

## **Lincoln High School Board of Trustees**

### **Minutes of the Meeting held on**

### **Monday 22 February 2021 at 6 pm.**

**Present:** Adrian Paterson (Chairperson), Kathy Paterson, Andrew Marshall, Troy Landrebe, Adam Gard'ner, Maria Connolly and Poppy Cuthbert. Adam Gard'ner left at 7.03 pm and returned at 8.08 pm.

**Apologies:** Ben Olijkan

**In Attendance:** Stephen Rout (Associated Principal), Mitzi Ajero (Finance Manager) Tony Melton (Deputy Principal) and Tracy Roberts (Secretary).

**Welcome:** Adrian Paterson welcomed everyone and handed the meeting over to the Secretary for the election of officers.

**Election of Officers:** **BOT Chair**  
Adrian Paterson was nominated and elected unopposed as Board Chair:  
Nominated: Troy Landrebe  
Seconded: Adam Gard'ner  
Secretary asked if all was in agreement – Ayes given  
Carried.

**Deputy Chair**  
Andrew Marshall was nominated and elected unopposed as Deputy Chair:  
Nominated: Maria Connolly  
Seconded: Troy Landrebe  
Ayes given.  
Carried.

**Board Committees**  
Discussions took place regarding the Board Committees and it was agreed that the committees would stay as per 2020.  
It was also agreed that the Sustainability Committee needed to be reinvented.

**Minutes:** **Monday 30 November 2020 Minutes:**  
It was moved the Minutes of the 30 November 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.

**Demonstration:** During the meeting Stephen Rout circulated a printout on how to access the BOT Team via TEAMS.

## Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
<b>Held Over</b>	None.		
<b>Financial</b>	<p><b>Financial Report and Management Summary Report – for period ended 31.12.2020 – first draft</b> The above financial reports were tabled by Adrian Paterson.</p> <p>The Finance Manager gave a verbal overview and confirmed that the deficit is currently sitting at approximately \$127,000. And the revised budget’s yearly deficit is expected to be around \$300,000.</p> <p>General discussions took place and then it was moved to accept the above Financial Reports: Moved: Adrian Paterson Ayes given Carried.</p> <p><b>Digital Transformation of Payment Processing</b> The Finance Manager informed the Board that payment processing has now moved to a paperless process involving Xero. Discussions took place and the following noted:</p> <ul style="list-style-type: none"> <li>• The new system allows for remote access/work.</li> <li>• Budget holders are on board.</li> <li>• An electronic version of the invoice is visible.</li> </ul> <p>The Principal confirmed the new system is working well.</p> <p>The Finance Manager left the meeting at 6.11 pm.</p>	Adrian Paterson	Next Meeting
<b>Strategic Planning</b>	<p><b>(Carried over from the cancelled SP Meeting due to Alert L2)</b></p> <p><b>Governance Structure Policy</b> The Board Chair tabled the policy and discussions took place.</p> <p>It was then moved to accept, and continue with it as is: Moved: Adrian Paterson Ayes given Carried.</p> <p><b>2020 Personnel Compliance Report</b> The Board Chair tabled the report.</p> <p>Discussions took place and the Principal informed the Board that:</p> <ul style="list-style-type: none"> <li>• Not all staff appointment interviews are done by her. Some are delegated to another member of the SLT (relevance and streamlined). The delegated interviewer consults with the Principal before a final appointment decision is made.</li> <li>• Due to COVID19 last year, the EEO survey did not get done. It has been planned to do it earlier in the year.</li> </ul>	N/A	N/A

