

Lincoln High School Board of Trustees

Minutes of the Meeting held on Monday 24 February 2020 at 6 pm.

- Present:** Adrian Paterson (Chairperson), Kathy Paterson, Andrew Marshall, Adam Gardner, Troy Landrebe, Maria Connolly and Poppy Cuthbert.
- Apologies:** None.
- Absent:** Ben Olijkan.
- In Attendance:** Stephen Rout (Associate Principal), Tracy Roberts (Secretary), Barry Williamson (Business Manager) and Danielle Millar (Assistant HOLA English).
- Meeting Started:** 6.03 pm.
- Welcome:** Adrian Paterson welcomed everyone.
- Minutes:** **17 February 2020 – Strategic Planning Minutes**
 NB: Slight error in ‘Present’ section; ‘Emma’ – Tracy informed the Chair that this error had already been corrected.
 It was moved the Minutes of the above meeting be taken as read and accepted as a true and accurate record:
 Moved: Adrian Paterson
 Carried.
 Ayes given.
- 2 December 2020 Minutes:**
 It was moved the Minutes of the above meeting be taken as read and accepted as a true and accurate record:
 Moved: Adrian Paterson
 Carried.
 Ayes given.
- Disclosure of Interest:** No changes.
- Presentation:** At the beginning of the meeting, Danielle Millar (Assistant HOLA English) gave a PowerPoint presentation on the English Department to the Board. Her presentation included information relating to the department’s goals, targets, semester courses and next steps. A question and answer session followed.
- The presentation was very well received, and the Board thanked Danielle Millar who then left the meeting at 6.31 pm.

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
Election of Chair	Adrian Paterson was nominated and elected unopposed as Board Chair:		

	<p>Nominated: Troy Landrebe Seconded: Andrew Marshall and Kathy Paterson Secretary asked if all were in agreement – Ayes given. Carried.</p> <p>Andrew Marshall was nominated and elected, unopposed, as Deputy Chair: Nominated: Adrian Paterson Seconded: Troy Landrebe Secretary asked if all were in agreement – Ayes given. Carried.</p> <p>The Chair then took over the meeting.</p>		
Held Over	Nothing held over.		
Health & Safety	The Health & Safety data and graphs were tabled.	Kathy Paterson	Next Meeting
Self Review	<p>Policies for review</p> <p>Delegated Authorities – Annually The above policy was tabled and discussed. It was agreed to standardise the rationale by adding the following at the beginning of the rationale: ‘The purpose of this policy is to provide information and guidance to ...’.</p> <p>It was then moved to accept and approve the amended policy: Moved: Adrian Paterson Ayes given Carried.</p> <p>Conducting of Searches The above policy was tabled, and discussions took place. It was agreed that the Senior Leadership Team (SLT) would look at it again and re-submit it at the next meeting with any suggested changes.</p> <p>Staff Performance Management System Policy The above policy was re-submitted with some minor changes. Re No 4 – the word ‘Teacher’ was replaced by ‘staff member’.</p> <p>It was then moved to accept the changes and approve the policy: Moved: Troy Landrebe Seconded: Andrew Marshall Ayes given Carried.</p> <p>Sports, Academic & Cultural Fund Review 2019 Kathy Paterson tabled the report which was well received.</p>	Kathy Paterson	Next Meeting

Strategic Planning	<p>The following documents were presented and tabled at the recent Strategic Planning (SP) meeting – Motions were required:</p> <ol style="list-style-type: none"> 1. 2020 Self -review Plan 2. 2020 BOT Tasks by Month 3. 2020 Policy Review 4. 2019 Review on NAGS <p>It was moved that all the above documents be accepted: Moved: Adrian Paterson Ayes given Carried.</p>		
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 HOLA meetings related to department reports are ongoing. <p>It was moved to accept the Principal's Report: Moved: Kathy Paterson Seconded: Poppy Cuthbert Ayes given Carried.</p> <p>NCEA Data Analysis 2019 Internals Kathy Paterson tabled the above report.</p>	Kathy Paterson	Next Meeting
Student's Report	<p>Poppy Cuthbert tabled her report and gave a verbal outline.</p> <p>Some discussion took place and the following noted:</p> <ul style="list-style-type: none"> • Better endorsement overall – not necessarily subject endorsement. • The Club Day proved very popular – a great way to get to know what is on offer. <p>It was moved to accept the Student's Report: Moved: Poppy Cuthbert Seconded: Adam Gard'ner Ayes given Carried.</p>	Poppy Cuthbert	Next Meeting
6.58 pm	Adam Gard'ner left the meeting.	N/A	N/A
Planned Trip Updates	<p>China – April 2020 Kathy Paterson informed the Board that, due to the Coronavirus, this trip has had to be cancelled. Discussions took place and the following noted:</p> <ul style="list-style-type: none"> • Students have insurance and refunds are in hand. NB: A global pandemic may make insurance void. 		

