

Lincoln High School Board of Trustees Minutes of the Meeting held on Monday 16 September 2019 at 6 pm.

- Present:** Adrian Paterson (Chairperson), Kathy Paterson, Andrew Marshall, Adam Gard’ner, Troy Landrebe, Ben Olijkan, Maria Connolly and Emma Jackson.
- Apologies:** Stephen Rout (Associate Principal)
- In Attendance:** Tracy Roberts (Secretary), Barry Williamson (Business Manager) and Stu Gilpin (HOLA Social Sciences).
- Welcome:** Adrian Paterson welcomed everyone.
- Minutes:** **August 12 2019 Minutes:**
It was moved the Minutes of the 12 August 2019 meeting be taken as read and accepted as a true and accurate record:
Moved: Adrian Paterson
Carried.
- Disclosure of Interest:** No changes.

Presentation: At the beginning of the meeting, Stu Gilpin gave a PowerPoint presentation on the Social Sciences Learning Area (LA) to the Board. His presentation included information relating to the different subject specialties, staffing, department vision and 2020 semester courses. Stu Gilpin stressed how dynamic and open to change the Social Sciences LA is – always current and adapting to the needs of the students. A question and answer session followed.

The presentation was very well received, and the Board thanked Stu Gilpin who then left the meeting at 6.21 pm.

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
Held Over	1. Bee Keeping Policy & Procedures – new policy 2. Child Protection Policy – being worked on.		October Meeting
Health & Safety	The Health & Safety Toolkit data and graphs were tabled, and some general discussion took place.	Kathy Paterson	Next Meeting
Self-Review	Nutrition Policy – resubmitted Kathy Paterson resubmitted the policy and gave a verbal overview. Some discussions took place and the following noted: <ul style="list-style-type: none"> • Rationale <ul style="list-style-type: none"> ○ Ben Olijkan recommended that all BOT policies have a standardised rationale: ‘The purpose of this policy is to provide information and guidance to ...’. 		

