

Lincoln High School Board of Trustees Minutes of the Meeting held on Monday 21 September 2020 at 6 pm.

Present: Adrian Paterson (Chairperson), Andrew Marshall, Troy Landrebe, Adam Gard'ner, Maria Connolly and Poppy Cuthbert. Ben Olijkan arrived at 6.04 pm. Kathy Paterson arrived at 6.10 pm.

Apologies: Ben Olijkan left at 6.48 pm.

In Attendance: Stephen Rout (Associate Principal), Mitzi Ajero (Finance Manager), Linda Chapman (HOD Guidance), Fiona Bamford (HOD Careers/Pathways) and Tracy Roberts (Secretary).

Meeting started at: 6.02 pm.

Welcome: Adrian Paterson welcomed everyone.

Minutes: **Monday 17 August 2020 Minutes:**
Re the 'Uniform' topic, the number of 'abstaining' to be changed from 1 to 2.

Following the change, it was then moved the Minutes of the 17 August 2020 meeting be taken as read and accepted as a true and accurate record:

Moved: Adrian Paterson

Ayes given

Carried.

Disclosure of Interest: No changes.

Presentations: Two presentations were given at the beginning of the meeting:

Linda Chapman (HOD Guidance)

Linda Chapman tabled a handout outlining the strengths, challenges and solutions associated with the Guidance Department. Linda also gave a verbal overview and shared a successful example of an exercise (Paper is Thoughts) that is done with students to defuse ruminating thoughts. Linda's presentation was very well received, and the Board acknowledged the hard work and stress associated with the department's work. Stephen Rout acknowledged the wisdom and skills of the counselling team and expressed his appreciation of their busy and, at times, highly stressful workloads.

Linda Chapman left the meeting at 6.25 pm.

Fiona Bamford (HOD Careers/Pathways)

Fiona Bamford gave a PowerPoint presentation and expressed her gratitude to the Board for the Careers Hub which has now been in place for about 3 years – purposely designed, own identity and visible to all students. Fiona's presentation included information relating to: staffing, dual enrolments, various programmes on offer to students, strengths, challenges (eg COVID-19) and next steps. A question and answer session followed, and Fiona offered clarification as and when required. The Principal confirmed that the Careers Hub was funded

by the BOT, not MOE and 'flexible learning' was a BOT funded staffing initiative. The presentation was very well received, and Fiona left the meeting at 6.47 pm.

The Board Chair acknowledged the two interesting presentations and confirmed that the BOT had been proactive in trying to fund/support the two areas.

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
Held Over			
Financial	<p>Financial Report and Management Summary Report – for period ended 31 August 2020 The above financial reports were tabled by Adrian Paterson. The Finance Manager gave a verbal outline.</p> <p>2020 Revised Budget The Finance Manager confirmed that a revised budget had been completed (tabled) and the deficit had been updated to \$339,276.</p> <p>2020 Revised Capital Expenditure Verbal information regarding the impact from projects deferred was shared by the Finance Manager.</p> <p>The Finance Manager also confirmed that the 2021 budget had been started:</p> <ul style="list-style-type: none"> • It is planned to present the 2021 budget to the Finance Committee in November 2020. • It is planned to present the 2021 budget to the BOT for approval in February 2021. <p>General discussions took place and the following noted:</p> <ul style="list-style-type: none"> • The 2020 revised budget is a realistic one. And the Principal confirmed it is a fair and reasonable one. • Approximately \$53,000 had been received from the MOE to cover international staffing shortfalls for this year. It is not known whether more will be provided for 2021. • Gammack Scholarship – nothing further has been heard regarding the court process. Stephen Rout confirmed that the scholarship had gone up by \$1000 to \$6000. <p>It was moved to accept the Finance Reports: Moved: Adrian Paterson Ayes given Carried.</p> <p>The Finance Manager left the meeting at 7.01 pm.</p>	Adrian Paterson	Next Meeting

