

Lincoln High School Board of Trustees Minutes of the Meeting held on Monday 28 June 2021 at 6 pm.

- Present:** Andrew Marshall (Acting Chairperson), Kathy Paterson, Troy Landrebe, Adam Gard’ner and Maria Connolly. Ben Olijkan arrived at 6.36 pm.
- Apologies:** Adrian Paterson (Chairperson) and Poppy Cuthbert.
- In Attendance:** Stephen Rout (Associate Principal), Mitzi Ajero (Finance Manager), Kimberly Vernall and Tracy Roberts (Secretary).
- Welcome:** Andrew Marshall welcomed everyone and introduced Kimberly to the Board.
- Minutes:** **Monday 31 May 2021 Minutes:**
It was moved the Minutes of the above meeting be taken as read and accepted as a true and accurate record:
Moved: Andrew Marshall
Seconded: Adam Gard’ner
Ayes given
Carried.
- Disclosure of Interest:** No changes.
- Presentation:** At the beginning of the meeting, Kimberly Vernall gave a PowerPoint presentation on the Digital Curriculum/Citizenship which is compulsory from Year 1 to Year 10. Her presentation included information relating to: the requirements from the MOE, in-house processes regarding Learning Areas and resources, Computational Thinking (CT), Designing and Developing Digital Outcomes (DDDO), for the Digital Curriculum key things, progress outcomes and goals.
- During her presentation Kimberly particularly expanded on two areas:
- CT: Breaking down, step by step; how things happen; identifying patterns; how to debug and file management.
 - DDDO: Learning how to design quality, fit for purpose digital solutions.
- The presentation was very well received, and the Board thanked Kimberly who then left the meeting at 6.34 pm.

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
Held Over	SWOT Exercise (Strategic Planning).	BOT Chair	August Meeting

<p>Financial</p>	<p>Financial Report and Management Summary Report – for period ended 31 May 2021</p> <p>The above financial reports were tabled by Andrew Marshall. The Finance Manager gave a verbal overview and general discussions took place.</p> <p>It was moved to accept the Finance Reports: Moved: Andrew Marshall Seconded: Ben Olijkan Ayes give Carried.</p> <p>Finance Committee Motion a. 2021 Revised Budget</p> <p>The 2021 Revised Budget was tabled, and the Finance Manager gave a verbal overview. Discussions took place.</p> <p>It was then moved to accept and approve the 2021 Revised Budget: Moved: Ben Olijkan Seconded: Andrew Marshall Ayes given Carried.</p> <p>The Finance Manager then left the meeting at 6.41 pm.</p> <p>The Principal informed the Board that a school van had been purchased.</p>	<p>Adrian Paterson</p>	<p>Next Meeting</p>
<p>Health & Safety</p>	<p>H&S Toolkit and Graphs</p> <p>The Health & Safety Toolkit and graphs were tabled. Some discussion took place and the following noted:</p> <ul style="list-style-type: none"> • All agreed that the current system of reporting offsite students’ sporting injuries is appropriate. • The Principal confirmed that the ERO self-review includes a review of the H&S data. <p>Adam Gard’ner left the meeting at 6.52 pm.</p> <p>The Principal was asked to seek clarification regarding ‘lost time injury’ reporting obligations within the education sector.</p> <p>It was then moved to accept the H&S Data and Graphs: Moved: Troy Landrebe Seconded: Ben Olijkan Ayes given Carried.</p>	<p>Principal</p>	<p>ASAP</p>

Self-Review	<p>Delegated Authorities Policy This policy was resubmitted to the Board with suggested changes relating to the BOT Chair/Principal and media contact.</p> <p>Following discussions, it was moved to accept and approve the policy, with the suggested changes: Moved: Kathy Paterson Seconded: Andrew Marshall Ayes given Carried.</p>		
Strategic Planning	The SWOT exercise was postponed until the next BOT meeting so that the full Board can participate.	Chairperson	Next Meeting
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 Addams Family Production: <ul style="list-style-type: none"> ○ The Board acknowledged how stunning and very professional the production was. ○ The Principal informed the Board of a recent sound system failure and the very kind donation from a parent that enabled a replacement system to be purchased. • The Principal verbally shared some information relating to sport and informed the Board of a new Sporty website due to be launched. <p>It was moved to accept the Principal's Report: Moved: Kathy Paterson Seconded: Troy Landrebe Ayes given Carried.</p> <p>NCEA Data Analysis 2021 Internals The Principal tabled the data and gave a verbal overview. Discussions took place and the following noted:</p> <ul style="list-style-type: none"> • Attendance Y axis = periods per week. • The Principal will look into the monitoring of UE Literacy. 	Kathy Paterson	Next Meeting
Student's Report	No report.	N/A	N/A
Student Trustee Election – Returning Officer	<p>It was moved to appoint Blair Johnstone as the Returning Officer for the upcoming Student Trustee elections: Moved: Andrew Marshall Seconded: Maria Connolly Ayes given Carried.</p>	N/A	N/A

OIA Request	How animals are used by schools in NZ survey The Principal shared some verbal information and confirmed that this has been done by the HOLA Science.	N/A	N/A
Trip Proposal	Far North NZ Trip The proposal was tabled, and discussions were had. All acknowledged the ‘... fantastic ...’ trip proposal but expressed a little concern about the very tight itinerary. It was then moved to accept and approve the Far North NZ Trip: Moved: Maria Connolly Seconded: Ben Olijkan Ayes given Carried.	N/A	N/A
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. Discussions took place and the following noted: <ul style="list-style-type: none"> • With regard to future building works, it is very important to ensure that the square metreage and entitlement match. • Relating to J Block, it is the Board’s belief that the leaky building repair costs should be from a different funding source to the rebuild funding source. It was moved to accept the Property report: Moved: Andrew Marshall Seconded: Troy Landrebe Ayes given Carried.	Andrew Marshall	Next Meeting
Resolution to take a break	The Chairperson proposed the Board take a break at 7.37 pm.		
The meeting resumed at 7.43 pm			
In Committee	It was moved by Andrew Marshall 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"> 1. Minutes from previous meeting 2. Alternative Education Students 3. Stand downs and suspensions 4. BAYM Programme 5. Student Matters 6. Staff Matters 7. Staff Award 	Relevant documents tabled and verbal reports given by Andrew Marshall 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	
Resolution to move out of committee	The Chairperson proposed the Board move out of Committee at 9.21 pm: Moved: Chairperson Carried.		
New SLT Welcome	The Principal informed the Board that there will be a mihi whakatau for Jamie L’Huillier (new DP) on first day of next term (26 July 2021) at 8.15 am in Wai Ora. The BOT are welcome to attend.	N/A	N/A
Associate Principal – Stephen Rout	Andrew Marshall, on behalf of the Board, sincerely thanked Stephen Rout for his commitment, dedication, and support, over many years, to the school, students and their whānau, and staff. All acknowledged this and wished Stephen well for the future. Stephen Rout thanked the Board for their kind words.	N/A	N/A
Meeting Closed	9.25 pm.		
Next Meeting	Monday 30 August 2021 at 6 pm.		

Chairperson: _____

Dated: _____