

Lincoln High School Board of Trustees

Minutes of the Meeting held on Monday 22 August 2022 at 6 pm.

- Present:** Adrian Paterson (Chairperson), Kathy Paterson, Andrew Marshall, Troy Landrebe, Ben Olijkan, Adam Gardner and Shantal Jones.
Bobbi Hira arrived at 6.22 pm.
- Apologies:** None.
- In Attendance:** Blair Johnstone (Associate Principal), Marama Lynch (Associate Principal), Mitzi Ajero (Finance Manager) and Toni Soppet (Office Manager).
- Welcome:** Adrian Paterson welcomed everyone.
- Karakia:** Blair Johnstone led the Karakia.
- Minutes:** **Monday 27 June 2022 Minutes:**
Slight amendment – Troy Landrebe was listed as ‘present’ twice.
- 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, Dave Phillipps (HOLA Mathematics) gave a PowerPoint presentation on the Mathematics Department including:
- Vision: To grow students who can engage, enjoy and succeed in Maths TODAY, so they can be confident, independent, critical thinkers TOMORROW
 - Departmental staff
 - Semesterisation
 - Mana Ōrite mō te mātauranga Māori
 - Working to ensure there is equal status, support and resourcing for Māori ākonga
 - Appropriately incorporating mātauranga Māori, te ao Māori and te reo Māori into the Mathematics classrooms
 - NCEA/Curriculum Review
 - Student Engagement
 - Departmental celebrations
 - Department challenges
 - A Block quad – suggestions of possible names ‘Waters of Nutrient’ and ‘Waters of Connection’ for the area

The presentation was very well received, and the Board thanked Dave Phillipps. In particular, the Māori portion of the work being done within the department was acknowledged. Dave Phillipps left the meeting at 6.35 pm.

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
Held Over	None.	N/A	N/A
New Staff Trustee	<p>The Chair formally welcomed Shantal Jones (new Staff Trustee) and asked her to give the Board a brief introduction. Shantal Jones did, and her introduction included:</p> <ul style="list-style-type: none"> • HOD Learning Support • Has been at LHS for seven years • Is excited to join the Board <p>The Chair verbally informed the Board that this meeting is the last for Troy Landrebe and himself. Also potentially for Andrew Marshall, Adam Gard'ner and Ben Olijkan. The Chair thanked all for their work and support.</p>	N/A	N/A
Financial	<p>Financial Report and Management Summary Report – for period ended 31 July 2022</p> <p>The above financial reports were tabled by the Finance Manager who gave a verbal outline.</p> <p>General discussions took place and the following noted:</p> <ul style="list-style-type: none"> • 22% of uniform sales are now online • Finances are tracking well <p>It was moved to accept the Finance Reports: Moved: Adrian Paterson Ayes given Carried.</p> <p>Deloitte Report – Year ended 31 December 2021</p> <p>The Deloitte Report was distributed to the BOT, as an attachment, with the meeting agenda pack.</p> <p>Some discussions took place and the following noted:</p> <ul style="list-style-type: none"> • A few recommendations have already been implemented • Regarding the report, a member of the Board asked if there was anything that needed addressing from the Board's end <ul style="list-style-type: none"> ○ The Chair confirmed that the reports are specific and if there were any issues, Deloitte would make the school/Board aware • There is a standard risk regarding cash and the school is trying to ensure it moves to cashless • The Board Chair is now on 'ApprovalMax' which makes things easier to approve BOT and Principal spends 	Adrian Paterson	Next Meeting