Health & Safety	<p>Health & Safety Toolkit Data and Graphs The H&S data and graphs were tabled, and discussions had. The following noted:</p> <ul style="list-style-type: none"> • Re ‘Number of injuries/incidents resulting in any/or of the following:’ the total (of 6) actually reflects all the bulleted points and should be shown opposite the title and not opposite ‘Ambulance attendance’. The form to be amended for future reports. • The Principal offered clarification on ‘Near-Miss Incidents – the aim is to try and avoid future accidents. <p>It was moved to accept the H&S Data and Graphs: Moved: Adrian Paterson Ayes given Carried.</p>	Principal	Next Meeting
Self-Review	<p>There were no policies due for review.</p> <p>Physical Restraint Draft Policy As part of her Principal’s Report, the Principal informed the Board that the process for framing guidance relating to physical restraint or physical force within schools is still on-going. Therefore, this policy can’t be finalised yet and will remain in draft form until further information is available.</p>		
Strategic Planning	<p>Connections to the Community What should the role between BOT, School and Community be? The Board Chair gave a verbal outline, mentioning two main streams:</p> <ul style="list-style-type: none"> • How the BOT/school reflect the community? - information back. • How the BOT/school communicate to the community? – information out. <p>Detailed discussions were had and the following noted:</p> <ul style="list-style-type: none"> • Kāhui Ako: <ul style="list-style-type: none"> ○ All agreed that the Kāhui Ako is key to communication. ○ Allows for easier connections with the primary schools. ○ The recent Kāhui Ako informal evening was a successful event. ○ Ensures we are part of a bigger community (ECE through to Tertiary). ○ Adam Gard’ner acknowledged the Principal for her work associated with the Kāhui Ako, her determination and vision. • Use of the school premises by the community – engaging them. • Does the BOT/school represent the community? 		

	<ul style="list-style-type: none"> • Strategic Plan: <ul style="list-style-type: none"> ○ All agreed that the fundamental parts of the Strategic Plan (Purpose, Vision, Motto and Tikanga) are very much applicable. ○ The Board acknowledged that the current tikanga is starting to embed into the fabric of the school (conversations, reports, teaching and learning). ○ It was suggested that a SWOT type of analysis be carried out to determine if there is something that needs to be focused on to take account of the world today. • BOT succession – there is a need for people to be interested in joining the Board. <ul style="list-style-type: none"> ○ Adam Gard’ner informed the Board that there may be a parent of Ladbrooks school interested in joining the Board and may visit in the future. <p>The Chair thanked all for their contribution to the discussions and signalled the importance for ongoing discussions in the future.</p> <p>The Principal informed the Board that she and the Chair had been contacted by ERO regarding a second meeting with ERO in 2020 – this will now not take place. From 2021 there is a new format:</p> <ul style="list-style-type: none"> • There will be no ERO team visits. • An ERO partner will be assigned to the school who will engage with them. The ERO partner will work with up to 40 schools. • The school and their ERO partner will work together to highlight what needs to be focused on. The school will actually select the focus topic. • The ERO partner will then offer guidance. • LHS will be amongst the first schools to go through the new model. • The Principal will ask if the ERO partner would like to be involved in the above mentioned Strategic Plan SWOT exercise. 		
Resolution to take a break	The Chairperson proposed the Board take a break at 7.32 pm.		
The meeting resumed at 7.38 pm			
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 noted:</p> <ul style="list-style-type: none"> • The Ka Pai week was very successful. • Kāhui Ako – Adam Gard’ner shared some verbal information relating to the recent 2021 Across School Leaders (ASL) appointments: 	Kathy Paterson	Next Meeting

