

Lincoln High School Board of Trustees

Minutes of the Meeting held on Monday 19 October 2020 at 6 pm.

- Present:** Andrew Marshall (Acting Chairperson), Kathy Paterson, Troy Landrebe, Ben Olijkan, Adam Gard'ner, Maria Connolly and Poppy Cuthbert.
- Apologies:** Adrian Paterson (Chairperson),
- In Attendance:** Stephen Rout (Associate Principal), Mitzi Ajero (Finance Manager), Kerri Loughhead and Tracy Roberts (Secretary).
- Welcome:** Andrew Marshall welcomed everyone.
- Minutes:** **Monday 21 September 2020 Minutes:**
It was moved the Minutes of the 21 September 2020 meeting be taken as read and accepted as a true and accurate record:
Moved: Andrew Marshall
Ayes given
Carried.
- Disclosure of Interest:** No changes.
- Presentation:** At the beginning of the meeting, Kerri Loughhead gave a PowerPoint presentation on Student Leadership which included information relating to visible student leadership opportunities and the benefits to students from being in a leadership position. She outlined that the main focus for 2020 has been to promote and display leadership opportunities and to encourage students to step into the leadership arena. Kerri's presentation also included information/examples of opportunities, activities, fundraising, and next steps. A question and answer session followed, and Kerri offered clarification as and when required.
- The Principal informed the Board that this Student Leadership position is only possible as part of the Kāhui Ako (Within School Role).
- The presentation was very well received, and the Board particularly liked that the emphasis is put on what the students **learn/gain from the roles of leadership**. The Board thanked Kerri Loughhead who then left the meeting at 6.28 pm.

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
Held Over	None.		N/A
Financial	Financial Report and Management Summary Report – for period ended 30 September 2020 The above financial reports were tabled by the Finance Manager who gave a verbal outline.	Adrian Paterson	Next Meeting

	<p>General discussions took place and the following noted:</p> <ul style="list-style-type: none"> • Deficit is less than this time last year – timing difference. • The first draft of the 2021 budget will be presented to the Finance Committee in November and then to the BOT in February 2021. <p>It was moved to accept the above Financial Report and Management Summary Report – for period ended 30 September 2020: Moved: Andrew Marshall Seconded: Troy Landrebe Ayes given Carried.</p> <p>The Finance Manager then left the meeting at 6.33 pm.</p>		
Health & Safety	<p>Health & Safety Toolkit Data and Graphs The H&S data and graphs were tabled, and brief discussions had.</p> <p>It was then moved to accept the H&S Data and Graphs: Moved: Andrew Marshall Seconded: Maria Connolly Ayes given Carried.</p>	Principal	Next Meeting
Self-Review	<p>Bee Keeping Policy (including Bee Keeping Procedures)</p> <p>The above policy was tabled, and discussions had. The Principal confirmed that bee keeping has not yet started at LHS.</p> <p>It was moved to accept the above policy: Moved: Andrew Marshall Seconded: Kathy Paterson Ayes given Carried.</p>	N/A	N/A
Strategic Planning	<p>The Acting Chairperson mentioned the possible ERO partnership and asked whether they should be invited to the BOT SWOT exercise early next year. Discussions took place and the following noted:</p> <ul style="list-style-type: none"> • The Principal has not heard any more regarding the ERO partnership and will keep the BOT informed. • It was agreed that a facilitator for the SWOT exercise is not required. • A topic relating to the community and communications may be included in the SWOT process. 	N/A	N/A

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. The following were noted:</p> <ul style="list-style-type: none"> • The Year 10 camps which usually take place in Term 1 have taken place in Term 3 (due to COVID-19). <ul style="list-style-type: none"> ○ Extremely positive camp feedback from the 2020 Year 10s. • Kāhui Ako activities/events for Term 4 include: <ul style="list-style-type: none"> ○ 2021 Year 9s Fun Day. ○ Visits, by John Parsons, to all our Kāhui Ako schools to present on cybersafety. • The School Ball was a great success. • Flexion – a flexible non-contact time for full time teachers is being trialled this year. <p>It was moved to accept the Principal's Report: Moved: Kathy Paterson Seconded: Andrew Marshall Ayes given Carried.</p> <p>NCEA Data Analysis 2020 Internals The above was tabled and is tracking as expected.</p> <p>Inclusive Practices – Email from a teacher An email, from a teacher, relating to the School Ball was tabled. The Board acknowledged the lovely content, and it was decided a letter of response, from the BOT, would be sent.</p>	Kathy Paterson	Next Meeting
Student's Report	<p>There was no Student Report to table.</p> <p>Instead, Poppy Cuthbert gave a verbal outline of a recent NZSTA workshop she had attended which had focused on governance. Poppy asked the Board for clarification on how her reports should be going forward.</p> <p>Some discussion followed and all agreed that:</p> <ul style="list-style-type: none"> • The style of Poppy's reports, which gave student voice (important and valued), were welcomed and appreciated. • Poppy's reports to stay as is – ie Poppy's perspective. 	N/A	N/A
Planned Trips Updates	<p>The following Trip Update was tabled:</p> <ul style="list-style-type: none"> • Ecuador & Galapagos – December 2020 <p>Some discussion followed and the Board acknowledged the summary which was good. The Principal offered clarification as and when required.</p>	N/A	N/A

School Trip Proposal	<p>Optional Social Sciences Far North NZ Trip – April 2021 The above trip proposal was tabled, and the Principal gave some verbal information.</p> <p>All agreed that the trip sounded really good and being domestic was welcomed. However, some concerns were voiced regarding ‘costs not included’ and the Principal was asked to obtain clarification.</p> <p>It was then moved that the BOT supports, in principle, the domestic Social Sciences Far North trip in April 2021. NB: Clarification on the ‘costs not included’ will be considered before the final approval for the domestic trip is given: Moved: Andrew Marshall Seconded: Maria Connolly Ayes given Carried.</p>	N/A	N/A
Correspondence for Consideration	None received.	N/A	N/A
Other Correspondence	The summary was tabled.	N/A	N/A
Property	<p>Property Report Troy Landrebe tabled the above report and gave a verbal overview. Detailed discussions took place and the following included/noted:</p> <ul style="list-style-type: none"> • The Board is still waiting to hear about the MOE/LHS Business Case. • Sustainability Infrastructure Programme (SIP). • Costs are being looked into relating to the removal of Board owned buildings (E3, E4 and E5) and the transformation of the relevant site. <ul style="list-style-type: none"> ○ A Board member suggested that our DVC graphics students may value the opportunity of a landscaping project. However, tight time constraints may affect this. • Some uneven surfaces have been improved by boardwalks, levelling, asphaltting and student seating. • Immediate concerns/issues: <ul style="list-style-type: none"> ○ Leaky buildings – J and T Blocks. ○ A Block toilets. <p>It was moved to accept the Property report: Moved: Troy Landrebe Seconded: Kathy Paterson Ayes given Carried.</p>	Andrew Marshall	Next Meeting
In Committee	It was moved by Andrew Marshall at 7.19 pm that the public be excluded from the following part of the proceeding of this meeting:		

	<ol style="list-style-type: none"> 1. Minutes from previous meeting 2. Alternative Education Students 3. Stand downs and suspensions 4. Property 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 Andrew Marshall and Kathy Paterson	
Resolution to move out of committee	The Acting Chairperson proposed the Board move out of Committee at 8.06 pm: Moved: Acting Chairperson Carried.		
Meeting Closed	8.06 pm.		
Next Meeting	Monday 30 November 2020.		

Acting Chairperson: _____

Dated: _____