	<p style="text-align: center;">○ Rationale to be standardised.</p> <p>It was then moved to accept the amended changes and approve the policy: Moved: Adrian Paterson Ayes given Carried.</p> <p>Protected Disclosures Policy – resubmitted Kathy Paterson resubmitted the policy and verbally outlined how the policy wording had been changed slightly to match the wording of the Protected Disclosures Act 2000. Some discussion took place.</p> <p>It was then moved to accept the amended changes and approve the policy: Moved: Andrew Marshall Seconded: Troy Landrebe Ayes given Carried.</p> <p>NB: It was suggested that, as and when the Protected Disclosures Act is updated, the policy is re-looked at.</p> <p>Staff LWOP Policy – resubmitted Kathy Paterson resubmitted the policy and some discussion took place. The following changes were suggested:</p> <ul style="list-style-type: none"> ● Rationale to be standardised. ● ‘Leave without pay is a privilege ...’ to be a new bullet point. ● ‘Precedence will not be ...’ will be a new bullet point after the bullet point starting with ‘This policy applies to leave without pay ...’. ● Format changes to No 7. <p>It was then moved to accept the above suggested changes and approve the policy: Moved: Adrian Paterson Ayes given. Carried.</p> <p>Harassment Policy – resubmitted Kathy Paterson resubmitted the policy and some discussion took place. The following changes were suggested:</p> <ul style="list-style-type: none"> ● Rationale to be standardised. ● No 3 - BOT to be changed to ‘Board of Trustees (BOT)’. ● No 7 – wording changed to ‘... serious abuse, the MOE’s Reporting Process for ...’ <p>It was then moved to accept the above suggested changes and approve the policy:</p>	<p>The Principal</p>	<p>As and when.</p>
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	<p>Moved: Adrian Paterson Ayes given. Carried.</p> <p>NB: Although approved, this policy will be returned to the Board with the 'Child Protection Policy' to ensure no further changes are required.</p> <p>Sports, Academic & Cultural Support Fund Policy Kathy Paterson tabled the policy and gave a verbal overview. Some detailed discussions took place and the following noted:</p> <ul style="list-style-type: none"> • This should not be a policy (not governance) it is management – to be changed to a 'procedure' and administered by management. • The Board recommends an annual budget of \$5000 from the Capital Operating Budget. • The Principal can, if needed, make the BOT aware of an application. <p>It was then moved to withdraw/remove the 'Sports, Academic & Cultural Support Fund Policy': Moved: Adrian Paterson Seconded: Adam Gard'ner Ayes given Carried.</p> <p>Education for Sustainability Policy Kathy Paterson tabled the policy and gave a verbal overview. Discussions took place and the following suggested:</p> <ul style="list-style-type: none"> • Rationale to be standardised. • Second bullet point – 'within and between' to be changed to 'across'. • No 2 – second sentence to be removed. • No 5 – '... Board ...' to be changed to '... Board of Trustees (BOT) and ...'. <p>It was agreed that an amended draft version will be resubmitted to the Board at the next meeting.</p> <p>Smokefree Policy Kathy Paterson tabled the policy, with suggested changes, and gave a verbal outline relating to vaping issues and the need for a more robust policy in place. Discussions took place and the following suggested:</p> <ul style="list-style-type: none"> • A standardised rationale to be added. • 'Smokefree' to be changed to 'Smoke-free'. • • No 7 – '... grounds will be asked to stop and/or asked to leave the school site.' 	<p>The Principal</p> <p>Principal</p>	<p>As and when</p> <p>Next Meeting</p>
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	<p>It was then moved to accept the above suggested changes and approve the policy: Moved: Adrian Paterson Ayes given. Carried.</p> <p>NB: It was suggested that this topic should be part of a 'Health & Wellbeing Policy' and this may be looked at and considered in the future.</p> <p>NB: During the discussions Kathy Paterson suggested that a member of the BOT take the lead regarding Board Policies (consistency re format and wording). Ben Olijkan volunteered to take this on going forward.</p>		
Strategic Planning	None.		
Principal's Report	<p>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.</p> <p>Adam Gard'ner acknowledged the Te wiki o te Reo Māori week (w/c 9 September 2019).</p> <p>It was moved to accept the Principal's Report: Moved: Kathy Paterson Seconded: Adam Gard'ner Ayes given. Carried.</p> <p>Kamar Ethnicity Kathy Paterson tabled some information relating to Kamar ethnicity data and general discussion was had.</p> <p>NCEA Data Analysis 2019 Internals Kathy Paterson tabled the above data analysis and gave some verbal information. All acknowledged it was good Board compliance to receive this data.</p>	Kathy Paterson	Next Meeting
Student's Report	<p>Emma Jackson tabled her last Student Trustee's report and gave a verbal outline. Some discussion took place and the following noted:</p> <ul style="list-style-type: none"> • Shade sails will be put up for the start of Term 4, weather permitting. • Lip Sync battle was a very popular house event. • The Council Culture Day (including different foods) was a popular event. <p>It was moved to accept the Student's Report: Moved: Emma Jackson Seconded: Troy Landrebe Ayes given</p>	Student Trustee	Next Meeting

