

Lincoln High School Board of Trustees

Minutes of the Meeting held on Monday 5 December 2022 at 6 pm.

- Present:** Nicky Hiku (Chair), Barry Donaldson (Deputy Chair), Kathy Paterson, Brad Macdonald, Steve Rosling, Adam Gard’ner, Andrew Marshall, Shantal Jones and Sonya Li-McHenry.
- Apologies:** Ben Olijkan
- In Attendance:** Marama Lynch (Associate Principal), Blair Johnstone (Associate Principal), Mitzi Ajero (Finance Manager) and Tracy Roberts (Secretary).
- Welcome:** The Chair welcomed all to the meeting.
- Karakia:** Blair Johnstone led the Karakia.
- Minutes:** **Monday 7 November 2022 Minutes:**
It was moved the Minutes of the above meeting be taken as read and accepted as a true and accurate record:
Moved: Andrew Marshall
Seconded: Barry Donaldson
Ayes given
Carried.
- Disclosure of Interest:** Brad Macdonald reiterated that he worked for ASB. This has been previously disclosed and is already included on the Register Index.
- Presentation:** None.

Business of the Meeting

Subject	Resolution/Detail	Date To Be Completed
Financial	<p>Financial Report and Management Summary Report – for period ended 31 October 2022 The above financial reports were tabled by the Finance Manager who gave a verbal outline.</p> <p>General discussions took place.</p> <p>2023 Capex & Operating Budget The Capex & Operating budget was tabled, detailed discussions took place and the following noted:</p> <ul style="list-style-type: none"> • The Finance Committee supports the 2023 budget • Leasing of MAC computers: The Board signalled that, if there is money in the bank, they support purchasing rather than leasing 	<p>Nicky Hiku</p> <p>Next Meeting</p>

	<p>Finance Committee Motions</p> <p>Approval of the 2022 10-Year Cyclical Maintenance Plan The 2022 10-Year Cyclical Maintenance Plan was tabled, and the Finance Manager shared some verbal information.</p> <p>It was moved to accept and approve the 2022 10-Year Cyclical Maintenance Plan: Moved: Andrew Marshall Seconded: Barry Donaldson Ayes given Carried.</p> <p>Signed Statement of Responsibility (Compulsory) The Signed Statement of Responsibility was tabled.</p> <p>It was moved that, once the confirmation is received that the audit has been completed, the Board Chair and Principal are authorised to sign the Statement of Responsibility for the 2022 Annual Accounts on the Board's behalf: Moved: Brad Macdonald Seconded: Barry Donaldson Ayes given Carried.</p> <p>Re Investment – Two Signatories Update The Finance Manager confirmed that two signatories are required for investments. They are approved by the Finance Manager and the Principal and the bank will not action any investment instruction with only one signatory.</p> <p>The Finance Manager left the meeting at 7.16 pm.</p>		
Health & Safety	<p>Health & Safety Data and Graphs The H&S Data and Graphs were tabled.</p> <p>It was moved to approve and accept the H&S Toolkit Data and Graphs: Moved: Kathy Paterson Seconded: Brad Macdonald Ayes given Carried.</p>	Principal	Next Meeting
Self-Review	<p>Policies for Review</p> <p>Fundraising Policy</p> <p>a. School Alcohol Policies Guide The Fundraising Policy was brought back before the Board for consideration relating to the School Alcohol Policies Guide. The following question was put to the Board: 'Are we clear enough about the use of alcohol within fundraising?'</p> <p>Discussions took place and the following noted:</p>		

