

Lincoln High School Board of Trustees

Minutes of the Meeting held on

Monday 8 November 2021 at 6 pm.

Present: Adrian Paterson (Chairperson), Andrew Marshall, Troy Landrebe, Adam Gard'ner, Maria Connolly and Bobbie Hira. Kathy Paterson arrived at 6.03 pm. Ben Olijkan arrived at 6.18 pm.

Apologies: Marama Lynch (Associate Principal) and Mitzi Ajero (Finance Manager)

In Attendance: Blair Johnstone (Associate Principal), Stu Gilpin (HOLA Social Sciences), Barry Donaldson (Observer) and Tracy Roberts (Secretary).

Welcome: Adrian Paterson welcomed everyone.

Minutes: **Monday 27 September 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.

Disclosures of Interest: 1. Adam Gard'ner informed the Board that the new Student Trustee (Bobbie Hira) is his cousin and he took the opportunity to thank her for joining and welcomed her to the Board.
2. Bobbie Hira handed in her 'Record of Interest'. Bobbie also handed in her signed 'BOT Code of Conduct'.

Presentation: At the beginning of the meeting, Stu Gilpin gave a PowerPoint overview presentation of the Social Sciences Learning Area (LA). He began by acknowledging and thanking the Board for their support. He then delivered his presentation which included:

- The many different departments/subjects within the LA (Social Studies, Commerce, Geography, History, Classical Studies, Media/Film, Tourism and Psychology). Going forward, Employment Skills may also join the LA.
- The strong vision of the LA – to ask students to think critically.
- Learning Team includes collaboration and personal wellbeing.
- Social Sciences involves lots of different types of work, eg field work, social action projects, and events.

Stu confirmed that the LA is a dynamic one which has to be adaptive and ready to change. The introduction of Yr 11 semester courses has gone well and the department is confident about the future Yr 12/13 semester courses.

A question and answer session followed. The presentation was very well received, and the Board thanked Stu who then left the meeting at 6.23 pm.

Detailed Welcome: The Chair formally welcomed the new Student Trustee (Bobbie Hira) to her first board meeting. In response, Bobbie gave her mihi and introduced herself to the Board.

The Chair also welcomed Barry Donaldson to the meeting who attended as an observer.

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
Financial	<p>Financial Report and Management Summary Report – for period ended 30 September 2021</p> <p>The above financial reports were tabled by Adrian Paterson who gave a verbal outline.</p> <p>General discussions took place and the following noted:</p> <ul style="list-style-type: none"> Last year there was a government grant associated with the impact of Covid-19 and international support. As yet there has been no such grant for 2021. <p>It was then moved to accept the Finance Reports: Moved: Adrian Paterson Ayes given Carried.</p> <p>Finance Committee Motion – International Department Credit Card</p> <p>The above proposal was tabled, and it was then moved to approve the opening of a credit card for the International Department, under the name of Toni Soppet with a credit limit of \$5000: Moved: Adrian Paterson Ayes given Carried.</p>	Adrian Paterson	Next Meeting
Health & Safety	<p>H&S Toolkit Data and Graphs</p> <p>The H&S Data and Graphs were tabled, brief discussions took place and the Physical Education injuries noted. It was confirmed that student injuries generally do not need to be reported wot Worksafe.</p>	Kathy Paterson	Next Meeting
Self-Review	<p>Policies for Review:</p> <p>Fundraising Policy (resubmitted)</p> <p>A tracked version of the policy was tabled, brief discussion took place and the following change suggested:</p> <ul style="list-style-type: none"> Re Rationale – to read, ‘... to people fundraising using the name of the school.’ <p>It was then moved to accept and approve the policy with all the changes: Moved: Andrew Marshall Seconded: Adam Gard’ner Ayes given Carried.</p>	N/A	N/A

	<p>Principal’s Professional Leadership & Annual Performance Review Policy (resubmitted)</p> <p>A tracked version of the policy was tabled, and some discussion had. Some changes suggested:</p> <ul style="list-style-type: none"> • ‘BOT Chairperson’ to be changed to ‘Board Chair’ throughout the document. • ‘Whānau’ to replace ‘parents/caregivers’ throughout the document. • ERO to be in full ‘Education Review Office’. <p>It was then moved to accept and approve the Policy with all the changes: Moved: Adrian Paterson Ayes given Carried.</p> <p>Bee Keeping Policy (& Bee Keeping Procedures)</p> <p>A tracked version of the policy was tabled, and discussions were had.</p> <p>The Principal gave a verbal overview of the changes which had been suggested by a teacher with a Bee Keeping scholarship. The Principal also informed the Board that the same teacher will be holding an in-house workshop with staff in a few weeks time.</p> <p>Some additional changes suggested:</p> <ul style="list-style-type: none"> • Re School Bee Keeping Procedures – No 5 – last sentence to finish ‘... hobby to your students.’ <p>It was then moved to accept and approve the Policy with all the changes: Moved: Ben Olijkan Seconded: Troy Landrebe Ayes given Carried.</p> <p>Online Publication of Student Images and Work Policy</p> <p>The policy was tabled with some comments/suggestions. Discussions took place and the following noted:</p> <ul style="list-style-type: none"> • A rationale is required and should include ‘This policy relates to school initiated publicised images of students, including websites, social media, newspapers.’ • ‘His/her’ to be changed to ‘their’ throughout the document. • It was suggested that this policy is no longer fit for purpose and requires a total revamp for up to date purposes (multi media) or a new policy. • The Principal to check other schools’ policies and/or other resources. 	N/A	N/A
	<p>Bee Keeping Policy (& Bee Keeping Procedures)</p> <p>A tracked version of the policy was tabled, and discussions were had.</p> <p>The Principal gave a verbal overview of the changes which had been suggested by a teacher with a Bee Keeping scholarship. The Principal also informed the Board that the same teacher will be holding an in-house workshop with staff in a few weeks time.</p> <p>Some additional changes suggested:</p> <ul style="list-style-type: none"> • Re School Bee Keeping Procedures – No 5 – last sentence to finish ‘... hobby to your students.’ <p>It was then moved to accept and approve the Policy with all the changes: Moved: Ben Olijkan Seconded: Troy Landrebe Ayes given Carried.</p> <p>Online Publication of Student Images and Work Policy</p> <p>The policy was tabled with some comments/suggestions. Discussions took place and the following noted:</p> <ul style="list-style-type: none"> • A rationale is required and should include ‘This policy relates to school initiated publicised images of students, including websites, social media, newspapers.’ • ‘His/her’ to be changed to ‘their’ throughout the document. • It was suggested that this policy is no longer fit for purpose and requires a total revamp for up to date purposes (multi media) or a new policy. • The Principal to check other schools’ policies and/or other resources. 	N/A	N/A

