

**Lincoln High School Board of Trustees  
Public Minutes re the Meeting held on  
Monday 30 August 2021 at 6 pm  
Held online via Teams due to Level 4 Lockdown**

- Present:** Adrian Paterson (Chairperson), Kathy Paterson (Principal), Andrew Marshall, Adam Gardner, Ben Olijkan, Maria Connolly and Poppy Cuthbert.
- Apologies:** Troy Landrebe
- In Attendance:** Blair Johnstone (Associate Principal), Marama Lynch (Associate Principal), Mitzi Ajero (Finance Manager) and Tracy Roberts (Secretary).
- Welcome:** Adrian Paterson welcomed everyone to the online meeting and informed the Board that the planned SWOT exercise will be deferred until a further date.
- Minutes:** **June 28 2021 Minutes:**  
It was moved the Minutes of the above meeting be taken as read and accepted as a true and accurate record:  
Moved: Maria Connolly  
Seconded: Andrew Marshall  
Ayes given  
Carried.
- Presentation:** None.
- Disclosure of Interest:** None.

**Business of the Meeting**

Subject	Resolution/Detail		Date To Be Completed
<b>Finance</b>	<p><b>Financial Report and Management Summary Report – for period ended 31.07.21</b></p> <p>The above financial reports were tabled by Adrian Paterson who gave a verbal outline.</p> <p>General discussions took place, and the Finance Manager shared some verbal information and offered clarification as and when required.</p> <p>Following a question from a Board member, it was confirmed that financial comparisons are with 2019, and not 2020. This is because 2019 was a more normal year (ie not in lockdown as parts of 2020 was).</p> <p><b>Finance Committee Motions:</b></p> <p><b>1. Cancellation fee on 2022 uniform order</b></p>	Adrian Paterson	

	<p>The above motion was tabled. The rationale behind the proposed charge is for the administration of the student uniform fitting. Discussions were had.</p> <p>Some concerns were raised as to whether the \$20 process fee would be enough to cover costs. Further detailed discussions took place, including the timing of uniform fittings, and the Principal gave clarification as and when required.</p> <p>It was agreed that early 2022 the new cancellation fee process would be looked at, with the expectation that it would be increased again before the start of the next major uniform fittings.</p> <p>It was then moved to charge a \$20 cancellation fee on cancelled orders of 2022 uniform:  Moved: Ben Olijkan  Seconded: Kathy Paterson  Ayes given  Carried.</p> <p><b>2. Transfer of the 2021 UC Cup sponsorship</b>  The above motion was tabled, and the Chair gave a verbal overview. Discussions took place and the Principal and Associate Principal (Blair Johnstone) gave clarification as and when required. It was confirmed that, going forward, the Combined Team will have a separate account and the relevant Principals will ensure the money will sit outside of LHS.</p> <p>It was then moved that LHS will make a payment to UC Cup for the 2021 sponsorship received in 2020:  Moved: Ben Olijkan  Seconded: Andrew Marshall  Ayes given  Carried.</p> <p>It was then moved to accept the Finance Reports:  Moved: Adrian Paterson  Ayes given  Carried.</p> <p>The Finance Manager left the meeting at 6.20 pm.</p>	<p>Finance Manager</p> <p>Finance Manager</p> <p>Finance Manager</p> <p>Finance Manager</p>	<p>Early 2022</p> <p>ASAP</p> <p>ASAP</p>
<p><b>Health &amp; Safety</b></p>	<p><b>H&amp;S Toolkit Data and Graphs</b>  The Health &amp; Safety Toolkit and Graphs were tabled. Discussions were had and the physical education accidents noted.</p> <p>Discussions also took place regarding the health and wellbeing of staff and students in relation to the current Level 4 Lockdown and the following noted:</p>	<p>N/A</p>	<p>Next Meeting</p>