	<ul style="list-style-type: none"> ○ There was a fantastic group of candidates from 4 different schools. ○ The ASLs will start next year. ○ There are some good foundations from the 2020 Across School Teachers (AST). ○ Trying to encourage all the Kāhui Ako schools to have a regular representative on the Stewardship Group. ○ The 2021 ASLs will present twice a year. The first time near the start of the school year, outlining their plans and hopes for the year. The second time later in the year with their findings/results. ○ Lead Principal succession plan. The process of appointing a new Lead Principal will start soon, following Kathy Paterson's resignation from her Lead Principal role. ○ Kathy Paterson's effort and commitment as Lead Principal was acknowledged again. ○ Is working well and moving forward. ● Building Awesome Young Men (BAYM) – very successful 'Big Breakfast' event: <ul style="list-style-type: none"> ○ Mark Inglis spoke to the group. ○ Ben Hooper (Deputy Head Boy) was amazing as the MC for the event. ● The Principal encouraged the BOT to view Brené Brown's 'The Call to Courage' on Netflix. ● Semesterisation review – overall very positive responses with good comments. <p>SPANZ Conference Report Kathy tabled her SPANZ Conference report and gave a verbal overview. All acknowledged the good report.</p> <p>NCEA Data Analysis 2020 Internals The above was tabled, and some discussion took place. It was noted that there are high success rates at all senior levels.</p> <p>It was moved to accept the Principal's Report: Moved: Kathy Paterson Seconded: Adam Gard'ner Ayes given Carried.</p>		
Student's Report	<p>Poppy Cuthbert tabled her report and gave a verbal outline. Discussions took place and the following noted:</p> <ul style="list-style-type: none"> ● Māori Language Week celebrated more than previous years. ● An upcoming Mufti Day is going towards a hardship fund to support LHS families. ● Successful Yr 10 Camps. 	N/A	N/A

	<p>During discussions the Staff Trustee expressed the lack of feedback/recognition/celebration of Mufti Day collections.</p> <p>It was moved to accept the Student's Report: Moved: Poppy Cuthbert Seconded: Maria Connolly Ayes given Carried.</p>		
Planned Trip Update	<p>The Ecuador & Galapagos (December 2020) Trip Update was tabled, and discussions took place. The Principal gave clarification as and when required.</p> <p>The Principal is going to look into the number of staff planning to attend.</p>	Principal	Next Meeting
Correspondence for Consideration	None received.	N/A	N/A
Other Correspondence	The summary was tabled.	N/A	N/A
Property	<p>Property Report Andrew Marshall tabled the report and gave a verbal overview. Discussions took place and the following noted:</p> <ul style="list-style-type: none"> • The MOE Property Team are visiting LHS on Thursday. • The Principal mentioned an extract from the LHS History Reunion booklet made by the then Principal ‘... aging building stock.’ LHS still has the same problems from 1985! • Nicola Grigg (National Candidate for Selwyn) and Nicola Willis (National Party Spokesperson for Education) are visiting LHS on Wednesday. <p>It was moved to accept the Property report: Moved: Andrew Marshall Seconded: Troy Landrebe Ayes given Carried.</p>	Andrew Marshall	Next Meeting
Other Matters	<p>Compulsory NZ History A Board member asked about compulsory NZ history. Some discussion took place and the following noted:</p> <ul style="list-style-type: none"> • It is compulsory that schools have to offer it. It is not compulsory that each student has to do it. • LHS are already doing NZ history: <ul style="list-style-type: none"> ○ There is a Yr 12 course on Māori history and wars. ○ All Yr 9 students visit the local Marae and learn about the local history. ○ Included in learning associated with the Treaty of Waitangi. 	N/A	N/A

	<p>Prebbleton Bus Discussions took place and the following noted:</p> <ul style="list-style-type: none"> • The MOE pay for rural buses for students who live at least 4.8 km from the school. • Prebbleton is covered by a public bus service. <ul style="list-style-type: none"> ○ Concerns have been raised about the excessive charges associated with Zone 1 to Zone 2. ○ The Principal has already forwarded on some information to Metro Christchurch and will look into it further. <p>Life Skills – Being a Citizen A Board member asked about what is offered to students about skills needed for the life after school. Discussions took place and the following noted/mentioned:</p> <ul style="list-style-type: none"> • Employment Skills Programme. • Maths for Life – Level 2 standards. • Financial literacy – Yr 10 Business Studies. • Yr 10 Social Studies includes learning about the NZ Government. 	Principal	ASAP
In Committee	<p>It was moved by Adrian Paterson at 8.21 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. Roll Predictions 5. Property 6. Student Matters 7. Staff Matters 8. 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	<p>The Chairperson proposed the Board move out of Committee at 9.20 pm: Moved: Chairperson Carried.</p>		

Meeting Closed	9.20 pm.		
Next Meeting	Monday 19 October 2020		

Chairperson: _____

Dated: _____