

Lincoln High School Board of Trustees Minutes of the Meeting held on Monday 27 September 2021 at 6 pm.

- Present:** Adrian Paterson (Chairperson), Kathy Paterson, Ben Olijkan, Adam Gardner, Maria Connolly and Poppy Cuthbert. Andrew Marshall arrived at 6.06 pm.
- Late Apologies:** Troy Landrebe.
- In Attendance:** Blair Johnstone (Associate Principal), Marama Lynch (Associate Principal), Mitzi Ajero (Finance Manager) and Tracy Roberts (Secretary). Brine Styles (HOLA Physical Education/Health) and Nicola Fenwick were also in attendance.
- Welcome:** Adrian Paterson welcomed everyone to the meeting.
- Minutes:** **Monday 30 August 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.
- Disclosure of Interest:** No changes.
- Presentation:** At the beginning of the meeting Brine Styles introduced Nicola Fenwick to the Board and gave a verbal overview covering:
- Inconsistencies.
 - Assessments – the need for specific marking schedules across all standards.
 - Visual prompts.
 - Resources.
 - Literacy and the subject content.
 - The need for a clear uniformed approach across all assignments.
- Brine handed over to Nicola who then delivered a PowerPoint presentation regarding enhancing literacy skills within Physical Education/Health classes/courses. The presentation included:
- The importance of Literacy, as well as the content.
 - Research done by Nicola.
 - Key words – with explanations.
 - The aims:
 - To increase student achievement.
 - To increase consistency amongst teachers.
 - To have a uniformed essay structure that aligns with the English courses.
 - To have uniformed assessments throughout Physical Education/Health subject/courses.

- To have a marking schedule which caters for students and teachers.
- The outcomes:
 - Standardised formal assessment sheet:
 - Enables uniform assessing.
 - Provides clear achievement criteria – helpful to students and teachers.
 - More structured.

A question and answer session followed. The Principal informed the Board that Nicola's significant work on this project has been enabled by a Kāhui Ako Within School Leader (WSL) role which provided monetary and time allowance.

The presentation was very well received, and the Board thanked Brine Styles and Nicola Fenwick who then left the meeting at 6.23 pm.

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
Financial	<p>Financial Report and Management Summary Report – for period ended 31 August 2021</p> <p>The above financial reports were tabled by Adrian Paterson who gave a verbal outline.</p> <p>Some general discussions were had and then it was moved to accept the Finance Reports: Moved: Adrian Paterson Ayes given Carried.</p>	Adrian Paterson	Next Meeting
	<p>Deloitte Proposed Audit Fees for Years ending 31 December 2021 to 2023</p> <p>The proposal was tabled, and discussions had.</p> <p>It was then moved to accept and approve the Deloitte proposed audit fees for years ending 31 December 2021 to 2023: Moved: Adrian Paterson Seconded: Kathy Paterson Ayes given Carried.</p>	N/A	N/A
	<p>School Annual Insurance Renewal for 31 October 2021 to 31 October 2022</p> <p>The proposed insurance renewal was tabled, and Adrian Paterson gave a verbal overview. Discussions took place and the Principal offered clarification on bank account verification examples.</p> <p>It was then moved to accept and approve the School Annual Insurance Renewal: Moved Ben Olijkan Seconded: Andrew Marshall</p>	N/A	N/A

	<p>Ayes given Carried.</p> <p>School Trips Credit Card Policy (resubmitted) A tracked version of the draft School Trips Credit Policy was tabled, and discussions were had. The following additional changes were agreed upon:</p> <ul style="list-style-type: none"> • The bullet points to be changed to numbers. • Re 'Issue of Credit Card' section – a second bullet point to be added 'The user is to complete a signed agreement with the bank.' <p>It was then moved to accept and approve, with the changes, the School Trips Credit Card policy: Moved: Adrian Paterson Ayes given Carried.</p>	N/A	N/A
Health & Safety	<p>H&S Toolkit Data and Graphs The Health & Safety Toolkit and Graphs were tabled, and discussions had.</p> <p>It was then moved to accept the H&S Data and Graphs: Moved: Adrian Paterson Ayes given Carried.</p>	N/A	Next Meeting
Self-Review	<p>Policies for Review</p> <p>1. Timetable Policy (resubmitted) A tracked version of the above policy was tabled. Discussions took place and the following additional change was agreed upon:</p> <ul style="list-style-type: none"> • Re No 5 – remove the words 'see above'. <p>It was then moved to accept and approve, with the changes, the Timetable Policy: Moved: Ben Olijkan Seconded: Adam Gard'ner Ayes given Carried.</p> <p>2. Fundraising Policy A tracked version of the above policy was tabled, and detailed discussions took place. The following changes were also suggested:</p> <ul style="list-style-type: none"> • Rationale to read '... people wishing to undertake fundraising using the name of the school.' • New bullet No 5 to read 'Funds raised from fundraising activities carried out in the name of your school cannot be repaid to individuals because they are funds raised for the trip rather than for individual participants.' 	Secretary	ASAP

