

Lincoln High School Board of Trustees Minutes of the Meeting held on Monday 21 September 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 Vanessa Lamont (HOLA English).

Welcome: Douglas Marshall welcomed everyone, including Vanessa Lamont (HOLA English).

HOLA Presentation: At the beginning of the meeting, Vanessa Lamont gave a presentation on the English Department’s vision and goals. The presentation was very well received and a question and answer session followed. The Board thanked Vanessa Lamont who then left at 6.32 pm.

Minutes: **Re Monday 27 July 2015 Minutes:**
The title of the 2013 Basketball team under the Sports, Academic & Cultural Fund Applications Guidelines to be amended to read:

- ‘Re 2013 – Basketball Snr A – Palmerston North’

Then it was moved the Minutes of the July 27 meeting be taken as read and accepted as a true and accurate record:

Moved: Tracy Rohan

Seconded: Gill Worth

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
Professional Development by Tracy Rohan	Re Bi-cultural competence and confidence Tracy Rohan gave a presentation outlining The Treaty Education Goals: <ul style="list-style-type: none"> • Increase knowledge of bi-cultural history of NZ as a context for understanding the Treaty. • Understand the principles of the Treaty and their implications for education. • Increase our bi-cultural confidence and competence. • Understand the cultural narrative of our area. 	

	<p>An entertaining, and informative, quiz covering the time before the Treaty signing took place and Tracy Rohan expanded and clarified on the correct answers. Tracy Rohan also tabled some documents and encouraged the Board members to read them in their own time. Tracy Rohan requested that the booklet “The Treaty of Waitangi – The symbol of our life together as a nation” be photocopied and distributed to the Board members by Tracy Roberts.</p> <p>The focus for the next BOT meeting’s professional development will be about the actual Treaty.</p>	<p>Tracy Roberts</p> <p>Tracy Rohan</p>	<p>ASAP</p> <p>Next Meeting</p>
<p>Health & Safety</p>	<p>Health & Safety Report</p> <p>The Health & Safety Report was tabled and Kathy Paterson informed the Board that this information is not included in her current Principal’s Report. It will be included in the next one. Kathy Paterson informed the Board of a recent accidental incident involving a teacher and some chemicals.</p> <p>ERO Health & Safety Review Audit</p> <p>Kathy Paterson tabled the ERO Health & Safety Review Audit Checklist document. Discussions followed and the following were suggested:</p> <ul style="list-style-type: none"> • Page 5 of the document – item 6 <ul style="list-style-type: none"> ○ Clarification regarding LHS’s choice to conduct an ASH survey annually. • Page 6 of the document – item 12 <ul style="list-style-type: none"> ○ Internet Safety Policy, change to Y. • Page 7 of the document – final bullet point <ul style="list-style-type: none"> ○ Wording too personal, change to be third person vocabulary. Eg GBA to Lab Manager. • Page 8 of the document – second bullet point <ul style="list-style-type: none"> ○ “This procedure is not stored ...”. Further explanation/clarification needed. <ul style="list-style-type: none"> ▪ The digital version is stored under Science on S-drive on our network. ▪ One in the technicians area for reference ▪ One in the HOLA’s office for reference ▪ One in the staff room for reference ▪ Every lab has a hazardous data folder for teachers to refer to when dealing with individual chemicals. • Page 9 of the document – item 19 <ul style="list-style-type: none"> ○ Plant and machinery safety? <ul style="list-style-type: none"> ▪ With regard to student safety and insurance implications, it was suggested that, in future, staff drivers should have their driving licenses checked and logged prior to driving any school vehicle. 	<p>Kathy Paterson</p>	<p>Next Meeting</p>

