

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

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

### **Monday 31 May 2021 at 6 pm.**

**Present:** Adrian Paterson (Chairperson), Kathy Paterson, Andrew Marshall, Troy Landrebe, Ben Olijkan, Maria Connolly and Poppy Cuthbert. Adam Gard'ner arrived at 6.07 pm.

**Apologies:** Mitzi Ajero (Finance Manager).

**In Attendance:** Stephen Rout (Associate Principal), Willem Tolhoek (HOLA Science), Julie Moor (ERO) and Tracy Roberts (Secretary).

**Welcome:** Adrian Paterson welcomed everyone.

**Minutes:** **29 March 2021 Minutes:**

It was moved the Minutes of the March 29 2021 meeting be taken as read and accepted as a true and accurate record:

Moved: Adrian Paterson

Ayes given

Carried.

**Disclosure of Interest:** No changes.

**Presentations:** **Willem Tolhoek (HOLA Science)**

At the beginning of the meeting, Willem Tolhoek gave a PowerPoint presentation on the Science Department. His presentation included information relating to: vision (move towards getting students to think/act as scientists), professional learning development funding/opportunities, and data evidence of student achievement/improvement.

Willem outlined the next steps around Junior semester courses, culturally responsive performances and Mana ōrite mō te mātauranga Māori. He confirmed that the curriculum context needs to have real meaning.

A question and answer session followed. The presentation was very well received, and the Board thanked Willem who then left the meeting at 6.20 pm.

**Julie Moor (Education Review Office (ERO))**

The Board Chair introduced Julie Moor to the Board. Julie informed the Board that the reason for her visit was to introduce herself as LHS's ERO Evaluation Partner.

Julie gave a verbal overview of the changes involving ERO and, going forward, how schools and their Evaluation Partners will have a longer ongoing relationship to determine how effective the evaluation practices are within schools. The following noted:

- Julie is expected to be with LHS for the next 18 months.
- Julie works with a total of 10 schools.
- BOT still have to sign off; School Self Audit and Assurance Statement (SSAASS).
- Five different sections. LHS will decide how and when to work through them.

- This new way is about working with schools for improvement. It is a more focused look and involves sharing practices and being collaborative.
- ERO indicators are still used.
- The final report will be written by Julie and LHS together.

Julie thanked the Board. The Board Chair thanked Julie who then left the meeting at 6.35 pm.

### Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
Held Over	None.		
Financial	<p><b>Financial Report and Management Summary Report – for period ended 30 April 2021</b> The above financial reports were tabled by Adrian Paterson who gave a verbal outline.</p> <p>General discussions were had, and it was then moved to accept the Finance Reports: Moved: Adrian Paterson Ayes given Carried.</p> <p><b>2021 International Student Fees &amp; 2022 Homestay Weekly Fee</b> A Finance Committee motion was tabled.</p> <p>It was moved to maintain the 2021 international student fees and to increase the homestay weekly fee by \$5 from \$275 to \$280 in 2022: Moved: Adrian Paterson Seconded: Maria Connolly Ayes given Carried.</p> <p><b>School Credit Card Limit Increase</b> A Finance Committee motion was tabled. Some discussion took place and the following noted:</p> <ul style="list-style-type: none"> <li>• Includes new credit cards for the two new Associate Principals.</li> <li>• The Principal and Finance Manager can increase/reduce individual limits online.</li> </ul> <p>It was moved to increase the total credit card limit of the school by \$5000 from \$25000 to \$30000 which is intended to cover the credit card limit of Marama Lynch and Blair Johnstone: Moved: Adrian Paterson Ayes given Carried.</p> <p><b>Amendment to LHS Bank Account Signatories</b> A Finance Committee motion was tabled.</p>	Adrian Paterson	Next Meeting