	<p>It was moved to accept the 2020 Personnel Compliance Report:  Moved: Kathy Paterson  Seconded: Troy Landrebe  Ayes given  Carried.</p> <p><b>Roll Data 2020/2021</b>  The above was tabled for the Board’s information only. Discussions took place and the Principal gave clarification on Management Units (MUs) and Middle Management Allowances (MMAs) and how the school roll affects the allocation of them – lower roll, less units/allowances. A school roll of over 1400 allows more units/allowances to be allocated.</p> <p>The Principal also raised her concerns around the possible impact of the second high school in Rolleston if LHS zoning around Broadfield and Springston changes.</p> <p><b>2021 Draft Charter</b>  The 2021 draft Charter was tabled, including:</p> <p><b>Financial Strategies 2020 to 2022</b>  An amended draft version was tabled, detailed discussions were had, and the following changes suggested:</p> <ul style="list-style-type: none"> <li>• Item 3e): To read ‘Responsibly managing investment funds’.</li> <li>• Item 3f): To be removed.</li> </ul> <p><b>Property Strategies 2020 to 2022</b>  An amended draft version was tabled, discussions took place.</p> <p>It was then moved that the above two documents (Financial Strategies and Property Strategies) be approved and accepted with the changes:  Moved: Adrian Paterson  Ayes given  Carried.</p> <p><b>Interim 2020 NCEA Results</b>  The Interim 2020 NCEA results were tabled and the Principal gave some verbal information about them. Discussions took place and the Principal offered clarification as and when required.</p> <p><b>Report on 2020 NAGS</b>  The report on 2020 NAGs was tabled. Detailed discussions took place and the following noted:</p> <ul style="list-style-type: none"> <li>• The paragraph above NAG 2 is incomplete.</li> <li>• Students are still doing numeracy and literacy and having assessments, but no credits assigned to 2020 results.</li> </ul>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>
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	<ul style="list-style-type: none"> <li>Yr 11s are having more teaching/learning time in preparation for L2.</li> </ul> <p>The Principal informed the Board of the review of the cellphone protocols (no cellphone in class) and confirmed that it was going well. The Principal also confirmed that cellphones and iPads are not to be used as class devices.</p> <p>It was then moved to accept the report on 2020 NAGs:  Moved: Kathy Paterson  Seconded: Andrew Marshall  Ayes given  Carried.</p> <p><b>2021 Self-review Plan</b>  The Self-review Plan was tabled.</p> <p>It was then moved to accept the 2021 Self-review Plan:  Moved: Adrian Paterson  Ayes given  Carried.</p> <p><b>2021 BOT Tasks by Month</b>  An amended 2021 BOT Tasks by Month was tabled.</p> <p>It was then moved to accept the 2021 BOT Tasks by Month:  Moved: Adrian Paterson  Ayes given  Carried.</p> <p><b>2021 Policy Schedule</b>  The 2021 Policy Schedule was tabled.</p> <p>It was then moved to accept the 2021 Policy Schedule:  Moved: Adrian Paterson  Ayes given  Carried.</p>	N/A	N/A
<b>Stephen Rout</b>	Left the meeting at 6.58 pm.		
<b>Adam Gard'ner</b>	Left the meeting at 7.03 pm and may return later.		
	<p>The Principal confirmed that the Charter goals are aspirational. The Principal also brought to the Board's attention some changes the SLT would like to propose and is still being worked on:</p> <ul style="list-style-type: none"> <li>Take four goals and make into three: <ul style="list-style-type: none"> <li>Goal 1 to stay and include Digital Literacies.</li> <li>Goal 2 relating to global competencies to go as is now fully embedded in all things.</li> <li>Goal 3 to become the new Goal 2.</li> </ul> </li> </ul>		

	<ul style="list-style-type: none"> <li>○ Goal 4 to become the new Goal 3. (The Kāhui Ako target in Goal 2 is moved to the new Goal 3.)</li> </ul> <p>The Board agreed with and support the proposed changes.</p> <p>The Principal also verbally confirmed that the Analysis of Variance had been completed and tabled an updated version.</p> <p>It was then moved to accept the 2021 Charter, with the proposed changes: Moved: Kathy Paterson Seconded: Maria Connolly Ayes given Carried.</p> <p><b>Annual Targets</b> The Principal proposed targets around L2 and expectations for Yr 12 students:</p> <ul style="list-style-type: none"> <li>• Achievement level of L2.</li> <li>• Increasing UE.</li> <li>• Record of graphs of Māori males and leavers will be kept. <ul style="list-style-type: none"> <li>○ The 120% to be removed from the bar graphs.</li> </ul> </li> <li>• All students to achieve L2.</li> </ul> <p>Discussions were had and the Board agreed to the new proposal.</p>	N/A	N/A
<b>Strategic Planning Meeting</b>	<p><b>SWOT Exercise and HOLAs' Data Presentation</b></p> <p>The Principal asked for a new date for the above. Discussions took place and Monday 1 March 2021 was suggested. The Principal to confirm.</p>	Principal	ASAP
<b>Health &amp; Safety</b>	<p><b>H&amp;S Toolkit data and graphs</b></p> <p>The H&amp;S data and graphs were tabled.</p> <p>It was then moved to accept the H&amp;S Data and Graphs: Moved: Adrian Ayes give Carried.</p> <p><b>Managing Health &amp; Safety effectively in schools - article</b></p> <p>The above article was tabled, and all agreed it was an interesting one. The Principal confirmed that the article had been circulated to all relevant people as a reminder.</p>	Principal	Next Meeting
<b>Self-Review</b>	<p><b>Smoke Free &amp; Vape Free Policy</b></p> <p>The above policy was resubmitted, and it was moved to accept the Smoke Free &amp; Vape Free Policy: Moved: Adrian Paterson</p>	N/A	N/A

