Lincoln High School Board of Trustees
Minutes of the Meeting held on
Monday 17 September 2018 at 6 pm.

Present: Adrian Paterson (Chairperson), Kathy Paterson, Rob Silcock, Andrew Marshall, Paul Lancaster and Maria Connolly.

Apologies: Lisa Voorwinde. Blair Johnstone was unable to attend as planned re the HOL Presentation.

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

Welcome: Adrian Paterson welcomed everyone.

SLT Presentation: Māori Development Plan presentation will take place at a future date.

Minutes: **20 August 2018 Minutes:**
It was moved the Minutes of the August 20 2018 meeting be taken as read and accepted as a true and accurate record:
Moved: Adrian Paterson
Carried.

Disclosure of Interest: The register was made available.

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
Health & Safety	Kathy Paterson tabled the Toolkit Data and graphs and some general discussion took place.	N/A	N/A
Self-Review	**Policies for review:** **Special Needs & Inclusive Education Policy – resubmitted** The above-mentioned policy was re-submitted, some discussions took place and the following were agreed to: • Re the first 'Definition' - examples of needs/disabilities to be removed • The policy will be resubmitted again at the next meeting Kathy Paterson to check whether there is another 'equity' policy and report back to the Board at the next meeting. **Delegated Authorities Policy – resubmitted by TRB** The above-mentioned policy was re-submitted and some discussion took place. It was agreed to remove the second paragraph of the 'Rationale'.	Kathy Paterson Kathy Paterson	Next Meeting Next Meeting

		N/A	N/A
It was then moved, following the amendments, to accept the Designated Authorities Policy: Moved: Adrian Paterson Carried. **ICT Policy – Resubmitted** The above-mentioned policy was re-submitted and discussions took place. It was then moved to accept the ICT Policy: Moved: Adrian Paterson Carried.			
NB: It was also agreed to revisit this policy again early next year (2019).		Chairperson	Early 2019
Staff Gifts Policy The draft Staff Gifts Policy was tabled by Kathy Paterson and some discussion took place. The following was agreed to: • The current rationale only refers to the giving of gifts. Rationale relating to the receiving of gifts to be included. The Principal will provide the wording			
• The last paragraph 'Date of last review …' to be deleted		N/A	N/A
It was then moved, following the amendments, to accept the Staff Gifts Policy: Moved: Adrian Paterson Carried. **Copyright Policy – resubmitted** The Copyright Policy, including some notes, was re-submitted and Kathy Paterson gave some verbal clarification relating to the change of name from Creative Commons to Copyright Policy. Some amendments, to the notes, were suggested: • The third paragraph of the notes will be changed to read: o '… that the BOT encourages teachers to share resources.' • A new last paragraph will be added: o See procedures relating to 'Intellectual Property' which was created earlier in the year			
Following the amendments, it was agreed that this draft will be circulated to the staff for their feedback and then re-submitted to the BOT, with any relevant recommendations/changes, for final consideration.		Kathy Paterson	ASAP
NB: • The notes are for staff information only and do not form part of the policy			

	• It was agreed that this policy would be reviewed either every year or every second year		
Strategic Planning	There was nothing to discuss.		
Principal's Report	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. It was moved to accept the Principal's Report: Moved: Kathy Paterson Seconded: Paul Lancaster Carried.	Kathy Paterson	Next Meeting
Student's Report	None. Kathy Paterson explained that there wasn't representation by the Head Students owing to the Derived Grade Exams taking place.	N/A	N/A
NCEA Review Submission	Kathy tabled the NCEA Review and gave a verbal overview. Some discussions were had, and the BOT agreed to endorse the submission to be done by the Principal. It was also noted that, from a parents' point of view, NCEA is a very opaque point of view. Improvements relating to how NCEA works, including the clear explanations/communication to parents/caregivers and employers needs to happen.	Kathy Paterson	ASAP
SDC – Sister Schools	Kathy Paterson updated the Board on her findings related to SDC – Sister Schools. Some discussion took place and it was agreed, at this stage, to not push forward with the programme.	N/A	N/A
Beehive Proposal	Kathy Paterson verbally passed on some additional information relating to the recent Beehive Proposal, including: ○ The project is not proposing to start until 2020 ○ Risk assessment – away from open areas and not easily accessible by most students ○ The project would give first-hand experience of ecology ○ In the UK a protocol of safety relating to Beehives has been set up Following discussions, it was decided that Kathy Paterson would create a new draft Beehive Policy and submit it to the Board for consideration at the next meeting.	 Kathy Paterson	 Next Meeting
MOE Financial information for schools handbook – Gifts	This was discussed as part of the 'Gifts Policy' discussion.	N/A	N/A

