

Lincoln High School Board of Trustees

Minutes of the Meeting held on Monday 6 December 2021 at 6 pm.

- Present:** Adrian Paterson (Chairperson), Kathy Paterson, Troy Landrebe, Ben Olijkan, Adam Gard’ner, Maria Connolly and Bobbie Hira.
- Apologies:** Andrew Marshall for lateness.
- In Attendance:** Blair Johnstone (Associate Principal), Marama Lynch (Associate Principal), Mitzi Ajero (Finance Manager) and Carol Greenwood (Secretary).
- Introductions:** Blair Johnstone - We will now start each meeting with a Karakia, which will go out with BOT packs in 2022 so everyone can familiarize themselves with this. Introductions from around the table were then shared.
- Welcome:** Adrian Paterson welcomed everyone.
- Minutes:** **8 November 2021 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
Ayes given
Carried.
- Disclosure of Interest:** No changes.

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 October 2021 The above financial reports were tabled by Adrian Paterson who gave a verbal outline.</p> <p>General discussions took place and then it was moved to accept the Finance Reports: Moved: Adrian Paterson Ayes given Carried.</p> <p>2022 Draft Budget The proposed budget was tabled, and discussions were held, and the Finance manager offered clarification to queries. It was then moved to accept and approve the Draft Budget for 2022:</p>	Adrian Paterson	Next Meeting

	<p>Moved: Ben Olijkan Seconded: Troy Landrebe Ayes given Carried.</p> <p>Finance Committee Motion The proposed Cashless Payment System was tabled, and discussion held.</p> <p>It was then moved to accept and approve the Cashless Payment System to be implemented in 2022: Moved: Ben Olijkan Seconded: Andrew Marshall Ayes given Carried.</p> <p>Mitzi Ajero was then thanked for all her hard work over the year and left the meeting at 6:40pm</p>		
Health & Safety	<p>H&S Toolkit Data and Graphs The Health & Safety Toolkit and Graphs were tabled, and discussions had.</p> <p>It was then moved to accept the H & S Data and Graphs: Moved: Adrian Paterson Ayes given Carried.</p>	Principal	Next Meeting
Self-Review	<p>Policies for Review</p> <p>1. Online Publication of Student Images and Work Policy (resubmitted) An updated version of the above policy was tabled. Discussions took place and the following was noted to be followed up on and updated.</p> <ul style="list-style-type: none"> • Page 2 update to include Staff (Kathy Paterson to follow up). • Review timeline to every two years. <p>2. Staff Performance Management System Policy A tracked version of the above policy was tabled, and discussion took place. The following changes were suggested:</p> <ul style="list-style-type: none"> • 2.e to include "Principals Nominee". • Grammar "teacher/s to become Teacher/s". <p>It was then moved to accept and approve, with the changes, the above policies: Moved: Maria Connelly Seconded: Adam Gard'ner Ayes given Carried.</p>	Principal	Next Meeting

<p>Strategic Planning</p>	<p>a. SWOT Analysis: BOT SWOT Analysis Teachers' SWOT Strengths Teachers' SWOT Weaknesses The report for the above analysis was tabled and discussions were held.</p> <p>b. Self Review: Personnel Compliance Report 2021 Kathy Paterson compiled this report, required to be completed each year.</p> <p>It was moved that the above reports be approved and accepted: Moved: Kathy Paterson Seconded: Troy Landrebe Ayes given Carried.</p> <p>c. Strategic Planning: i. Financial Strategies 2020 to 2022 The report for the above strategy was tabled and discussions were held. It was moved to accept and approve the reviewed Financial Strategies 2020 to 2022 report from the Finance Committee: Moved: Adrian Paterson Ayes given Carried.</p> <p>ii. Property Strategies The report for the above strategy was tabled and discussions were held. It was moved to accept and approve the reviewed Property Strategies report from the Property Committee: Moved: Adrian Paterson Ayes given Carried.</p> <p>iii. Self Review Plan The report for the above strategy was tabled and discussions were held. It was moved to accept and approve the Self Review plan outline for 2022: Moved: Adrian Paterson Ayes given Carried.</p> <p>iv. 2022 BOT Tasks by month: The report for the above was tabled and discussions were held. The following comments were noted:</p> <ul style="list-style-type: none"> • This is a 5-year document so is not reviewed each year. 		
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	<ul style="list-style-type: none"> SWOT analysis and HOLA information reviewed in February each year at a dedicated meeting. <p>It was moved to accept the above schedule: Moved: Adrian Paterson Ayes given Carried.</p> <p>v. & vi. 2022 Policy Schedule: The above schedules were tabled. It was moved to accept and approve the above schedules: 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"> Year 9 enrolments are strong. Graduation went extremely well in revised format with live stream to families. Successful CPR courses for Year 9 and 10 students sponsored by ACC, ASB and St Johns. <p>It was moved to accept the Principal's Report: Moved: Kathy Paterson Seconded: Troy Landrebe Ayes given Carried.</p>	Kathy Paterson	Next Meeting
Student's Report	<p>Bobbie Hira tabled her report and gave a verbal outline.</p> <ul style="list-style-type: none"> Council and Head Students voting process very positive. 2022 team is very excited. Graduation was a highlight. Big jump from no Level 1 last year to Level 2 this year. Derived Grade exams were practice for EOY exams. <p>It was moved to accept the Student's Report: Moved: Bobbie Hira Seconded: Adam Gard'ner Ayes given Carried.</p>	N/A	N/A
Resolution to take a break	The Chairperson proposed the Board take a break at 7:35pm.		
The meeting resumed at 7:40pm.			

Tabled Only	The following documents were tabled: a. SPC – needs based model for Secondary Staffing. b. ARFNZ – Vaping in NZ. c. Marian College Enrolment Scheme 2021.		
General Business	Trip Update: <ul style="list-style-type: none"> Social Sciences - NZ Far North – April 2022 – it was noted that at this point it will not be going ahead unless the Covid situation dramatically changes. 		
Correspondence for Consideration	None received.		
Other Correspondence	The summary was tabled.	N/A	N/A
Property	Property Report Andrew Marshall tabled the report and gave a verbal overview, including: <ul style="list-style-type: none"> Boundary Road car parking development over holiday break. Port a com acoustics nearly complete. A block quad landscaping to start as soon as possible. Start of Term 2 for completion of modular buildings for admin, SLT and staffroom. <p>It was moved to accept the Property report: Moved: Andrew Marshall Seconded: Troy Landrebe Ayes given Carried.</p>	Andrew Marshall	Next Meeting
In Committee	It was moved by Adrian Paterson at 8:05 pm that the public be excluded from the following part of the proceeding of this meeting: <ol style="list-style-type: none"> Minutes from previous meeting Alternative Education Students Stand downs and suspensions Student Matters Staff Matters 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 8:20 pm: Moved: Chairperson Carried.		
Meeting Closed	8:20 pm.		
Next Meeting	Monday 14 February 2022 at 6pm – HOLAs' Data Presentation and SP Meeting.		

Chairperson: _____

Dated: _____