## Lincoln High School Board of Trustees Minutes of the Meeting held on Monday 22 February 2016 at 6 pm.

Present: Douglas Marshall (Chairperson), Kathy Paterson, Gill Worth, Adrian Paterson, Lisa Voorwinde,

Rob Silcock, Tracy Rohan, Jemma Burgham, Rafael Clarke and Bryan Pidwerbesky.

**Apologies:** 

**In Attendance:** Tracy Roberts (Secretary).

**Welcome:** Douglas Marshall welcomed everyone.

Minutes: 23 November 2015 - BOT Minutes:

It was moved the Minutes of the 23 November 2015 meeting be taken as read and accepted

as a true and accurate record: Moved: Douglas Marshall

Carried.

## 14 December 2015 - BOT Uniform Review Minutes:

It was moved the Minutes of the 14 December 2015 meeting be taken as read and accepted as

a true and accurate record: Moved: Lisa Voorwinde Seconded: Rob Silcock

Carried.

## 15 February 2016 – BOT Strategic Planning Minutes:

It was moved the Minutes of the 15 February 2016 meeting be taken as read and accepted as

a true and accurate record: Moved: Adrian Paterson Seconded: Gill Worth

Carried.

**Disclosure of Interest:** Adrian Paterson who is the Chairperson of the Lincoln Primary BOT.

Tracy Rohan who is on the Establishment Board of the Lemonwood Grove Primary School.

## **Business of the Meeting**

Subject	Resolution/Detail		Date To Be
Matters Arising	Kathy Paterson confirmed that decisions relating to the new LHS uniform will be communicated to the wider community at the		Completed
	upcoming 'bullying seminars'.		
Professional	Re Bi-cultural competence and confidence	N/A	N/A
Development by	Tracy Rohan held a PowerPoint session regarding the Treaty and		
Tracy Rohan	Education. Tracy Rohan tabled and distributed some informative		
	handouts. The Board acknowledged and appreciated the useful		
	professional development.		

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February 22 2016 Minutes  Health & Safety	The Health & Safety Report will be distributed by email.	Kathy Paterson	ASAP
	Kathy Paterson informed the Board that the sickbay is inundated with sick students.		
Self Review	2015 Personnel Compliance Report Kathy Paterson tabled the report and gave a verbal overview. Discussions followed and once, the agreed changes are made, it was moved to accept the report: Moved: Bryan Pidwerbesky Seconded: Rafael Clarke Carried.	N/A	N/A
	<ul> <li>Police Vetting The current Police Vetting Policy was tabled and Kathy Paterson gave a verbal outline. Discussions followed and the following was agreed: <ul> <li>Item 1 to be removed. Teaching staff are vetted by the Education Council.</li> <li>Non-teachers will continue to be vetted according to the Policy.</li> <li>Item 6 – 'appropriate persons' to be removed and replaced with " confidential to the Principal or Acting Principal.'</li> </ul> </li></ul>		
	<ul> <li>A paragraph relating to Homestay Families to be included.</li> <li>Kathy Paterson to suggest the content.</li> </ul>	Kathy Paterson	ASAP
	Following amendments the Policy will be resubmitted to the Board at the next meeting.	Kathy Paterson	Next Meeting
Strategic Planning	2016 Charter The new draft was tabled and discussed. Kathy Paterson asked the Board for permission to refine Goal 3 in relation to the indicators. This was granted. Kathy Paterson will distribute the final Charter by email to the Board on completion.	Kathy Paterson	ASAP
	Following the final amendments, it was moved to adopt the Charter and forward it onto the MOE: Moved: Jemma Burgham Seconded: Tracy Rohan Carried.	Kathy Paterson	ASAP
	Enrolment Scheme Kathy Paterson tabled the document (including two maps). Discussions followed. It was then moved to adopt the enrolment scheme: Moved: Adrian Paterson Seconded: Gill Worth Carried.		
	NB: The Chairperson then signed the document.		