	<p>Carried.</p> <p>The Board Chair thanked Emma Jackson for her support and time on the Board. Emma Jackson acknowledged the Board Chair and expressed her thanks for the opportunity to be on the Board.</p>		
MOE Review of the Lockdown from KPMG	<p>Kathy Paterson tabled some information and gave a verbal overview. Some detailed discussions took place and the following noted:</p> <ul style="list-style-type: none"> • On the day, the communication from the MOE was poor as the MOE's email system did not work effectively. • LHS had learned from a previous lockdown event and put steps in place for improved communication to parents/caregivers. It was noted that the feedback re communication from parents was positive. • MOE have created a new link for Principals' phones – Kathy Paterson and Stephen Rout are both connected. Therefore, going forward, communication from the MOE should be much better. <p>The Board Chair acknowledged that the Board was comfortable with LHS's actions and decisions on the day.</p> <p>Kathy Paterson verbally informed the Board that there had been a recent lockdown practice which included the trialing of a more efficient online way of reporting staff/students onsite location.</p>		
Planned Trips Updates	<p>The following Trip Updates were tabled:</p> <ul style="list-style-type: none"> • Classical Studies – April 2020 • China – April 2020 • Germany – July 2020 • Ecuador & Galapagos – Dec 2020 • Japan – April 2021 <p>Kathy Paterson reported, in-committee, on one trip.</p>	Principal	Next Meeting
Sports, Academic & Cultural Fund Application	<p>Tournament of Minds</p> <p>It was moved, by email on 4 September 2019, that the Board would award the Tournament of Minds Team \$100/student (\$700 in total):</p> <p>Moved: Kathy Paterson Seconded: Adrian Paterson Carried.</p>	N/A	N/A
Junior Writing Competition	<p>Kathy Paterson tabled a request for Board funding from a teacher relating to the Junior Writing Competition. Discussions took place</p> <p>It was then moved to award the Junior Writing Competition up to \$200 for this coming year:</p> <p>Moved: Maria Connolly</p>	N/A	N/A

	<p>Seconded: Emma Jackson Ayes given Carried.</p> <p>NB: This is a one-off BOT funding award – going forward it should be part of the English curriculum budget.</p>		
Kāhui Ako – Across School Teachers (ASTs)	<p>It was moved, be email on 19 September 2019, that the two Kāhui Ako Across School Teacher (AST) roles are rolled over for 2020:</p> <ul style="list-style-type: none"> • Tahlia Whiting (Authentic Curriculum in Science) • Russ Grieve (Wellbeing) <p>Moved: Kathy Paterson Seconded: Adrian Paterson Ayes given Carried.</p> <p>NB: Agreement of the above rollover has already been given by the Principals and the Kāhui Ako Stewardship Board.</p>	N/A	N/A
Correspondence for Consideration	None received.		
Financial	<p>Financial Report and Management Summary Report – for period ended 31.07.2019</p> <p>The above financial reports were tabled by Adrian Paterson who gave a verbal outline. The Board Chair asked for any questions, general discussions took place and the following noted:</p> <ul style="list-style-type: none"> • International income has dropped. • There has been a concerted effort to reduce capital expenditure to offset some of the deficit. • MOE provisional staffing for 2020 at 1401. • Yr 9 enrolments are up for 2020. <p>It was moved to accept all the financial reports: Moved: Adrian Paterson Ayes given Carried.</p>	Adrian Paterson	Next Meeting
Property	<p>Property Report</p> <p>Andrew Marshall tabled the report and gave a verbal overview and asked for any questions following the pre-meeting walkaround.</p> <p>Following discussions, it was agreed that costings for blinds/curtains would be obtained by the Business Manager to be considered by the Board at a future meeting.</p> <p>It was moved to accept the Property report: Moved: Andrew Marshall Seconded: Troy Landrebe Ayes given Carried.</p>	<p>Andrew Marshall</p> <p>Business Manager</p>	<p>Next Meeting</p> <p>ASAP</p>

Resolution to take a break	The Board Chair proposed the Board take a break at 8.17 pm.		
The meeting resumed at 8.24 pm			
In Committee	<p>It was moved by Adrian Paterson at 8.25 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. Finance 5. Property 6. Ballot 7. Student Matters 8. Staff Matters 9. 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 Adrian Paterson and Kathy Paterson	
Resolution to move out of committee	The Chairperson proposed the Board move out of Committee at 9.37 pm: Moved: Chairperson Carried.		
Meeting Closed	9.37 pm.		
Next Meeting	Monday 21 October 2019.		

Chairperson: _____

Dated: _____