	<p>Finance Committee Motions</p> <p>1. Sport Credit Card – Other Uses The above motion was tabled, and the Principal gave a verbal overview of the rationale behind the motion. Discussions took place, the motion was amended and then moved as follows:</p> <p>It was moved to delegate authority to approve additional credit cards for staff to cover curriculum based expenses which are outside the school: Moved: Ben Olijkan Seconded: Troy Landrebe Ayes given Carried.</p> <p>2. School Rebuild Fund The Board moved into committee at 6.54 pm to discuss the School Rebuild Fund.</p> <p>Details are included in the In-committee minutes of the meeting.</p> <p>The Board moved out of committee at 7.10 pm.</p>		
<p>Health & Safety</p>	<p>Health & Safety Toolkit and Graphs The Principal tabled the above H&S Toolkit data and graphs.</p> <p>It was moved to accept the H&S data and graphs: Moved Adrian Paterson Ayes given Carried.</p>	<p>Principal</p>	<p>Next Meeting</p>
<p>Self-Review</p>	<p>Policies for Review</p> <p>Equal Employment Opportunities Policy A tracked version of the policy was tabled, and discussions took place.</p> <p>It was then moved to approve and accept the policy with the suggested changes: Moved: Adrian Paterson Ayes given Carried.</p> <p>Risk Management Policy A tracked version of the above policy was tabled, and the Principal informed the Board that she would like to bring the policy back to the Board in 2023 as there will be some ICT changes that will need to be incorporated into the policy.</p>		

	<p>It was then moved to accept and approve the policy with the suggested changes, knowing it will be submitted to the Board again in 2023:</p> <p>Moved: Adrian Paterson Ayes given Carried.</p>		
Strategic Planning	<p>Kāhui Ako Update</p> <p>The Principal informed the Board of the following:</p> <ul style="list-style-type: none"> • Regarding the new Lead Principal/s, planning has started for the two year process • There has been a disconnect between the High School's and Primary Schools' measures of success in some areas • Numeracy/Literacy standards: <ul style="list-style-type: none"> ○ Only one opportunity to reach these standards ○ LHS is doing NCEA Numeracy & Literacy standards in Yr 10 (on trial in 2022) ○ LHS works very hard to get numeracy and literacy students across the line 	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"> • Quite a few students have left LHS, the reasons being National Trade Academy (NTA), ARA and work • The recent ball was a special event and the students behaved very well • The Combined Selwyn Rugby Team finished 10th overall • The Winter Sports Tournament starts 29 August 2022 and due to the weather damage in Nelson, some teams may not go – we'll have to wait and see if roads open • International Students: <ul style="list-style-type: none"> ○ Are very settled and Mr Spark and Mrs Soppet are looking after them very well ○ There are two new students for the remainder of the year (one from Germany and one from China) ○ There are a total of 12 international students <p>It was agreed that the Board would write to Kimberly Vernall to congratulate her on winning a Queen's Honour Award.</p> <p>A Board member also acknowledged the recent TV segment on the proposed/planned large Lincoln South sub-division.</p> <p>It was moved to accept the Principal's Report: Moved: Kathy Paterson Seconded: Troy Landrebe Ayes given Carried.</p>	Principal	Next Meeting

	<p>Attendance, Transfer & Achievement Data The above data was tabled by the Principal</p> <p>Reports</p> <ol style="list-style-type: none"> 1. Canterbury West Coast Secondary Principals Association Conference 2022 2. Navigating Leadership Hui – August 2022 The Principal tabled the above reports <p>Adam Gard’ner acknowledged the Principal for her work on the two reports.</p>		
Student’s Report	<p>Bobbie Hira tabled her report at the meeting and gave a verbal outline. Her report was not received in time to be included in the agenda pack.</p> <p>The following noted:</p> <ul style="list-style-type: none"> • Bobbie verbally shared what she had gained from the Youth Parliament experience • Regarding the recent ball, the Social Council worked really hard and did an amazing job <p>Adam Gard’ner acknowledged the Student Trustee for her representation and work.</p> <p>It was moved to accept the Student’s Report: Moved: Bobbie Hira Seconded: Ben Olijkan Ayes given Carried.</p>	Student Trustee	Next Meeting
Tabled	<p>MOE – St Thomas of Canterbury College – Enrolment Amendment The above was tabled, and brief discussions took place. It was agreed that the amendment would have no real impact on LHS.</p> <p>Masks to all schools update – August 2022 The above was tabled, and a copy available for the members to read.</p>	N/A N/A	N/A N/A
BOT Staff Trustee Election Result	The BOT Staff Trustee Election result, from the Returning Officer, was tabled. It confirmed that Shantal Jones had been elected as the Staff Trustee.	N/A	N/A
NAGs – Mid-cycle Update	<p>The Principal tabled the NAGs mid-cycle update. Discussions took place and the following noted:</p> <ul style="list-style-type: none"> • Wellbeing: <ul style="list-style-type: none"> ○ The survey results are not yet available. There have been over 800 responses but over 1000 would be preferable 	N/A	N/A

