

Lincoln High School Board of Trustees

Minutes of the Meeting held on Monday 29 March 2021 at 6 pm.

Present: Adrian Paterson (Chairperson), Kathy Paterson, Andrew Marshall, Troy Landrebe, Ben Olijkan, Maria Connolly and Poppy Cuthbert.

Apologies: Adam Gard'ner.

In Attendance: Stephen Rout (Associate Principal), Mitzi Ajero (Finance Manager) Blair Johnstone (Deputy Principal), Bronwyn Hooper (Teacher) and Tracy Roberts (Secretary).

Welcome: Adrian Paterson welcomed everyone.

Presentation: At the beginning of the meeting, Blair Johnstone and Bronwyn Hooper gave a PowerPoint presentation on Te Tiriti o Waitangi (The Treaty of Waitangi) which is the foundational document for Aotearoa-New Zealand. The presentation included information relating to:

- Te Tiriti o Waitangi's historical, background.
- The Principles of Te Tiriti o Waitangi and the NZ Curriculum under the three Ps:
 - Partnership, Protection and Participation.
- Cultural Narrative.
- LHS's relationship with te Taumutu Rūnunga.

A brief question and answer session followed, and Blair Johnstone explained that he would be happy to meet with the Board again for further discussions/clarification.

The presentation was very well received, and the Board thanked Blair and Bronwyn who then left the meeting at 6.35 pm.

Minutes: **Monday 22 February 2021 Minutes:**
It was moved the Minutes of the 22 February 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	None.		
Financial	Financial Report and Management Summary Report – for period 01.01.2021 to 28.02.2021 – first draft and 2021 Annual Budget Deficit Adjustments	Adrian Paterson	Next Meeting

The above financial reports were tabled by Adrian Paterson who gave a verbal outline and then handed over to the Finance Manager who verbally highlighted some information, including:

- The surplus shown of \$82000 is only for a 2 month period.
- Following adjustments, the annual budgeted deficit will change from \$474,000 to \$610,000.
 - Biggest impact is the fewer international students resulting in much less associated income.
 - Last year the MOE made a payment relating to COVID-19 and loss of international student funds. Nothing this year, so far.
 - Depreciation write-off regarding E-block removal unexpected.
 - Reduced roll.

Discussions took place and all agreed that COVID-19 and its impact is beyond the school's control. It was also noted that it is hoped and expected that the school roll should now continue to grow again to at least over the 1400 mark.

It was then moved to accept the above Finance Reports and the adjusted budget net deficit (of \$610,000) for the 2021 Annual Budget:

Moved: Ben Olijkan

Seconded: Kathy Paterson

Ayes given

Carried.

Uniform Price Increase

The uniform price increase proposal was tabled, and the Finance Manager gave a verbal overview of the rationale behind the increase. Some general discussions were had and the following noted:

- Terminology to be amended then the prices and information to be available online.
 - Ben Olijkan offered to help with the online process.

It was then moved to accept and approve the uniform price increase, with effect from 1 May 2021:

Moved: Ben Olijkan

Seconded: Troy Landrebe

Ayes given

Carried.

2022 Parent Donations Increase

The parent donation price increase was tabled, and the Finance Manager gave a verbal overview. Some discussion followed.

It was then moved to accept and approve the 2022 parent donations as follows:

	<ul style="list-style-type: none"> • Individual from \$165 to \$180 • Family from \$270 to \$290 <p>Moved: Ben Olijkan Seconded: Maria Connolly Ayes given Carried.</p> <p>The Finance Manager then left the meeting at 6.57 pm.</p>		
Health & Safety	<p>H&S Toolkit Data and Graphs The H&S data and graphs were tabled.</p> <p>Maria Connolly informed the Board that:</p> <ul style="list-style-type: none"> • She, and two others, had recently attended a H&S training course which was very useful. • She had also recently attended a LHS H&S meeting and confirmed that it was robust and active. <p>Some general discussions took place and the following noted:</p> <ul style="list-style-type: none"> • The Principal is working on receiving regular centralized reports from the different departments. • All agreed on the importance of identifying potential hazards and near-misses. <p>It was moved to accept the H&S Data and Graphs: Moved: Kathy Paterson Seconded: Andrew Marshall Ayes given Carried.</p>	Principal	Next Meeting
Self-Review	<p>Delegated Authorities Policy – Annually Reviewed The above policy was tabled, and discussions were had, and it was agreed that reference to the Policy which included media releases/contact would be added under the ‘See also’ section.</p> <p>It was then moved to accept the amended Delegated Authorities Policy: Moved: Adrian Paterson Ayes given Carried.</p> <p>Physical Restraint Draft Policy The Principal tabled the above draft policy with some amendments and gave a verbal overview. Discussions were had and the following additional changes suggested:</p> <ul style="list-style-type: none"> • Re Rationale – last sentence to read ‘... can put this safety at imminent harm and that ...’. • Re Policy – first bullet point, last sentence to read ‘... emotional safety is at imminent harm.’ 		

