

## Lincoln High School Board of Trustees

### Minutes of the Meeting held on Monday 27 June 2022 at 6 pm.

- Present:** Adrian Paterson (Chairperson), Kathy Paterson, Troy Landrebe, Adam Gard'ner, Ben Olijkan and Maria Connolly.
- Apologies:** Andrew Marshall and Bobbie Hira.
- In Attendance:** Blair Johnstone (Associate Principal), Marama Lynch (Associate Principal), Mitzi Ajero (Finance Manager) and Tracy Roberts (Secretary).
- Welcome:** Adrian Paterson welcomed everyone.
- Karakia:** Blair Johnstone led the Karakia and gave his person and school mihi.
- Minutes:** **Monday 23 May Minutes:**  
It was moved the Minutes of the above meeting be taken as read and accepted as a true and accurate record:  
Moved: Adrian  
Carried.
- Presentation:** **Blair Johnstone (Associate Principal) – Cultural Narrative**  
Blair Johnstone gave a presentation on the school's Cultural Narrative. Unfortunately, due to Covid Marae visits by Yr 9s have not been able to take place. Hopefully these visits are due to restart in 2023. The presentation included information on the following:
- Ngai Tahu and their fantastic support of students and whanau.
  - LHS is the secondary school of Lake Ellesmere – the name, Te Kura Tuarua o Waihora was gifted first to LHS.
  - Cultural narrative:
    - Is about us and the schools that are part of our Kāhui Ako.
    - Recognises the history of the whenua, part of a larger story.
    - Is important for Māori and non-Māori.
  - The cultural history is incorporated into designs and the blessing of new buildings. It celebrates the heritage.
    - How building names have meaning and significance.
    - Heavy involvement of Taumutu.
- Blair stressed that it is important to weave the Cultural Narrative through the school and increase staff confidence.
- A question and answer session followed. Blair and the Principal offered clarification as and when required. The presentation was very well received, and the Board thanked Blair.
- Disclosure of Interest:** No changes.

#### Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
<b>Held Over</b>			
<b>Financial</b>	<p>The above financial reports were tabled by Adrian Paterson who gave a verbal outline.</p> <p>General discussions took place</p> <p>It was moved to accept the above Finance Reports:  Moved: Adrian Paterson  Ayes given  Carried.</p> <p>The Finance Manager requested the BOT Chair to review/check the BOT expenses, BOT Fees, vouchers and food.</p> <p><b>School Rebuild – Finance Committee Suggestions</b>  The above was tabled and the BOT Chair gave a verbal overview relating to ‘ringfenced’ money. The BOT Chair explained that no final decisions are required this evening, rather to encourage peoples’ thinking and to start conversations.</p> <p>Detailed brainstorming discussions took place and the following noted:</p> <ul style="list-style-type: none"> <li>• Finance committee is happy to put some funds towards the new building to improve its specification</li> <li>• Specific names area suggested, eg Performing Arts or International, to attract students</li> <li>• The amount of reserve that is needed for the school to be considered</li> <li>• Questions raised included: What would be a good investment of Board funds and what would be a good reserve?</li> <li>• The Board are liable for the costs of upkeep of any Board owned buildings. Therefore enhancing buildings is usually the better way to go to avoid future Board problems regarding finance</li> <li>• Project suggestions: <ul style="list-style-type: none"> <li>○ Medical hub/centre (self-funding) to enhance wellness.</li> <li>○ Counselling area.</li> <li>○ Mechanics workshop – to help students. transitioning from school to after school life.</li> <li>○ Commercial kitchen – to rent out.</li> <li>○ The possibly an old building being re-purposed.</li> <li>○ Community meeting place after school.</li> <li>○ International hub/centre.</li> </ul> </li> </ul>	<p>Adrian Paterson</p> <p>BOT Chair</p> <p>BOT Chair</p>	<p>Next Meeting</p> <p>ASAP</p> <p>Future Meetings</p>

	<p>The Board Chair thanked the Board for their input, and all agreed the importance of keeping LHS progressive.</p> <p><b>Finance Committee Motion</b> <b>Uniform Order Cancellation Fee</b></p> <p>The above motion was tabled, and the Chair gave a verbal overview, and discussions took place, and the Principal offered some verbal clarification.</p> <p>It was then moved to increase the uniform order cancellation fee from \$20 to \$50: Moved: Adrian Paterson Ayes given Carried.</p> <p>The Finance Manager then left the meeting at 6.54 pm.</p>	N/A	N/A
<b>Health &amp; Safety</b>	<p><b>H&amp;S Toolkit data and graphs</b></p> <p>The Principal tabled the above H&amp;S Toolkit data and graphs. Discussions were had and the Principal, Marama Lynch and Blair Johnstone gave clarification as required</p> <p>It was moved to accept the H&amp;S data and graphs: Moved: Adrian Paterson Ayes given Carried.</p>	Principal	Next Meeting
<b>Self-Review</b>	<p><b>Policies</b></p> <p><b>Appointments Policy</b> A tracked version of the policy, with suggested changes, was tabled, and discussed.</p> <p><b>Police Vetting Policy</b> A tracked version of the policy, with suggested changes, was tabled. Discussions took place and the following additional changes suggested:</p> <ul style="list-style-type: none"> <li>• A new bullet No 1: <b>'All employees will be police vetted as per the Appointment Policy'</b>. The following bullet points re-numbered accordingly.</li> <li>• No 2: to read <b>'All other employees who are not a registered teacher.....'</b>.</li> <li>• No 9: <b>'he/she has'</b> to be changed to <b>'they have'</b>.</li> <li>• No 10: <b>'Vetting of volunteers is not a compulsory requirement and'</b> to be removed.</li> <li>• A new bullet No 11: <b>'All teachers are police vetted through the Teachers Council as part of the Teacher Certification process.'</b></li> </ul>	N/A	N/A