	<ul style="list-style-type: none"> ○ Once completed, the findings will be summarized and the SLT discuss trends ○ The Principal confirmed that the survey is not taken lightly, and things are implemented as necessary <p>The following was acknowledged:</p> <ul style="list-style-type: none"> ● The Board looks at Health & Safety and academics but also need to ensure they have a focus on wellbeing and that the wellbeing of staff and students is tracked ● Wellbeing has such a range on interpretation ● The work being done for the wellbeing of staff and students <p>It was then moved to accept the NAGs report for 2022: Moved: Kathy Paterson Seconded: Troy Landrebe Ayes given Carried.</p>		
Other Correspondence	The summary was tabled.	N/A	N/A
Property	<p>Property Report Andrew Marshall tabled the report and gave a verbal overview, including:</p> <ul style="list-style-type: none"> ● Updates from the MOE on staffing <p>It was moved to accept the Property report: Moved: Andrew Marshall Seconded: Troy Landrebe Ayes given Carried.</p>	Andrew Marshall	Next Meeting
Resolution to take a break	The Chairperson proposed the Board take a break at 7.45 pm.		
The meeting resumed at 8.01 pm			
Community Engagement	<p>It was suggested that the following, from tonight's meeting, will be shared with the LHS community:</p> <ul style="list-style-type: none"> ● General notice regarding buildings ● Carparking ● International students and the new structure – community involvement ● Thank you to the outgoing board 	Principal	ASAP

In Committee	<p>It was moved by Adrian Paterson at 8.10 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. International Review 4. Stand downs and suspensions 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	<p>The Chairperson proposed the Board move out of Committee at 8.47 pm: Moved: Chairperson Carried.</p>		
Outgoing Board	<p>The Principal thanked the outgoing board:</p> <ul style="list-style-type: none"> • Acknowledged that it had been a pleasure working with them • Trust and relationships are so important, and it has been an enjoyable experience • The Principal also informed the Board that arrangements to finalise a BOT dinner are underway <p>The Chair thanked the Principal and the team for all their work and effort for the school:</p> <ul style="list-style-type: none"> • There have been many challenges, but everyone has handled it so well • There has been good headway with property and hope to see this continue • The Board should be proud of the effort made the past three years – well done everyone <p>Adam Gard'ner thanked and acknowledged:</p> <ul style="list-style-type: none"> • Tracy Roberts (Secretary) for her efforts at each meeting • Maria Connolly for all the work she put in at board level • Adrian Paterson – huge thanks <p>The community are very fortunate to have such a committed group.</p>	N/A	N/A

	<p>Ben Olijkan also thanked everyone, especially the Principal and Chair for working so hard on behalf of everyone. He also acknowledged that the Chair will be a big loss to the Board.</p> <p>The Principal also thanked and acknowledged the Chair's efforts in how he handles the disciplinary situations – due time and consideration always given.</p> <p>Troy Landrebe and Andrew Marshall also thanked everyone.</p>		
Meeting Closed	8.59 pm.		
Closing Karakia	The Student Trustee led the closing Karakia.		
Next Meeting	Monday 26 September 2022 at 6 pm.		

Chairperson: _____

Dated: _____