	<p>It was then moved to accept and approve the Physical Restraint Policy with the suggested changes and with the removal of the word 'draft' from the title: Moved: Ben Olijkan Seconded: Andrew Marshall Ayes given Carried.</p> <p>It was also agreed that this policy would be reviewed annually.</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 noted:</p> <ul style="list-style-type: none"> • Musical Showcase evening (fundraiser) was delightful and a huge success. • International student numbers likely to reduce to 14 within the near future. • The Rotary Young Driver Awareness (RYDA) day was another successful event. • Kī-o-Rahi team did very well in the recent Secondary Schools' Championships. They will attend the NZSS Championships in April. • Other Selwyn secondary schools' Head Students have been invited to LHS to meet, greet and share ideas/experiences. • The Principal informed the Board that family consent has been given for physical contact by staff and a student (ie linking arms). The Principal verbally shared some information. <p>It was moved to accept the Principal's Report: Moved: Kathy Paterson Seconded: Troy Landrebe Ayes given Carried.</p> <p>Updated Provisional Results & Leaver Data The Principal tabled the updated results and data. Discussions were had and it was agreed, that going forward, Rolleston School data would be included in the comparative data section.</p>	Kathy Paterson	Next Meeting
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"> • E Block planning - Poppy will make contact with some students to determine which area they would like to sit. <p>It was moved to accept the Student's Report: Moved: Poppy Cuthbert Seconded: Ben Olijkan Ayes given Carried.</p>	N/A	N/A

Resolution to take a break	The Chairperson proposed the Board take a break at 7.35 pm.		
The meeting resumed at 7.42 pm			
2021 Charter	A link to the final 2021 Charter was circulated to the Board prior to the meeting – for information purposes only. No discussions were had.	N/A	N/A
Rātā Foundation Application	<p>Re: Building Awesome Young Men (BAYM) 2021 Programme</p> <p>A resolution to ask the Board to support an application to the Rātā Foundation was tabled. Discussions were had.</p> <p>It was then moved to support an application to the Rātā Foundation for \$25000 for the BAYM 2021 programme to go towards subsidizing costs for students: Moved: Adrian Paterson Ayes given Carried.</p>	N/A	N/A
Correspondence for Consideration	None received.	N/A	N/A
Other Correspondence	<p>The summary was tabled.</p> <p>For information purposes only, the Board Chair tabled some NZSTA News booklets and a copy of the New Zealand’s Education Delusion book by Briar Lipson.</p>	N/A	N/A
Property	<p>Property Report</p> <p>Andrew Marshall tabled the report and gave a verbal overview, and some general discussions took place.</p> <p>It was then moved to accept the Property report: Moved: Andrew Marshall Seconded: Ben Olijkan Ayes given Carried.</p>	Andrew Marshall	Next Meeting
Presentation to the BOT Chair	<p>On behalf of the Lincoln High and Lincoln Primary Boards, Andrew Marshall presented the BOT Chair, Adrian Paterson, with a NZSTA Long Service Award.</p> <p>The Long Service Award is in acknowledgement of the commitment and dedication of Adrian Paterson to school governance through 14 years on the school boards of Lincoln Primary School (2006 – 2017) and Lincoln High School (2013 – 2020).</p> <p>The Board congratulated and thanked Adrian Paterson for his continued service.</p>	N/A	N/A

In Committee	<p>It was moved by Adrian Paterson at 8.02 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. Student Matters 5. Staff Matters 6. 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 8.59 pm: Moved: Chairperson Carried.</p>		
Meeting Closed	9 pm.		
Next Meeting	Monday 31 May 2021 at 6 pm		

Chairperson: _____

Dated: _____