ebruary 22 2016 Minutes	Financial Strategies 2013 - 2016		
	The document was tabled and discussed. The following was moved:		
	The Financial Strategies will be added to the Self Review Plan.  The beautiqued every Contember and college with appropriate.		
	To be reviewed every September and rolled out annually.  The Project Advances to a project the Investment Policy.  The Project Advances to a project the Investment Policy.  The Project Advances to a project the Investment Policy.  The Project Advances to a project the Investment Policy.		
	The Business Manager to review the Investment Policy.  Manager Name of Policy.		
	Moved: Douglas Marshall		
	Carried.		
	Dropoutry Stratogics 2014 2019		
	Property Strategies – 2014 – 2018  The decument was tabled and discussed. The following was moved:		
	The document was tabled and discussed. The following was moved:		
	The Property Strategies will be added to the Self Review Plan.  The beautique of several several and added to the Self Review Plan.  The beautique of several sev		
	To be reviewed every September and rolled out annually.		
	Moved: Bryan Pidwerbesky		
	Seconded: Gill Worth		
	Carried.		
	Policy Schedule		
	The Policy Schedule was tabled and accepted.		
	The Folley Selficadic Was tabled and accepted.		
	Self Review Plan		
	The Self Review Plan was tabled. It was moved that, once the		
	Financial and Property Strategies are added, the Self Review Plan		
	will be adopted:		
	Moved: Lisa Voorwinde		
	Seconded: Rob Silcock		
	Carried.		
	NAGS – 2015 Review		
	This document was tabled. It was moved to adopt the NAGS2015		
	review:		
	Moved: Jemma Burgham		
	Seconded: Adrian Paterson		
	Carried.		
	curried.		
Principal's Report	The Principal's Report was tabled by Kathy Paterson who gave a	Kathy	Next
	verbal outline. Detailed discussions took place and Kathy Paterson	Paterson	Meeting
	gave clarification as and when required. The following were noted:		
	Kathy Paterson informed the Board of a lovely letter received		
	from Camp Quality regarding our student leaders who had		
	recently worked with them. Kathy Paterson will table the letter		
	at the next meeting.		
	<ul> <li>Re NCEA 2015 Provisional Results – Pass rates: 2015 should</li> </ul>		
	read 2014.		
	<ul> <li>School evacuations are now noted on the Principal's Report.</li> </ul>		
	It was moved to accept the Principal's Report:		
	Moved: Kathy Paterson		
	Seconded: Rafael Clarke		
	Carried.		

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February 22 2016 Minutes	Defeat Clade tabled bigger at a decrease 1 1 1 11 11	N1/A	N1 / A
Student's Report	Rafael Clarke tabled his report and gave a verbal outline. He informed the Board that he had attended the recent Camp Quality session – " an awesome experience."	N/A	N/A
	It was ground to account the Charles We Downsto		
	It was moved to accept the Student's Report:  Moved: Rafael Clarke		
	Seconded: Kathy Paterson		
	Carried.		
Resolution to take a break	The Chairperson proposed the Board take a break at 7.29 pm.		
The meeting			
resumed at 7.40			
pm			
NZ Red Cross	A leaflet 'Financing Community Resilience' was tabled for the BOT's information.		
Sports, Academic & Cultural Fund Application	An application was received from the Young Physicists Tournament Team.		
Application	Kathy Paterson offered some recommendations and the following was decided:		
	It was moved that \$180 would be awarded to the Young Physicists Team: Moved: Lisa Voorwinde Seconded: Rafael Clarke Carried.		
Correspondence for Consideration	SDC – Notices of Rating Valuation The notices were tabled and discussed. It was decided that the	Droporty	Next
for Consideration	Property Committee will investigate the 6 Boundary Road property and report back to the Board.	Property Committee	Meeting
	Gardasil Awareness NZ		
	This document was tabled.		
Other	The summary was tabled.	N/A	N/A
Correspondence			
Financial	Financial Reports  Three reports were distributed by email prior to the BOT meeting:  Income & Expenditure Report for the period ending 31  December 2015	Douglas Marshall	Next Meeting
	<ul> <li>Budget Summary of Income &amp; Expenditure for 2016</li> <li>Solutions &amp; Services Report</li> </ul>		
	Douglas Marshall gave a verbal outline and then lengthy, detailed discussions ensued. The following were agreed:  • The reports were very well received and much appreciated, particularly the Solutions & Services Report.		

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	<ul> <li>There is more work to be done but the reports are nicely summarised.</li> <li>Curriculum leaders can proceed with some spending as per the quarterly guidelines.</li> <li>Sandy Dunn (Solutions &amp; Services) has offered to attend a Finance meeting relating to the finalisation of the budget – Kathy Paterson to arrange.</li> <li>Following the above mentioned Finance meeting taking place, the budget will be tabled at the next BOT meeting for adoption.</li> <li>The Chairperson thanked Rob Silcock for his hard work associated with the budget. It was then moved to receive the reports: Moved: Gill Worth Seconded: Rob Silcock</li> <li>Carried.</li> </ul>	Kathy Paterson Douglas Marshall	ASAP Next Meeting
Property	<ul> <li>Property Report         The property report was tabled by Adrian Paterson who gave a verbal overview, including:         <ul> <li>The Hall is going to be refurbished – new seating, heating, painting, carpeting etc.</li> <li>The rocks in the gabions are not the correct size and need to be replaced.</li> </ul> </li> <li>Discussions also took place regarding the school pool and public access. All agreed that the conditions are not suitable for public use.</li> </ul>		
In Committee	It was moved by Douglas Marshall at 8.09 pm that the public be excluded from the following part of the proceeding of this meeting:  1. Minutes from previous meeting 2. Alternative Education Students 3. Stand downs and suspensions 4. Student Matters 5. Staff Matters 6. Staff Award  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.	Relevant documents tabled and verbal reports given by Douglas Marshall and Kathy Paterson	

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Resolution to	The Chairperson proposed the Board move out of Committee at	
move out of	8.49 pm:	
committee	Moved: Chairperson	
	Carried.	
Meeting Closed	8.51 pm.	
Next Meeting	Monday 4 April 2016 at 6 pm	

Chairperson:		
Dated:		