	<ul style="list-style-type: none"> The coronavirus may affect other planned trips – fluid situation. Plan ‘B’ options were discussed. <p>The following Trip Updates were tabled:</p> <ul style="list-style-type: none"> Classical Studies – April 2020 Germany – April 2020 Ecuador – December 2020 <ul style="list-style-type: none"> Some students have dropped out and one teacher is now not going. Japan – April - 2021 <p>The situation is being closely monitored and all relevant teachers have been encouraged to keep the Principal informed.</p>	Kathy Paterson	Next Meeting
School Trip Proposal	<p>World Challenge Silk Route – 2022 (Expression of interest)</p> <p>The above trip proposal was tabled. Lengthy, robust discussions took place and the following noted:</p> <ul style="list-style-type: none"> An acknowledgement by the Board that the trip had been moved back a year to 2022. The trip would offer valuable, life-changing opportunities for students. Timing of trip a concern as out of school time. The Board acknowledged that the time constraints are due to weather conditions/restrictions. The effect on other students by a loss of their regular teachers. The preference of the Board is of a shorter 2-week trip that can take place in December. <p>Although a difficult decision, the Board were in agreement to decline the World Challenge Silk Route trip.</p> <p>Kathy Paterson to inform the relevant staff member.</p>	Kathy Paterson	ASAP
Correspondence for Consideration	<p>Tournaments of Mind</p> <p>A thank you letter was tabled and was well received.</p> <p>Gammack – Charitable Trust</p> <p>Kathy Paterson gave a verbal outline regarding the matter and the relevant documents which were circulated by email to the BOT in January. Barry Williamson also gave clarification as and when required. A motion was required.</p> <p>It was moved to support the new proposed Gammack Scholarship as outlined in the circulated documentation: Moved: Adrian Paterson Seconded: Maria Connolly Ayes given Carried.</p>		

Other Correspondence	The summary was tabled.	N/A	N/A
Financial	<p>Financial Report and Management Summary Report – for period ended 31 December 2019</p> <p>The above financial reports were tabled by Adrian Paterson who gave a verbal outline.</p> <p>General discussions took place and an error was noted on the second page of the Finance Summary report:</p> <ul style="list-style-type: none"> • Page 68 Net Working Capital shown as \$4,425,951. It should be \$3,425,951. • NB: The figure is correct within the statement on page 69. • The Finance Manager will provide a corrected report. <p>It was moved to accept 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.</p> <p>Andrew Marshall suggested/proposed that LHS look into the \$400,000 grant option. Detailed discussions took place and the following noted:</p> <ul style="list-style-type: none"> • LHS is in an exceptional position. • Monies only just spent on projects (eg pool). • It was suggested that, based on the unique predicament LHS is in, a case for reimbursement be presented. <p>Barry Williamson verbally shared information/conversation with Karren Madden (MOE) regarding hot and cold classrooms. Hot and cold classrooms do affect teaching and learning – issues ongoing.</p> <p>It was decided that at the next Property Meeting, detailed discussions/considerations regarding the above would take place.</p> <p>Barry Williamson confirmed that the J Block main office air testing is still an ongoing issue:</p> <ul style="list-style-type: none"> • Most of the readings are ok but the CO2 is too high. • When the temperature is reached, the fan stops – no more fresh air. • Solutions are being sought and the MOE have agreed to pay todate. <p>It was moved to accept the Property report: Moved: Andrew Marshall Seconded: Troy Landrebe Ayes given Carried.</p>	Andrew Marshall	Next Meeting

Resolution to take a break	The Chairperson proposed the Board take a break at 7.44 pm.		
The meeting resumed at 7.54 pm			
In Committee	<p>It was moved by Adrian Paterson at 7.54 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. 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 Adrian Paterson and Kathy Paterson	
Resolution to move out of committee	The Chairperson proposed the Board move out of Committee at 8.46 pm: Moved: Chairperson Carried.		
Meeting Closed	8.46 pm.		
Next Meeting	Monday 23 March 2020.		

Chairperson: _____

Dated: _____