	<p>It was then moved that both the above policies are accepted with the suggested changes:  Moved: Adrian Paterson  Ayes given  Carried.</p>		
<p><b>Strategic Planning</b></p>	<p><b>Kāhui Ako Update</b>  The next meeting is on Monday directly before Mana Ōrite meeting on 4 July 2022.</p> <p><b>International Students 2023 and beyond</b>  The Chair gave a verbal overview and explained that no final decisions are required this evening, the purpose was to encourage peoples’ thinking and to start conversations about the future of the International Department at LHS.</p> <ol style="list-style-type: none"> <li><b>1. What is our vision for the future?</b></li> <li><b>2. What do we value?</b></li> </ol> <p>Lengthy and detailed discussions were had, and the Principal offered clarification as required. The following noted:</p> <ul style="list-style-type: none"> <li>• Rapid growth at LHS – going to be stretched. <ul style="list-style-type: none"> <li>○ At the last peak, the International Department was a huge challenge.</li> </ul> </li> <li>• International students do allow opportunity to generate additional funding for the school.</li> <li>• Currently two staff looking after 11 students: <ul style="list-style-type: none"> <li>○ Eleven is too few.</li> <li>○ Need to be strategic about number and income.</li> <li>○ Not to rush to a high number – phased plan needed. <ul style="list-style-type: none"> <li>▪ Eg 70 International students would involve more staff/ commitments.</li> </ul> </li> </ul> </li> <li>• Is the point of international students, additional revenue or philosophical for students?</li> <li>• Income could possibly help fund other resources for all students, eg medical centre.</li> <li>• LHS international students are not separated out. <ul style="list-style-type: none"> <li>○ Some go in ESOL classes if needed.</li> <li>○ Overseas agents like students to mix with other cultures.</li> </ul> </li> <li>• Creating global citizens with all our students.</li> <li>• LHS still needs more classrooms and staffing.</li> <li>• International students bring a helpful dimension.</li> <li>• International languages have greatly reduced due to the lack of international students.</li> <li>• There is a benefit to our students for knowing and understanding different cultures.</li> <li>• A possible quota of different backgrounds.</li> </ul>	<p>BOT Chair</p>	<p>Next Meeting</p>

	<ul style="list-style-type: none"> <li>○ Be selective on applicants – the ones who really want to be at LHS.</li> <li>○ Suggestion of video interviewing prospective students.</li> <li>● Kiwi led International School</li> <li>● What is the vision? <ul style="list-style-type: none"> <li>○ Believe in it and then invest in it.</li> </ul> </li> <li>● What is the goal? <ul style="list-style-type: none"> <li>○ Lots of international students or cap it for the next 5 to 10 years until LHS has gone through the major growth rate?</li> </ul> </li> </ul> <p>The Principal aims to pull information together and then put something forward for consideration.</p> <p>The Principal also mentioned that if LHS loses international language courses, then our own NZ students lose opportunities to go overseas as we have many high quality trips for language students to experience other cultures.</p> <p>The Board agreed to support, in principle, the International Department going forward and investing.</p> <p>It was also agreed that the Finance Committee would look at different models of student numbers and possible financial commitments.</p> <p>The Chair acknowledged the good discussion.</p>	Principal	ASAP
		Finance Committee	ASAP
<b>Resolution to take a break</b>	<b>Resolution to take a break at 7.31 pm</b>		
<b>The meeting resumed at 7.38 pm</b>			
<b>Principal's Report</b>	<p>The Principal's Report was tabled by Kathy Paterson who gave a verbal outline.</p> <p>General discussions took place and Kathy Paterson gave clarification as and when required. The following were noted:</p> <ul style="list-style-type: none"> <li>● Matariki Kapa Haka Festival - Outstanding job by Bobbie Hira, the hall was packed. However, some Kāhui Ako schools did not attend.</li> <li>● Regarding the Aotearoa NZ Histories Curriculum (ANZHC) - Kimberly Vernall and Courtney Andrews spoke at the Teacher Only Day and are speaking at the Canterbury West Coast Secondary Principals' Association meeting. Kimberly is also teaching the staff involved with the Teaching &amp; Learning (TAL) group.</li> <li>● The Statement of National Education &amp; Learning Opportunities (NELPS):</li> </ul>	Kathy Paterson	Next Meeting