	<p>It was moved to include Marama Lynch and Blair Johnstone to the authorised signatories of LHS current and savings accounts starting 26 July 2021:  Moved: Adrian Paterson  Seconded: Adam Gardner  Ayes given  Carried.</p> <p><b>Funding of School Trips' Expenses</b>  A Finance Committee motion was tabled. Ben Olijkan gave a verbal overview of the new system to be trialled and the following noted:</p> <ul style="list-style-type: none"> <li>• A temporary credit card would be loaded to cover a trip's costs.</li> <li>• It would help with reconciliation within Xero.</li> </ul> <p>Following discussions it was moved to replace the funding of school trips' expenses from payment through the direct credit to the staff bank account to the credit card option:  Moved: Ben Olijkan  Seconded: Troy Landrebe  Ayes given  Carried.</p>		
<b>Health &amp; Safety</b>	<p><b>H&amp;S Toolkit and Graphs</b>  The Health &amp; Safety Toolkit data and graphs were tabled.</p> <p>It was moved to accept the H&amp;S Toolkit data and graphs:  Moved: Kathy Paterson  Seconded: Ben Olijkan  Ayes given  Carried.</p>		
<b>Self-Review</b>	<p><b>ICT Policy</b>  A tracked version of the Policy was tabled. Kathy Paterson gave a verbal outline of the rationale behind the suggested changes. Discussions were had and some changes were agreed upon:</p> <ul style="list-style-type: none"> <li>• Re 2<sup>nd</sup> bullet point, last sentence – '... the Digital Use Agreement being <b>agreed to and digitally signed</b> by whānau.'</li> </ul> <p>It was then moved to accept the ICT Policy with the agreed changes:  Moved: Kathy Paterson  Seconded: Andrew Marshall  Ayes given  Carried.</p>		
<b>Strategic Planning</b>	The SWOT analysis, previously postponed, meeting was discussed, and it was suggested that it would take place as soon as possible.	The Principal	ASAP



	The report was well received, and the Board acknowledged the data as being more meaningful.		
<b>Student's Report</b>	<p>Poppy Cuthbert tabled her report and gave a verbal outline.</p> <p>It was moved to accept the Student's Report:  Moved: Poppy Cuthbert  Seconded: Maria Connolly  Carried.</p>	Student Trustee	Next Meeting
<b>MOE – Proposed Ownership Amendment</b>	The Chair tabled a letter from the MOE confirming the proposed ownership amendment of J Block (MOE O Block).	N/A	N/A
<b>Principal – Public/Media Spokesperson</b>	<p>Discussions were had relating to only the Board Chair and Principal being permitted to speak (on behalf of LHS) to the Media. It was agreed that this should be included within the Delegated Authorities Policy.</p> <p>The Delegated Authorities Policy, with suggested relevant wording, will be submitted to the Board at the next meeting.</p>	Principal	Next BOT Meeting
<b>Trip Proposal</b>	<p><b>World Challenge Borneo – December 2022</b></p> <p>A trip proposal was tabled. Lengthy, robust discussions and deliberations were had.</p> <p>The Board Chair moved, due to the level of uncertainty and timeframe within the current unsettled COVID climate, that the Board will not support the Borneo Trip Proposal:  Ayes given  Unanimous decision  Carried.</p> <p>The planned 'Borneo' whānau evening will be cancelled.</p> <p>The Board confirmed that they are receptive to a trip proposal for Australia and/or New Zealand provided:</p> <ul style="list-style-type: none"> <li>• Future trip proposals must also include a clear itinerary and itemized costings of any backup destination options.</li> </ul> <p>The Board also signalled that, depending on the COVID climate, in 12 months' time, they would consider an 'ambitious' overseas trip for 2023 onwards.</p> <p>The Board acknowledged the HOL's efforts and passion involved in preparing the trip proposal.</p>		
<b>Resolution to take a break</b>	The Chair proposed the Board take a break at 8.09 pm.		

