

## Lincoln High School Board of Trustees Public Minutes of the Meeting held on Monday 25 June 2018 at 6 pm.

**Present:** Adrian Paterson (Chairperson), Kathy Paterson, Rob Silcock, Andrew Marshall, Paul Lancaster, Maria Connolly and Petra Campbell. Lisa Voorwinde arrived at 7.34 pm.

**Apologies:** Lisa Voorwinde – will be late.

**In Attendance:** Stephen Rout (Deputy Principal), Tracy Roberts (Secretary), Barry Williamson (Business Manager) and Petra Campbell (Head Student).

**Welcome:** Adrian Paterson welcomed Petra and everyone to the meeting.

**Minutes:** **28 May 2018 Minutes:**  
It was moved the Minutes of the May 28 2018 meeting be taken as read and accepted as a true and accurate record:  
Moved: Adrian  
Carried.

**Disclosure of Interest:**

### Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
<b>Health &amp; Safety</b>	KPA tabled the H&S data and graphs. Some general discussions took place.	Kathy Paterson	Next Meeting
<b>Self-Review</b>	No policies due for review.		
<b>Strategic Planning</b>	Nothing to discuss.		
<b>Digital Citizenship</b>	Is included within the Principal's Report.		
<b>Principal's Report</b>	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. The following noted: <ul style="list-style-type: none"> <li>• Guys n Dolls production was superb. Lots of Yr10 students involved</li> <li>• John Parsons visit was, unfortunately, poorly attended by parents. As usual, his talk/presentation was up to the mark including new and interesting trends to report on</li> <li>• Linc teacher conferences – 850 parents have already signed up to attend <ul style="list-style-type: none"> <li>○ Kathy Paterson gave some verbal information re the comparison of the new and old system (more people attending the new style)</li> </ul> </li> </ul>	Kathy Paterson	Next Meeting

	<p>Discussions also took place regarding the Principal's Report being passed onto the Selwyn Times.</p> <p>It was moved to accept the Principal's Report:  Moved: Kathy Paterson  Seconded: Andrew Marshall  Carried.</p>		
<b>Student's Report</b>	<p>None.</p> <p>Petra Campbell gave a verbal outline regarding the Student Council's current activities and aims.</p>	N/A	N/A
<b>Trip Updates</b>	<p>Kathy Paterson tabled the following trip updates:</p> <ul style="list-style-type: none"> <li>• World Challenge Nepal</li> <li>• Japan</li> <li>• Samoa</li> <li>• France</li> </ul> <p>Some general discussions took place and the following noted:</p> <ul style="list-style-type: none"> <li>• <b>World Challenge Nepal</b> <ul style="list-style-type: none"> <li>○ Although some students have withdrawn, it has been decided to stay with the same number of staff</li> </ul> </li> </ul>	Kathy Paterson	Next Meeting
<b>Overseas Trip Proposals</b>	<p><b>Yr 12/13 Classics Trip 2020</b>  Kathy Paterson tabled the new trip proposal and some discussion followed.</p> <p>It was then moved that the BOT supports this overseas Classics trip to Greece/Italy in 2020:  Moved: Maria Connolly  Seconded Paul Lancaster  Carried.</p> <p><b>The Silk Route Trip 2020</b>  Kathy Paterson tabled the new proposal and some discussion followed.</p> <p>It was then moved that the BOT supports, in principle, the Silk Route trip in 2020. NB: A full debrief of the Nepal trip will be considered before the final approval for the Silk Route trip is given:  Moved: Maria Connolly  Seconded: Paul Lancaster  Carried.</p>		
<b>Correspondence for Consideration</b>	None received.		
<b>Other Correspondence</b>	The summary was tabled.	N/A	N/A

	Adrian Paterson tabled some copies of the STA News for the BOT.		
<b>Financial</b>	<p><b>Financial Report – end of May 2018</b> The above financial report was tabled by Rob Silcock who gave a verbal overview.</p> <p><b>Deloitte Management Letter re 2017 Audit</b> Rob Silcock gave a verbal outline relating to the updated letter received from Deloitte Management. Some discussions followed, and Barry Williamson gave some clarification and emphasised that the changes relate to technicality only – opinion not changed.</p> <p><b>Conflict of Interest Disclosures</b> Discussions took place regarding the Auditors requiring an official Conflict of Interest Register. It was agreed that the register would include the BOT and members of the Senior Leadership Team (SLT). Barry Williamson to create the necessary documentation.</p> <p>It was then moved to accept the Finance Report: Moved: Rob Silcock Seconded: Andrew Marshall Carried.</p>	Lisa Voorwinde	Next Meeting
<b>Property</b>	<p><b>Property Report</b> Adrian Paterson tabled the Property Report and gave a verbal overview, including:</p> <ul style="list-style-type: none"> <li>• The recent MOE meeting was very positive <ul style="list-style-type: none"> <li>○ MOE acknowledged there is much work that needs to be done</li> <li>○ Emergency repairs include weather tightness and balustrade repairs</li> </ul> </li> <li>• 5YA is impacted re weather tightness</li> <li>• Accessibility – Barry Williamson confirmed that quotes are progressing</li> <li>• Swimming Pool fencing must be done by Term 4. Barry Williamson to investigate</li> <li>• Gym 1 &amp; 2 – School Support Services <ul style="list-style-type: none"> <li>○ Serious concerns were raised that things were taking too long by School Support. Lengthy detailed discussions took place regarding whether a different Project Manager should be sought. It was agreed that Barry Williamson would urgently contact School Support Services regarding contacting Phoenix (PAX) direct relating to the access issues</li> </ul> </li> <li>• It was confirmed that some small projects are proceeding before other bigger projects can be started</li> </ul> <p>It was moved to accept the Property report: Moved: Rob Silcock</p>	Rob Silcock	Next Meeting

	<p>Seconded: Andrew Marshall Carried.</p> <p><b>MOE Business Case</b> This was discussed In-committee.</p>		
<b>6.56 pm</b>	The Head Student, Petra Campbell, left the meeting.		
<b>In Committee</b>	<p>It was moved by Adrian Paterson at 6.57 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. Property – MOE Business Case</li> <li>5. Student Matters</li> <li>6. Staff Matters</li> <li>7. Staff Award</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 Adrian Paterson and Kathy Paterson	
<b>Resolution to move out of committee</b>	<p>The Chairperson proposed the Board move out of Committee at 7.56 pm: Moved: Chairperson Carried.</p>		
<b>Meeting Closed</b>	7.56 pm.		
<b>Next Meeting</b>	Monday 20 August 2018 at 6 pm		

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

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