	<ul style="list-style-type: none"> • The Principal vets and signs off all fundraising applications • A common fundraising is a Quiz night at The Rock <ul style="list-style-type: none"> ○ Usually all adults. Some students may be there with their whānau • The Principal is comfortable with the current process <p>The Board signalled their agreement that they are satisfied with how things are at the moment and agree to keep the policy as is.</p> <p>Financial Management & Accountability Policy – Format only The above policy was tabled.</p> <p>The Principal confirmed that the content was approved and moved at the last meeting. Only the format has been changed to match the current preferred policy layout.</p> <p>It was also agreed to change some wording in No 3. ‘Board of Trustees’ to be changed to ‘Board’s’ Strategic Plan.</p> <p>It was then moved to accept the new format and wording change to No 3: Moved: Nicky Hiku Ayes given Carried.</p> <p>Investment Policy – Format only The Investment Policy was returned to the Board for the change in format. The policy was approved and moved at the last meeting.</p> <p>The additional following changes were also suggested:</p> <ul style="list-style-type: none"> • Education Training Act 2020 to be added to the ‘See also’ section • ‘Board of Trustees’ and ‘BOT’ to be changed to ‘Board’ <p>It was then moved to accept the additional amendments together with the change in format: Moved: Barry Donaldson Seconded: Steve Rosling Ayes given Carried.</p> <p>Child Protection Policy This policy was brought back to the Board for consideration of any legislative changes. It was decided to hold it over until the next routine meeting in February 2023. In the meantime, the Principal will check what legislative acts that the Policy applies to.</p>	Principal	Next Meeting
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<p>Strategic Planning</p>	<p>Personnel Compliance Report 2022 The above was tabled, and the Principal gave a verbal overview.</p> <p>It was then moved to accept and approve the Personnel Compliance Report 2022: Moved: Kathy Paterson Seconded Steve Rosling Ayes given Carried.</p> <p>2023 Policy Review Schedule The above, dated 2022, was tabled. It was agreed to rename it as '2023 Schedule of Policies'.</p> <p>It was moved to accept and approve the 2023 Schedule of Policies: Moved: Nicky Hiku Ayes given Carried.</p> <p>2023 Board Tasks by Month It was moved to accept and approve the 2023 Board Tasks by Month: Moved: Steve Rosling Seconded: Adam Gard'ner Ayes given Carried.</p> <p>2023 Board Meeting Dates The above was tabled.</p> <p>It was moved to accept and approve the 2023 Board Meeting dates: Moved: Nicky Hiku Ayes given Carried.</p> <p>The Principal verbally informed the Board of the HOLAs' Data Presentation which will take place at the Strategic Planning meeting.</p> <p>The Board Secretary to send out all the 2023 board meeting dates.</p> <p>2021 BOT SWOT Analysis – separate attachment The Principal shared some verbal information regarding the attached 2021 SWOT Analysis and recommended that the Board reads it. This topic will be discussed/considered at the Strategic Planning board meeting in February 2023.</p> <p>It was suggested that they highlight any priorities and bring them to the Strategic Planning meeting.</p> <p>Kāhui Ako Update This is included in the Principal's Report.</p>	<p>Secretary</p> <p>Board</p> <p>Board</p> <p>N/A</p>	<p>ASAP</p> <p>ASAP</p> <p>Board</p> <p>N/A</p>
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	<p>Boards Combined meeting – 2 ASL presented at Ararira springs</p> <p>The Principal verbally informed the Board that there was a strong representation from LHS – from board and staff.</p> <p>It was confirmed that, regarding Stewardship Group meetings, one Board Representative per school can attend. However, if the Board Representative can't attend then someone else can attend in their place.</p>		
Principal's Report	<p>The Principal's Report was tabled by Kathy Paterson who gave a verbal outline. Detailed discussions took place and Kathy Paterson gave clarification as and when required. The following noted:</p> <ul style="list-style-type: none"> • Attendance data – LHS doesn't have an attendance issue compared to other schools • Numeracy/Literacy: <ul style="list-style-type: none"> ○ There is a complex change in how numeracy/literacy is changing ○ LHS is not satisfied with these results but they are above the average for the schools in the trial (Yr 10 level) • Graduation: <ul style="list-style-type: none"> ○ The Principal shared some verbal information relating to the cultural aspect of the evening and some comments received. Blair Johnstone offered some clarification ○ The Principal stressed that the overall feedback was very positive ○ The Board acknowledged the great evening <p>It was moved to accept the Principal's Report: Moved: Kathy Paterson Seconded: Adam Gard'ner Ayes given Carried.</p>	Principal	Next Meeting
Student's Report	<p>Sonya Li-McHenry tabled her report and gave a verbal outline.</p> <p>Some discussion took place regarding student toilets. The Student Trustee believes attitudes have positively changed. Blair Johnstone and Marama Lynch offered verbal information and clarification as and when required.</p> <p>It was moved to accept the Student's Report: Moved: Sonya Li-McHenry Seconded: Adam Gard'ner Ayes given Carried.</p>	Student Trustee	Next Meeting

Tabled	Hon Jan Tinetti A letter of thanks from Hon Jan Tinetti was tabled.	N/A	N/A
NZSTA Awards	The Principal tabled some information regarding NZSTA service awards. Board members with more than 6 years service are eligible. Andrew Marshall falls into this criteria but, following discussions, he politely declined the offer. This will be reflected on again next year.	Principal	2024
Property	There was nothing to report.	Andrew Marshall	Next Meeting
Community Engagement	It was suggested that the following, from tonight's meeting will be shared with the LHS community: <ul style="list-style-type: none"> J Block being demolished – the Principal will ask for a media report from the MOE 	Principal	ASAP
Resolution to take a break	The Chair proposed the Board take a break at 8.09 pm.		
The meeting resumed at 8.17 pm			
In Committee	It was moved by Nicky Hiku at 8.18 pm that the public be excluded from the following part of the proceeding of this meeting: <ol style="list-style-type: none"> Minutes from previous meeting Alternative Education Students Stand downs and suspensions OIA Request Update NZCER Wellbeing@school.survey Student Matters Staff Matters <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 Nicky Hiku and Kathy Paterson	
Resolution to move out of committee	The Chair proposed the Board move out of Committee at 9.23 pm: Moved: Chair Carried.		

Trustees' Code of Conduct	November 2022 - Completed Trustees' Codes of Conducts and Eligibility Declarations have been received from the two co-opted board members: <ul style="list-style-type: none"> • Andrew Marshall • Ben Olijkan 	N/A	N/A
Meeting Closed	9.23 pm.		
Next Meeting	Monday 20 February 2023 – HOLAs' Data Presentation & Strategic Planning meeting Monday 27 February 2023 – First routine board meeting		

Chairperson: _____

Dated: _____