	<ul style="list-style-type: none"> <li>• Good support networks are in place.</li> <li>• This is not the first lockdown – more awareness.</li> <li>• Students seem relatively settled.</li> <li>• Student participation in ‘classes’ is good.</li> <li>• Some positive feedback from whānau has been received.</li> <li>• The change to 1 hour per week re junior subjects has made a positive difference.</li> </ul> <p>The NCEA examinations postponement was mentioned. The Principal informed the Board that discussions between a SLT member and their class had taken place. Following these discussions, these students were able to better acknowledge that Auckland students are experiencing much more disruption.</p> <p>The proposed Level 3 alert was discussed and the following noted:</p> <ul style="list-style-type: none"> <li>• Timing from MOE bulletin not great – due to improve.</li> <li>• LHS will have a bubble of 1 student who will attend Monday, Wednesday and Friday.</li> </ul> <p>It was suggested that a staff list of the person’s vaccination status be set up. All acknowledged this would need to be on a voluntary basis only.</p> <p>Discussions also took place regarding the implications of Alert Level 2. The following noted:</p> <ul style="list-style-type: none"> <li>• Level 2 means school is more or less as usual.</li> <li>• However:             <ul style="list-style-type: none"> <li>○ Last year, LHS didn’t hold assemblies or other large gatherings and students sat singularly wherever possible.</li> <li>○ With no J Block, new single entry/exit points will be looked at.</li> </ul> </li> </ul> <p>It was then moved to accept the H&amp;S Data and Graphs:          Moved: Adrian Paterson          Ayes given          Carried.</p>		
<p><b>Self-Review</b></p>	<p><b>1. Policies for Review</b>  <b>Formulation/Amendment of Policies</b>          A tracked version of the above policy was tabled with some suggested changes.</p> <p>It was moved to accept and approve the policy, with the suggested changes:          Moved: Ben Olijkan          Seconded: Maria Connolly          Ayes given          Carried.</p>	<p>BOT          Secretary</p>	<p>ASAP</p>

	<p><b>Timetable Policy</b> A tracked version of the above policy was tabled with some suggested changes.</p> <p>Detailed discussions took place. The Principal offered clarification as and when required and the following noted:</p> <ul style="list-style-type: none"> <li>• The Policy is not just about changes to timetable – it is always adhered to throughout the year (eg consideration of undercodes/overcodes).</li> <li>• The Policy is used to ensure a fair and equitable distribution of teaching hours in accordance with the Secondary Teachers’ Collective Agreement.</li> </ul> <p>During the discussions, the additional following amendments were also suggested:</p> <ul style="list-style-type: none"> <li>• The ‘Secondary Teachers’ Collective Agreement’ to be used in full once then only the ‘STCA’ acronym used throughout the rest of the policy.</li> <li>• The rationale to read: <b>‘The purpose of this policy is to provide information and guidance to teachers about the building of our timetable for the school.’</b></li> <li>• The first paragraph starting ‘The Board of Trustees wishes ...’ to be removed.</li> </ul> <p>It was agreed that the Policy, with all the suggested changes, would be submitted again to the Board at the next meeting.</p> <p><b>2. New Policy</b> <b>School Trips Credit Card Policy</b> The above new ‘draft’ policy was tabled, and the Principal gave a verbal overview as to the rationale behind it.</p> <p>Detailed discussions took place and the following noted:</p> <ul style="list-style-type: none"> <li>• The temporary card would be allocated purely for the duration of the relevant trip.</li> <li>• The credit limit would be within the existing credit limit of the school. The Principal’s credit card would be reduced as and when a temporary credit card is issued.</li> <li>• The temporary credit card balance would be in relation to the budget amount for the trip.</li> <li>• On occasions a temporary credit card may be allocated to non-staff member (eg a parent may be the Team Manager). <ul style="list-style-type: none"> <li>○ On these occasions, the Principal would meet with the non-staff member beforehand.</li> </ul> </li> <li>• The user will be named on the on the temporary credit card: <ul style="list-style-type: none"> <li>○ The Principal and Finance Manager have authority to change the name. Although, following a query from the Board, the Principal will investigate the</li> </ul> </li> </ul>	BOT Secretary	Next Meeting
		Principal	Next Meeting