	<p>Ayes given Carried.</p> <p><b>Sports, Academic &amp; Culture Fund Transactions</b> The above report was tabled by the Principal and some brief discussion took place.</p> <p>It was moved to accept the report: Moved: Kathy Paterson Seconded: Troy Landrebe Ayes given Carried.</p>	N/A	N/A
<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 noted:</p> <ul style="list-style-type: none"> <li>• Update re number of students. Now 1370 not 1380.</li> <li>• No further update has been received from the MOE regarding changes relating to the Kāhui Ako.</li> <li>• The Kāhui Ako/BOT/Principals Get together is next Thursday. Aiming to have 2 such get togethers a year.</li> <li>• COVID-19 – latest alert change – the cleaners responded quickly.</li> </ul> <p>It was moved to accept the Principal's Report: Moved: Kathy Paterson Seconded: Andrew Marshall Ayes given Carried.</p>	Kathy Paterson	Next Meeting
<b>Student's Report</b>	<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"> <li>• The new rules around no cellphone use in class has had a positive impact.</li> <li>• The Clubs Day was as successful as last years and is a great opportunity.</li> <li>• The Head Students and Council have started well – lots of determination and enthusiasm.</li> <li>• Timeframe timeline regarding the 'E Block' space was confirmed – it must be finished this year, due to funding restrictions.</li> </ul> <p>It was moved to accept the Student's Report: Moved: Poppy Cuthbert Seconded: Troy Landrebe Ayes given Carried.</p>	N/A	N/A
<b>Resolution to take a break</b>	The Chairperson proposed the Board take a break at 7.23 pm.		

<b>The meeting resumed at 7.34 pm</b>	Stephen Rout returned to the meeting.		
<b>School Student Management Systems – privacy &amp; security discovery exercise.</b>	This information was tabled for the Board’s information only.	N/A	N/A
<b>Everyday Matters – Supplementary Attendance Report Term 2, 2020</b>	The Principal tabled the report.	N/A	N/A
<b>Boys’ Schools – Voluntary Donations: Article from NZ Herald</b>	Extracts from the NZ Herald article were tabled, and the Principal gave a verbal overview.  Discussions took place and it was confirmed that LHS’s school donation is reviewed annually.	N/A	N/A
<b>Planned Trips Updates</b>	There were no Trip Updates tabled: <ul style="list-style-type: none"> <li>• Ecuador and Galapagos – December 2021 <ul style="list-style-type: none"> <li>○ An update is due at the next BOT meeting.</li> </ul> </li> <li>• Social Sciences - NZ Far North – April 2021 <ul style="list-style-type: none"> <li>○ On hold. Plan to offer in 2022.</li> </ul> </li> </ul>	Principal	Next Meeting
<b>Selwyn Sounds</b>	Stephen Rout shared some verbal information relating to the campervans parking reservations received – over 200. This is a significant fundraising opportunity for school groups (eg sports, futsal, touch, Ki-0-Rahi).	N/A	N/A
<b>Correspondence for Consideration</b>	None received.	N/A	N/A
<b>Other Correspondence</b>	The summary was tabled.	N/A	N/A
<b>Property</b>	<b>Property Report</b> No Property Report was tabled. Andrew Marshall confirmed there was nothing in particular to report on.	Andrew Marshall	Next Meeting
<b>In Committee</b>	It was moved by Adrian Paterson at 7.43 pm that the public be excluded from the following part of the proceeding of this meeting: <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> <li>4. Future Secondary Education Provision</li> <li>5. Student Matters</li> <li>6. Staff Matters</li> <li>7. Staff Award</li> </ol>	Relevant documents tabled and verbal reports given by Adrian Paterson and	

	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.	Kathy Paterson	
<b>Resolution to move out of committee</b>	The Chairperson proposed the Board move out of Committee at 8.42 pm: Moved: Chairperson Carried.		
<b>Meeting Closed</b>	8.43 pm.		
<b>Next Meeting</b>	Monday 29 March 2021 at 6 pm.		

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

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