	<ul style="list-style-type: none"> • Page 11 of the document – anti bullying <ul style="list-style-type: none"> ○ Action point to be added (clarification needed). • Page 13 of the document – item 32 <ul style="list-style-type: none"> ○ Student Welfare – bus safety to be added. • Page 23 of the document <ul style="list-style-type: none"> ○ Other Points of Note – School rules <ul style="list-style-type: none"> ▪ Our current LHS values are appropriate and expectations rather than rules are more important. It was noted that the MOE prefer our ‘lack of rules’ but acknowledge and support out values and expectations. ○ Area of Improvement – item 1 <ul style="list-style-type: none"> ▪ Clarification regarding code of practice training for HOLA Science needed. <p>Kathy Paterson acknowledged the amount of work and robust discussions that had gone into developing the checklist.</p> <p>It was moved to receive this Health & Safety document, subject to the changes indicated during the discussion: Moved: Lisa Voorwinde Seconded: Gill Worth. Carried.</p>		
<p>Self Review</p>	<p>Health & Safety Policy The Health & Safety Policy and Hazard Reporting Procedures document were tabled. These will be discussed at the next meeting.</p> <p>It was suggested that a standardized format be used for all BOT policies. Kathy Paterson will look into it.</p>	<p>Douglas Marshall</p>	<p>Next Meeting</p>
<p>Chairperson’s Report</p>	<p>None.</p>	<p>N/A</p>	<p>N/A</p>
<p>Principal’s Report</p>	<p>Kathy Paterson tabled her report and gave a verbal overview. General discussions took place and Kathy Paterson gave clarification as and when required. The following were noted:</p> <p>Uniform Survey It was suggested that a sentence be included confirming the results will be forwarded onto the BOT.</p> <p>Yr 12 Roll Numbers It was noted that the drop in Year 12 roll numbers is normal and usual for this time of year and the Board accepted Kathy Paterson’s explanation.</p>	<p>Kathy Paterson</p>	<p>Next Meeting</p>

	<p>PB4L With regard to the PB4L, it was moved that, as per Kathy Paterson’s recommendation, the Board supports LHS’s academic staff in the engagement of the PB4L project from 2016: Moved: Gill Worth Seconded: Bryan Pidwerbesky Carried.</p> <p>It was moved to accept the Principal’s Report: Moved: Adrian Paterson Seconded: Lisa Voorwinde Carried.</p>		
<p>Student’s Report</p>	<p>Blake Derks-Wyatt tabled his final report and gave a verbal overview. He asked if results of the recent Head Students student vote would be published. Kathy Paterson confirmed that the results would not be published as the selection of the Head Students is not solely based on the student vote.</p> <p>On behalf of the Board, the Chairperson presented Blake Derks-Wyatt with a card and gift and thanked him for his contribution to the Board and wished him well for the future.</p> <p>Blake Derks-Wyatt thanked the Board for the gift and also for the learning opportunities he has received as a result of being a BOT Student Representative.</p> <p>It was moved to accept the Student’s Report: Moved: Blake Derks-Wyatt Seconded: Douglas Marshall Carried.</p>	<p>N/A</p>	<p>N/A</p>
<p>Zoning Changes for 2017</p>	<p>Following some discussion and, as per Kathy Paterson’s recommendation, it was moved to set up a committee to develop a new zone for LHS (to take effect from 2017): Moved: Blake Derks-Wyatt Seconded: Rob Silcock Carried.</p> <p>It was decided that the following members would be on the Zoning committee: Kathy Paterson, Lisa Voorwinde, Bryan Pidwerbesky, Gill Worth and Jemma Burgham.</p>		
<p>Sports, Academic & Cultural Fund Applications</p>	<p>Kathy Paterson tabled six applications that had been received and commented on the late notice of the applications. Some discussion followed.</p> <p>With regard to the award amounts, Kathy Paterson offered some recommendations and the following was decided:</p>		

