig McDowell moved to accept the specified changes: Moved: Craig McDowell Seconded: Gill Worth Carried.</p> <p>Complaints Policy This policy, with amendments, was tabled and discussed. The following was agreed:</p> <p>Douglas Marshall moved to accept the specified changes and correction with the bullet points: Moved: Douglas Marshall Seconded: Bryan Pidwerbesky Carried.</p> <p>Harassment Policy This policy, with amendments, was tabled and discussion. The following was agreed:</p> <p>Gill Worth moved to accept the specified changes and, in the second to last bullet point on the flow chart, change the word 'form' to 'from': Moved: Gill Worth Seconded: Karyn Wilson Carried.</p>	<p>Tracy Roberts</p> <p>Tracy Roberts</p> <p>Tracy Roberts</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p>

	<p>Conducting of Searches Policy This policy was tabled. It was decided to hold it over for review until February 2015. Relevant guidelines and associated checklist will also be provided at the February meeting.</p>	Craig McDowell	February Meeting
IES Initiative	Craig McDowell gave a verbal update. More information will be given as and when available.	Craig McDowell	Next Meeting
Musical Grant Application	<p>An amended musical grant application was tabled. The following was decided.</p> <p>Douglas Marshall moved that a request, for \$18557.00, be made to Canterbury Community Trust, at the discretion of the Principal, for the purchase of music department instruments, equipment, computers with training and recording software:</p> <p>Moved: Douglas Marshall Seconded: Bryan Pidwerbesky Carried.</p>		
Rolleston High School	<p>Kathy Paterson gave a verbal outline of the recently held zone meeting and a zoning document was tabled. It was a positive meeting and the Rolleston Establishment Board are happy with LHS's zoning request. Adrian Paterson gave some clarification as and when required.</p> <p>Some general discussions followed concerning the future zoning involving Halswell and Hillmorton. Further discussions will take place at a later date.</p> <p>It was also agreed that further discussions will take place regarding the Grandparented clause.</p>	<p>N/A</p> <p>Kathy Paterson</p> <p>Craig McDowell</p>	<p>N/A</p> <p>Term 1 2015</p> <p>February 2015 Meeting</p>
PDC Documentation	The current PDC documentation was tabled and detailed discussions followed. Karyn Wilson acknowledged the positive results/comments she had received from staff who had already had their PDCs.	N/A	N/A
Lincoln Primary 150th Anniversary	(Not on agenda.) In 2016 Lincoln School (now Primary but was, at one time, the only Lincoln school) will be celebrating its 150 th anniversary. The Primary school are organising a committee. Discussions will take place regarding whether LHS will be represented on the committee.	Craig McDowell	February 2015 Meeting
Other Correspondence – Summary	This document was tabled.	N/A	N/A

Financial Matters	<p>The Finance Committee Report (18 November 2014) was tabled and Douglas Marshall gave a verbal overview. The report was well received and the some detailed discussions took place. It was acknowledged that a timing issue is still a concern. Kathy Paterson gave some verbal clarification regarding funding implications of the change in our decile rating from 9 to 10.</p> <p>The Budget Summary Worksheets for 2015 were tabled and discussed.</p> <p>Douglas Marshall moved that the Budget Summary worksheets for 2015 be accepted: Moved: Douglas Marshall Seconded: Gill Worth Carried.</p>	N/A	N/A
Property Matters	<p>The Property Report was tabled and Kathy Paterson gave a verbal overview.</p> <p>6 New Classrooms Nothing further to report at this time apart from the involvement of Greenstone Group and tight timelines.</p> <p>Masterplanning Discussions were had.</p> <p>It was moved, by email, that the BOT approves an additional \$6750 towards the cost of Jasmax’s fees for preparing the master plan: Moved: Craig McDowell Seconded: Bryan Pidwerbesky Declined: 1 Carried.</p> <p>It was expressed at the meeting that email resolutions are not good practice and therefore should be limited. This was acknowledged.</p> <p>Weather Tightness/Engineering Evaluations Nothing further to report at this time.</p> <p>10YPP Nothing further to report at this time.</p>	<p>Kathy Paterson</p> <p>Kathy Paterson</p> <p>N/A</p> <p>Kathy Paterson</p> <p>Kathy Paterson</p>	<p>Next Meeting</p> <p>ASAP</p> <p>N/A</p> <p>Next Meeting</p> <p>Next Meeting</p>
20.57 pm	The visitor, Lisa Voorwinde thanked the Board and left the meeting.		
Resolution to take a break	The Chairperson proposed the BOT take a short break at 20.58 pm.		
Meeting resumed at 9 pm			

<p>In committee</p>	<p>It was moved by Craig McDowell at 9.03 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. Financial Matters – deficit 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>	<p>Relevant documents tabled and verbal reports given by Craig McDowell and Kathy Paterson.</p>	
<p>Resolution to move out of Committee</p>	<p>The Chairperson proposed the Board move out of Committee at 9.28 pm: Moved: Chairperson Carried.</p>		
<p>Meeting Closed</p>	<p>9.30 pm</p>		
<p>Next Meetings</p>	<p>Two Meetings:</p> <ol style="list-style-type: none"> 1. Special Strategic Planning meeting on Monday 16 February 2015 – 6 pm 2. Election of Officers and routine BOT meeting on Monday 23 February 2015 – 6 pm. 		

Chairperson: _____

Dated: _____