<b>The meeting resumed at 8.15 pm</b>			
<b>Correspondence for Consideration</b>	<p><b>BAYM IP Request</b> This was discussed in-committee and no final decision made as yet.</p> <p><b>Pub Charity Application – Girls’ Cricket Team</b> A Pub Charity Application to request funding towards the cost of cricket equipment was put forward.</p> <p>It was moved that the Pub Charity Application relating to the Girls’ Cricket Team be approved: Moved: Adrian Paterson Ayes given Carried.</p> <p><b>MOE - Enrolment Scheme</b> A letter from the MOE was tabled, discussions had and the following noted:</p> <ul style="list-style-type: none"> <li>• Prebbleton Board had made a submission.</li> <li>• The Kāhui Ako would like to remain intact.</li> <li>• The relevant area could be a dual enrolment zone for LHS and Hornby.</li> </ul> <p>It was moved that the Chair and Principal would submit a submission to include:</p> <ul style="list-style-type: none"> <li>• Support of Prebbleton School’s submission in line with LHS’s previous stance regarding the Kāhui Ako.</li> <li>• A request of a dual enrolment zone for the Prebbleton zoned area.</li> <li>• A request for the MOE to invoke a clause to protect LHS enrolment applications already received so that these students can be classed as ‘in-zone’ applications.</li> </ul> <p>Moved: Kathy Paterson Seconded: Maria Connolly Ayes given Carried.</p> <p><b>Waka Kotahi NZTA – Consultation</b> NB: The NZTA link was included in the Agenda Pack email. The Principal tabled the Land Transport Rule: Setting of Speed Limits 2021 consultation and gave a verbal overview of the road/traffic safety near the school. Discussions were had and it was agreed that Adam Gard’ner would submit a submission on behalf of the Board in support of changes for traffic to travel slower past schools.</p>	<p>Board Chair &amp; Principal</p> <p>Adam Gard’ner</p>	<p>Within MOE’s deadline</p> <p>Within NZTA’s deadline</p>

<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 development of a new business case. It is expected that progress will be made, and a confirmed decision known by end of the year.</li> <li>• MOE have confirmed that the School Investment Package (SIP) funding will not be removed from us at the end of the year.</li> <li>• Concerns raised regarding vandalism and possible impact on proposed new hand dryers in the toilets.</li> </ul> <p>It was moved to accept the Property report: Moved: Andrew Marshall Seconded: Adrian Paterson Ayes given Carried.</p>	Andrew Marshall	Next Meeting
<b>In Committee</b>	<p>It was moved by Adrian Paterson at 8.36 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> <li>4. 2020 School Leaver Qualification Report</li> <li>5. Annual Report &amp; Deloitte's Report</li> <li>6. SDC – Private Plan Change 69-Lincoln</li> <li>7. Student Matters</li> <li>8. Staff Matters</li> <li>9. Staff Award</li> </ol> <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	
<b>Resolution to move out of committee</b>	<p>The Chairperson proposed the Board move out of Committee at 9.32 pm: Moved: Chairperson Carried.</p>		
<b>MOE – Proposed Ownership Amendment – LHS</b>	A proposal was received from the MOE and circulated, by email, regarding the Board owned 465 gross square meters in J Block (MOE O Block). This equates to 4 teaching spaces, break-out teaching space and circulation area.	N/A	N/A

<p><b>J Block / MOE O Block</b></p>	<ul style="list-style-type: none"> <li>• The proposal is for the MOE to take over ownership of this area and add the 4 teaching spaces to the overall teaching space count, plus the area of the break-out space and circulation space.                             <ul style="list-style-type: none"> <li>○ This will mean the block is 100% owned by the MOE.</li> <li>○ In return, four MOE teaching spaces in another area of the school will need to be removed and not replaced. This will be included in the planning process.</li> </ul> </li> </ul> <p>It was moved, by email on 16 April 2021, that the LHS Board accepts and approves the above MOE’s proposal to take over the current Board owned spaces in J Block (MOE O Block) in exchange for four MOE teaching spaces:                      Moved: Adrian Paterson                      Seconded: Andrew Marshall                      Ayes given                      Unanimous decision                      Carried.</p>		
<p><b>Meeting Closed</b></p>	<p>9.32 pm.</p>		
<p><b>Next Meeting</b></p>	<p>Monday 28 June 2021</p>		

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

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