	<p>It was moved that, only if balances were owing, the following amounts would be awarded:</p> <ul style="list-style-type: none"> • Senior A Netball Team - SISS <ul style="list-style-type: none"> ○ None, to be self-funded. • 1st XI Girls' Hockey Team - Invercargill <ul style="list-style-type: none"> ○ \$400.00. • 1st XL Boys' Hockey Team - Oamaru <ul style="list-style-type: none"> ○ \$400.00. • 1st XI Girls' Football Team - Ashburton <ul style="list-style-type: none"> ○ None, to be self-funded. • 1st XI Boys' Football Team - Christchurch <ul style="list-style-type: none"> ○ \$200.00. • U15 Boys Rugby – Nelson <ul style="list-style-type: none"> ○ \$400.00. <p>Moved x 6: Adrian Paterson Seconded x 6: Bryan Pidwerbesky Carried.</p> <p>Kathy Paterson also informed the Board that from next year a Sports Manual, covering expected procedures, will be in place.</p>	Kathy Paterson	Start of 2016
Correspondence for Consideration	<p>MOE – Rolleston Christian School A letter regarding the proposed recapitation of Rolleston Christian School was tabled and is for information purposes.</p> <p>Hagley Community College Enrolment Scheme This document was tabled and is for information purposes.</p> <p>Hillmorton High School A letter from the Principal of Hillmorton High School was tabled and discussed. Kathy Paterson gave some verbal background information and clarification.. The issue of zoning across the city was being discussed by the Principal's Association.</p>		
Other Correspondence	The summary was tabled.	N/A	N/A
Financial	<p>Finance Committee Report – August 2015 The Finance Report was tabled by Rob Silcock who gave a verbal outline. Detailed discussions followed, particularly regarding the following:</p> <p>Students Council Account These have now been brought under the LHS management. A future mandate/responsibility of the Student Council needs to be established with rules and/or guidelines put in place. This will be discussed further at the next meeting.</p>	Douglas Marshall	Next meeting

	<p>International Student Fees</p> <p>1. It was moved to accept the increase of 6% for tuition fees for the International Student fees from 2017:</p> <p>International Directors Credit Card</p> <p>2. It was moved for the Board to approve the issue of a second credit card for the International Directors with a limit of \$5000.00 per card:</p> <p>2014 Audit Management Response Letter</p> <p>3. It was moved the response to the Deloitte management letter be accepted and a reply to the auditors is sent:</p> <p>August 2015 Finance Report</p> <p>4. It was moved to accept the Finance Committee Report for August 2015:</p> <p>Moved x 4: Rob Silcock Seconded x 4: Lisa Voorwinde Carried.</p>	<p>Kathy Paterson</p> <p>Kathy Paterson</p> <p>Kathy Paterson</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p>
<p>Property</p>	<p>The Property Report was tabled by Adrian Paterson who gave a verbal overview and some discussions ensued.</p> <p>New Six Classrooms Block</p> <p>Adrian Paterson confirmed that the previously suggested ‘extras’ have been put forward for detailed pricing:</p> <ul style="list-style-type: none"> • Thermal mass walls • Insulation • Window film • Exterior cladding – mosaic • Solar panels • Gable feature • Landscaping – to tie into buildings. <p>They are expected to be in the region of \$250,000 to \$300,000. Once the final figures are received, further discussions will take place before final decisions are made.</p> <p>Landscaping</p> <p>Kathy Paterson verbally informed the Board of an insurance query regarding onsite contractors. Douglas Marshall and Rob Silcock to check LHS insurance policy and assist Kathy Paterson.</p> <p>Kathy Paterson also stressed to the Board that the Landscaping costings have come back above budget. This was acknowledged and accepted by the Board.</p>	<p>Douglas Marshall</p> <p>Kathy Paterson</p>	<p>Next Meeting</p> <p>ASAP</p>

	<p>10YPP An updated 10YPP was tabled by Adrian Paterson.</p> <ol style="list-style-type: none"> 1. It was moved to approve in principal that BOT will contribute the \$170,000 as the BOT contribution for the 10YPP: <p>August/September 2015 Property Report</p> <ol style="list-style-type: none"> 2. It was moved to accept the Property Report: <p>Moved x 2: Adrian Paterson Seconded x 2: Bryan Pidwerbesky Carried.</p>		
Jemma Burgham	Jemma Burgham left the meeting at 8.12 pm.		
Resolution to take a break	The Chairperson proposed the Board take a break at 8.12 pm.		
The meeting resumed at 8.19 pm			
In Committee	<p>It was moved by Douglas Marshall at 8.19 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. Succession planning 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 Douglas Marshall and Kathy Paterson	

Resolution to move out of committee	The Chairperson proposed the Board move out of Committee at 8.52 pm: Moved: Chairperson Carried.		
Meeting Closed	8.52 pm.		
Next Meeting	Monday 19 October 2015 at 6 pm in J Block Meeting Room.		

Chairperson: _____

Dated: _____