	<p>actual process and report back to the Board at the next meeting.</p> <p>The following amendments were suggested:</p> <ul style="list-style-type: none"> <li>• 'staff' will be changed to 'user/users' throughout.</li> <li>• The rationale will change to '<b>... and guidance on using a school ...</b>'.</li> <li>• Re 'Issue of Credit Card' section, a new bullet point added: '<b>The Principal will have delegated authority to authorise a user for the card.</b>'</li> <li>• Depending on the bank processes involved, the following additional sentence may need to be included: '<b>This is in addition to the user's signed agreement with the bank.</b>'</li> </ul> <p>It was agreed that the 'draft' policy, with the suggested changes, will be resubmitted to the Board at the next meeting.</p>	BOT Secretary	Next Meeting
<b>Strategic Planning</b>	<p><b>SWOT Exercise</b></p> <p>The SWOT exercise was postponed again. It was suggested that, going forward, a specific short SWOT focused meeting may be held.</p> <p><b>Report on NAGs (mid-cycle update)</b></p> <p>The mid-cycle report on NAGs was tabled and the Principal gave a verbal overview. NB: The report was written prior to the lockdown.</p> <p>It was moved to accept the NAGs mid-cycle report:  Moved: Kathy Paterson  Seconded: Adam Gard'ner  Ayes given  Carried.</p>		
<b>Principal's Report</b>	<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"> <li>• The change within the SLT – arrival of Jamie L'Huillier. <ul style="list-style-type: none"> <li>○ The Board acknowledged the Mihi Whakatau as a very special event.</li> </ul> </li> <li>• Tana Roxborough's amazing achievements and success.</li> <li>• The huge impact of the sudden closure of J Block and lockdown.</li> <li>• Due to the lockdown, lots of planned activities had to be cancelled.</li> </ul> <p>It was moved to accept the Principal's Report:  Moved: Kathy Paterson  Seconded: Maria Connolly  Ayes given  Carried.</p> <p><b>NCEA Data Analysis 2021 Internals</b></p>	Kathy Paterson	Next Meeting

	<p>The Principal tabled the data and gave a verbal overview.</p> <p>Discussions took place and the following noted:</p> <ul style="list-style-type: none"> <li>• The Māori and Pasifika data is similar to others and isn't of concern at this stage.</li> <li>• All seems to be tracking well.</li> </ul> <p>The Principal confirmed that she is comfortable with the results and progress.</p>		
<p><b>Student's Report</b></p>	<p>Due to the lockdown and some technical difficulties, the Student Trustee's report was not included within the Agenda Pack.</p> <p>The Student Trustee tabled her report and gave a verbal overview. The following noted:</p> <ul style="list-style-type: none"> <li>• J Block Closure: <ul style="list-style-type: none"> <li>○ Students are adjusting to the J Block problem, mainly English classes affected.</li> <li>○ Although the students understand the closure of J Block and resulting changes are for their own safety, some feedback of the replacement areas are of being 'crowded and loud'.</li> <li>○ Despite the challenges, the students are doing ok.</li> </ul> </li> <li>• Lockdown Challenges: <ul style="list-style-type: none"> <li>○ Online learning is going ok. The 9.45 am online start is helpful.</li> <li>○ School tikanga is reflected strongly digitally.</li> <li>○ LHS is coping well with the lockdown through Teams. There are good support systems.</li> <li>○ Less screen time than last lockdown.</li> <li>○ Postponement of NCEA examinations is helpful. The students acknowledge that SI students have missed less school than Auckland region.</li> <li>○ School Council have been helpful, and the school spirit is alive.</li> <li>○ BAYM group is strong in lockdown.</li> <li>○ There are many ways for students to still get involved.</li> <li>○ The 'LHS locked in' Instagram page was mentioned – very good and fun.</li> </ul> </li> </ul> <p>The Student Trustee acknowledged that, taking into account all the circumstances, the students are doing very well.</p> <p>It was moved to accept the Student's Report:  Moved: Poppy Cuthbert  Seconded: Maria Connolly  Ayes given  Carried.</p>	<p>Student Trustee</p>	<p>Next Meeting</p>