- A recent Kāhui Ako NELPS workshop was useful and worthwhile.
- Due to be up and running by 2024.
- 2023 is the time to bring in the NELPS and 2024 to be running under a new template (for the Charter).
- Dr Lyn Bird led a session regarding NELPS and connecting with people. Dr Bird was a good presenter.
- NELPS an improvement on NAGs – hits to the core:
  - Students at the centre.
  - Appears more useful regarding strategic foci. The Principal shared some verbal information.

It was moved to accept the Principal's Report:

Moved: Kathy Paterson

Seconded: Ben Olijkan

Ayes given

Carried.

#### **NCEA Data Analysis 2022 Internals**

The above data was tabled, and the Principal gave a verbal overview. The following noted:

- No surprises except with Yr 11 – almost the same as last year.
- Yr 12 – compared to last year, down on the number of credits. This marries up to deferring credits as the students are not ready. The drop is as expected as per the challenging times.
- Last year was disrupted but this year is too relating to sickness (Covid and Flu have had quite an impact on the attendance data).

#### **COVID data submitted to MOE**

The Principal confirmed that the Covid data has been submitted to the MOE.

#### **Staff COVID and Flu Data**

The Principal tabled the above data and gave a verbal overview.

The following noted:

- Sometimes staff are having to isolate three times then possibly then get covid.
- The relief budget is excessive.
- Staff are isolating more through household contacts than actual confirmed Covid.
- The new relief system was mentioned.



<b>Request for the school to be closed</b>	<p>The Principal asked the Board if they would support the school being closed on Monday 24 April 2023 as Tuesday 25 April 2023 is a public holiday and it would staff a long weekend.</p> <p>It was then moved to close the school on Monday 24 April 2023:  Moved: Ben Olijkan  Seconded: Troy Landrebe  Ayes given  Carried.</p>	N/A	N/A
<b>Property</b>	<p><b>Property Report</b></p> <p>The Chair tabled the report and gave a verbal overview Discussions took place and the following noted:</p> <ul style="list-style-type: none"> <li>• The MOE have confirmed that the new build will be to 1800 roll/1800 admin.</li> <li>• Vandalism – unable to pin this down as yet. <ul style="list-style-type: none"> <li>○ The offering of a reward and an anonymous reporting system has been discussed.</li> <li>○ Vaping sensors are very expensive, but prices are being investigated.</li> <li>○ Most days a report of graffiti or damage is made.</li> <li>○ Head students have talked to their peers in assemblies.</li> </ul> </li> </ul> <p>It was moved to accept the Property report:  Moved: Adrian Paterson  Ayes given  Carried.</p>	Andrew Marshall	Next Meeting
<b>Community Engagement</b>	<p>It was suggested that the following, from tonight’s meeting, will be shared with the LHS community:</p> <ol style="list-style-type: none"> <li>1. Vandalism: <ol style="list-style-type: none"> <li>a. Ask whānau to please speak with their young people regarding the Board’s concern in the high rate of vandalism.</li> </ol> </li> <li>2. New build and the increase of size to 1800 roll.</li> <li>3. LHS swimming pool now being up and running. <ol style="list-style-type: none"> <li>a. Public use by the outer community was mentioned. The Principal will investigate with Selwyn District Council.</li> </ol> </li> </ol>	Principal	ASAP
<b>In Committee</b>	<p>It was moved by Adrian Paterson at 8.33 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. Student Matters</li> <li>5. Staff Matters</li> <li>6. Staff Award</li> </ol>	Relevant documents tabled and verbal reports given by Adrian	



	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.	Paterson and Kathy Paterson	
<b>Resolution to move out of committee</b>	The Chairperson proposed the Board move out of Committee at 8.37 pm: Moved: Chairperson Carried.		
<b>Other Matters</b>	<p><b>BOT Maria Connolly</b> This was the last board meeting for Maria Connolly as she is leaving LHS. The Chair, on behalf of the Board, sincerely thanked her for her contribution to the Board.</p> <p>Maria Connolly thanked the Board for the opportunity of being on the Board.</p> <p>The Chair suggested catching up for a board dinner and arrangements will be made.</p> <p>Adam Gard'ner thanked Maria Connolly for being an awesome advocate for the LHS staff.</p> <p>Blair Johnstone, Marama Lynch and Maria Connolly left the meeting at 8.37 pm.</p>	Principal	ASAP
<b>Meeting Closed</b>	9. 13 pm.		
<b>Next Meeting</b>	Monday 22 August 2022 at 6 pm.		

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

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