	<p>It was agreed that the Policy, with all the suggested changes, would be submitted again to the Board at the next meeting.</p> <p>3. Principal's Professional Leadership and Annual Performance Review Policy</p> <p>A tracked version of the above policy was tabled, and discussions were had. It was agreed that the Principal and Chair would meet to work on the policy with a view of streamlining it. The Policy would then be resubmitted to the Board for final approval.</p> <p>Following a question from a Board member, the Chair will clarify the future terminology of 'BOT' or 'Board'.</p> <p>ERO Progress Update</p> <p>The Principal confirmed that there is nothing to report on at this stage.</p>	<p>Secretary</p> <p>Chair & Principal</p> <p>Chair</p> <p>N/A</p>	<p>Next Meeting</p> <p>ASAP</p> <p>ASAP</p> <p>N/A</p>
Strategic Planning	<p>It was agreed that the SWOT exercise will be held at the next BOT meeting on Monday 8 November 2021.</p> <p>ERO – Evaluation Focus</p> <p>The Principal confirmed that the ERO Evaluation Focus would be on the '6 Yr Curriculum Plan and Semesterisation'.</p>	<p>Chair</p> <p>N/A</p>	<p>Next Meeting</p> <p>N/A</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 were noted:</p> <ul style="list-style-type: none"> • Short turnaround following lockdown. • Feedback from teachers via a 'Lockdown' survey will be sought. • Overall online classes went well. <p>It was moved to accept the Principal's Report: Moved: Kathy Paterson Seconded: Adam Gard'ner Ayes given Carried.</p> <p>NCEA Data Analysis 2021 Internals</p> <p>The Principal tabled the data and confirmed that the L2 predicted pass rates look affirming.</p> <p>Te Wiki o Te Reo Māori 2021</p> <p>The Māori Language week information was tabled, and some brief discussion took place.</p> <p>Vaping Survey Review</p> <p>The Vaping Survey Review was tabled, and discussions took place. The Principal confirmed that there is noting tangible to work on.</p>	<p>Principal</p> <p>Principal</p> <p>N/A</p> <p>N/A</p>	<p>Next Meeting</p> <p>Next Meeting</p> <p>N/A</p> <p>N/A</p>

Student's Report	<p>Poppy Cuthbert tabled her report and gave a verbal outline and confirmed that there has been lots of activities going on including:</p> <ul style="list-style-type: none"> • Māori Language Week • Ka Pai week • Head Student and Council applications. • Hockey finals. • Mufti Day <p>Discussions took place. 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 7.28 pm.		
The meeting resumed at 7.35 pm			
Tabled Only	<p>The following documents were tabled:</p> <ol style="list-style-type: none"> MOE – Ladbroke's Enrolment Zone MOE – Te Rōhutu Whio Enrolment Scheme MOE – Halwells School – Final Enrolment Scheme 		
Selwyn Speed Limit Consultation	<p>Information relating to a Selwyn Speed Limit Consultation was tabled and discussions ensued.</p> <p>Adam Gard'ner offered to put in a submission on behalf of the school and this offer was accepted by the Board.</p>	Adam Gard'ner	ASAP
Student Trustee Elections	<p>Some information relating to the Student Trustee Elections was tabled and Blair Johnstone gave some clarification, including the confirmation that voting would start on the first day of next term (18 October 2021).</p> <p>The Chair then confirmed that this meeting would, therefore, be the last one for Poppy Cuthbert. The Chair sincerely thanked Poppy for her work and contribution. All acknowledged Poppy's good service to the Board and school.</p> <p>(Late notice – A card and book vouchers were presented to Poppy on behalf of the Board and school.)</p>	N/A	N/A
Planned Trips Updates	<p>Social Sciences - NZ Far North – April 2022</p> <p>No update at this time.</p>	N/A	N/A
Correspondence for Consideration	None received.	N/A	N/A

Other Correspondence	The summary was tabled.	N/A	N/A
Property	<p>Property Report Andrew Marshall tabled the report and gave a verbal overview. Discussions took place and the Principal offered clarification as and when required. The following noted:</p> <ul style="list-style-type: none"> • Irrigation – concerns raised relating to cricket. The Chair will clarify the matter with the Property Manager. • Concerns raised relating to the delay in MOE decisions regarding J block and the ongoing affect on staff and students. All acknowledged the current worrying times. • The Principal confirmed that the University will not be used for exams. <p>It was moved to accept the Property report: Moved: Andrew Marshall Seconded: Ben Olijkan Ayes given Carried.</p>	Andrew Marshall	Next Meeting
In Committee	<p>It was moved by Adrian Paterson at 8.01 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. 2022 Enrolments – COVID holdups for building consents 5. Student Matters 6. Staff Matters 7. 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	The Chairperson proposed the Board move out of Committee at 8.55 pm: Moved: Chairperson Carried.		

Meeting Closed	8.55 pm.		
Next Meeting	Following a request from the Principal, the next BOT meeting will be changed from 1 November 2021 to 8 November 2021 at 6 pm.	Secretary	ASAP

Chairperson: _____

Dated: _____