<b>MOE School Attendance – Reports</b>	<p><b>MOE Reports: Term 1 2021 (comparisons) and Term 2, 2021 (patterns)</b></p> <p>The Principal tabled the two reports and gave a brief verbal overview. The reports used to be annually and are now sent out each term.</p> <p>The Principal also confirmed that the reports are fine and not an issue for LHS; they reiterate that LHS is similar, if not better, than most Canterbury schools.</p>	N/A	N/A
<b>Planned School Trip Update</b>	<p><b>Far North NZ – April 2022</b></p> <p>The trip update was tabled. Some general discussion took place regarding Alert Level 4 and the possible ongoing future impact on trips in general.</p>	Principal	Next Meeting
<b>MOE – Enrolment Zone</b>	The MOE letter confirming the 2022 enrolment zone was tabled.	N/A	N/A
<b>NZSTA – Vaccinations at school</b>	Some information from NZSTA regarding vaccinations at school was tabled. The Chair gave a verbal overview and stressed that, at this time, it is for information only.	N/A	N/A
<b>Hon Jan Tinetti – Relationships &amp; Sexuality Education</b>	<p>The letter from the Hon Jan Tinetti regarding relationships and sexuality education was tabled.</p> <p>Discussions took place and the Principal and Associate Principal (Marama Lynch) offered clarification as and when required. The following noted:</p> <ul style="list-style-type: none"> <li>• LHS’s school community are already aware of the Relationships &amp; Sexuality Education Programme at LHS. This was done earlier this year and has already been reported to the Board in a previous Principal’s BOT Report.</li> <li>• Every two years, parents are invited to an informal evening to discuss the programme. This is well received.</li> <li>• The Principal acknowledged Debbie Jones (Health Teacher) who oversees the programme and does an exceptional job. She always runs a tight process as per MOE expectations.</li> <li>• The Health and Physical Education staff are always updated with the latest information.</li> </ul>	N/A	N/A
<b>MOE – COVID-19 Reimbursement Claim</b>	The MOE letter confirming there will be no reimbursement associated with COVID-19 staffing/day reliever costs was tabled. All acknowledged the matter is now closed.	N/A	N/A
<b>Other Correspondence</b>	The summary was tabled.	N/A	N/A

<b>Property</b>	<p><b>Property Report</b> Andrew Marshall tabled the report and gave a verbal overview, including:</p> <ul style="list-style-type: none"> <li>• The new J Block divider wall is installed. However, due to the unexpected closure of J Block, will be of no use.</li> <li>• Boiler Removal – LHS have now received confirmation that the boiler is on the current MOE’s Coal Boiler Replacement Programme list for 2023. However, due to the redevelopment plan (and J Block issues) it will not be a priority. It is now part of the redevelopment timeline.</li> <li>• The new planned location for the K Block toilets sink will work better for all.</li> <li>• J block – the decision of whether J Block is repaired or demolished is expecting sooner that stated in the Property Report. Hopefully due within the next two weeks.</li> <li>• Hall – the assessment report on the Hall is expected within the next week or so. The result of this will impact on the redevelopment plan.</li> </ul> <p>Further discussions were had and the following noted:</p> <ul style="list-style-type: none"> <li>• Masterplan options. It was agreed that the actual masterplan will be circulated to the BOT within the next few days.</li> <li>• Relocatable buildings - care needs to be taken on their location as they may have to be used for future roll growth.</li> <li>• The ‘temporary’ relocatable buildings (6 modular and 2 former CU buildings) do not replace all the space lost from J Block and discussions with the MOE are still ongoing.</li> <li>• As J Block failing is not the school’s fault – the Board and school believe it should not impact on the masterplan budget.</li> <li>• The wellbeing of the school (staff and students) should be a priority and this needs to be stressed to the MOE.</li> </ul> <p>It was moved to accept the Property report: Moved: Andrew Marshall Seconded: Ben Olijkan Ayes given Carried.</p>	Andrew Marshall	Next Meeting
<b>Resolution to take a break</b>	The Chairperson proposed the Board take a break at 7.28 pm.		
<b>The meeting resumed at pm</b>	7.35 pm.		
<b>In Committee</b>	<p>It was moved by Adrian Paterson at 7.36 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> </ol>	Relevant documents tabled and	



	<p>4. Student Matters 5. Staff Matters 6. Staff Award</p> <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>	<p>verbal reports given by Adrian Paterson and Kathy Paterson</p>	
<b>Resolution to move out of committee</b>	<p>The Chairperson proposed the Board move out of Committee at 8.04 pm: Moved: Chairperson Carried.</p>		
<b>Meeting Closed</b>	<p>8.04 pm.</p>		
<b>Next Meeting</b>	<p>Monday 27 September 2021 at 6 pm.</p>		

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

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