Facial Hair Trial Review results and voting	The Facial Hair Trial Review results were tabled and discussed and the following noted:
	
	  o There have been no negative or disciplinary issues related to facial hair
	  o The amount of support for the cause has significantly increased
	
	It was then moved to introduce the option of facial hair as part of the LHS uniform, with immediate effect:
	Moved: Paul Lancaster
	Seconded: Maria Connolly
	Carried.
		N/A	N/A

Strike Action	Adrian Paterson verbally confirmed that, in the event of future strike action, the school would be open for supervision, **not** instruction. Further information will be passed on as and when available.	N/A	N/A
Overnight Allowance for International Director	Kathy Paterson verbally informed the Board that she has already dealt with this matter. No discussions took place.	N/A	N/A
Planned School Updates	1. World Challenge Nepal – Dec 2018 2. Japan – April 2019 3. France – April 2019 4. Classical Studies – April 2020 The reports were tabled for the BOT information.		
School Trips – Final Reports	1. Classical Studies – Italy – April 2018 2. Samoa – July 2018 3. Confucius Institute – China Trip – April 2018 The above final reports were tabled, and the BOT acknowledged how good they were, including the format/layout.	N/A	N/A
Sports, Academic & Cultural Fund Application	**NZ Int Biology Olympiad competition tutorial programme** The application was tabled, on behalf of two students, and discussions took place. Further details are included within the In-committee minutes. It was then moved to award $97 per student to the two students included within the Olympiad Tutorial Programme application: Moved: Adrian Paterson Carried.	N/A	N/A

	With regard to any future applications, the Board asked that the Principal passes onto the HOLA, the need for more detail to be included in the application.		
Correspondence for Consideration	None received.		
Other Correspondence	The summary was tabled.	N/A	N/A
Financial	**Financial Report and Management Summary Report – for period ended 31 August 2018** The above financial reports were tabled by Rob Silcock who gave a verbal outline. Some general discussions took place. It was then moved to accept the above reports: Moved: Rob Silcock Seconded: Andrew Marshall Carried.	Lisa Voorwinde	Next Meeting
Property	**Property Report** Rob Silcock tabled the report and gave a verbal overview. Some general discussions took place. It was then moved to accept the property report: Moved: Rob Silcock Seconded: Andrew Marshall Carried. **School Support Update/Decision** Rob Silcock gave some verbal information regarding the progress that has been made.	Rob Silcock	Next Meeting
Resolution to take a break	The Chairperson proposed the Board take a break at 7.28 pm.		
The meeting resumed at 7.32 pm			
In Committee	It was moved by Adrian Paterson at 7.32 pm that the public be excluded from the following part of the proceeding of this meeting: 1. Minutes from previous meeting 2. Alternative Education Students 3. Stand downs and suspensions 4. MOU for Greater Christchurch State Schools 5. LHS – Property Business Case Review 6. Financial information request from a member of the public 7. International Department 8. Flexible Room Data 2018 9. Student Matters 10. Staff Matters 11. Staff Award	Relevant documents tabled and verbal reports given by Adrian Paterson and Kathy Paterson	

	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.		
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 29 October 2018		

Chairperson: _____

Dated: _____