	<ul style="list-style-type: none"> The Policy needs to refer to the correct IT policy. <p>It was agreed that a tracked version (or new policy) is to be submitted for consideration at the next meeting.</p>	Kathy Paterson	Next Meeting
Strategic Planning	<p>SWOT Exercise</p> <p>At the direction of the Chair, the Board (and including Barry Donaldson) worked in pairs for several minutes then came together to share their views and ideas which were collated onto a separate document.</p> <p>Following discussions the following was noted:</p> <ul style="list-style-type: none"> Possible future Board investment on staff/student wellbeing was suggested: <ul style="list-style-type: none"> The topic to be discussed at a future meeting. Additional data regarding what the Board funds above and beyond will be provided from the Finance committee. Issues raised in the SWOT analysis have been collated to compare/add to the SLT and staff SWOT from earlier in the year. 	N/A	N/A
Resolution to take a break	The Chair proposed the Board take a break at 7.55 pm.	N/A	N/A
The meeting resumed at 8.05 pm		N/A	N/A
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"> Due to Covid-19 and restrictions, the lack of a School Ball, and different Sports Ceremony and Graduation were acknowledged. Bobbie Hira (Student Trustee) is also one of the 2022 Head Students. The Principal commented on the 12 outstanding students who applied and is confident that the four chosen will do a wonderful job. <p>It was moved to accept the Principal's Report: Moved: Kathy Paterson Seconded: Andrew Marshall Ayes given Carried.</p> <p>NCEA Data Analysis 2021 Internals</p> <p>The data was tabled, and the Principal confirmed that all is tracking well.</p>	Kathy Paterson	Next Meeting

Student's Report	<p>As this was Bobbie Hira's first board meeting, no official report was tabled. Instead, a verbal introduction, by Bobbie, was given at the start of the meeting.</p> <p>The Chair offered some verbal information to Bobbie on the future Student Trustee's reports.</p>	N/A	N/A
Tabled Only	<p>The following document was tabled:</p> <ul style="list-style-type: none"> MOE – Aidanfield Christian School – Roll Increase Consultation. 	N/A	N/A
Rolleston Bus Transport	<p>It was decided to discuss this topic later, in-committee.</p> <p>The Rolleston bus transport topic has been discussed in-committee and the Board agree and acknowledge that LHS have given plenty of notice to whānau. LHS is unable to provide a bus service from/to Rolleston.</p>	N/A	N/A
Planned Trip Update	<p>Far North NZ Trip – April 2022</p> <p>The Principal verbally informed the board that there is no further update at this time.</p>	N/A	N/A
Correspondence for Consideration	<p>Land Transport Rule Consultation (Kura/School Signs)</p> <p>The above was tabled and Adam Gard'ner offered some verbal information relating to speed changes.</p> <p>It was agreed that Adam Gard'ner would respond to the consultation on behalf of the Board.</p>	Adam Gard'ner	ASAP
Other Correspondence	<p>The summary was tabled.</p>	N/A	N/A
Property	<p>Property Report and Annual Provision of Cyclical Maintenance Calculation (31 December 2021)</p> <p>Andrew Marshall tabled the report and gave a verbal overview, including:</p> <ul style="list-style-type: none"> J Block is to be demolished: <ul style="list-style-type: none"> Timeline is not yet known. May be part of Stage 1. Hall required repair works – only two perimeter walls affected. Cyclical Progress: as part of the development the 5YA is 'frozen' and cyclical maintenance is affected. A Block windows were referred to. Temporary modular buildings timeline: no further information at this time. <p>Following a request from a board member, the Masterplan will be shared at the next board meeting.</p>	<p>Andrew Marshall</p> <p>Kathy Paterson</p>	<p>Next Meeting</p> <p>Next Meeting</p>

	<p>With regard to J Block, the Principal informed the Board that she has asked the Finance & Property Managers to look at the depreciation list.</p> <p>It was moved to accept the Property Report and Annual Provision of Cyclical Maintenance Calculation (31 December 2021): Moved: Andrew Marshall Seconded: Ben Olijkan Ayes given Carried.</p>		
In Committee	<p>It was moved by Adrian Paterson at 8.21 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 9.18 pm: Moved: Chairperson Carried.</p>		
Meeting Closed	9.18 pm.		
Next Meeting	Monday 6 December 2021		

Chairperson: _____

Dated: _____