

Lincoln High School Board of Trustees

Minutes of the Meeting held on Monday 28 March 2022 at 6 pm.

- Present:** Adrian Paterson (Chairperson), Kathy Paterson, Andrew Marshall, Troy Landrebe, Maria Connolly and Bobbie Hira.
Via online Teams: Adam Gard'ner.
Ben Olijkan arrived at 6.14 pm
- Apologies:** Blair Johnstone (Associate Principal).
- In Attendance:** Marama Lynch (Associate Principal) and Tracy Roberts (Secretary).
Via online Teams: Mitzi Ajero (Finance Manager).
- Welcome:** Adrian Paterson welcomed everyone.
- Karakia:** The Student Trustee led the Karakia.
- Minutes:** **Monday 21 February 2022 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.

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
Held Over	N/a	N/a	N/a
Financial	<p>1. Financial Report and Management Summary Report – for period ended 28 February 2022</p> <p>2. December 2021 YTD Financial Reports – 1st Draft</p> <p>The above financial reports were tabled by Adrian Paterson who gave a verbal outline.</p> <p>Detailed discussions took place and the Finance Manager provided verbal information and clarification as and when required. The following noted:</p> <ul style="list-style-type: none"> • Deficit: <ul style="list-style-type: none"> ○ Restructuring of the International Department has resulted in savings ○ School donations higher than normal 	Adrian Paterson	Next Meeting

	<ul style="list-style-type: none"> ○ Money has been received from the MOE relating to submitted additional relief teaching funding claims ○ Additional costs incurred due to moving offices etc ● Vandalism: <ul style="list-style-type: none"> ○ The annual amount to cover vandalism has already been spent this year <p>It was moved to accept the above Finance Reports: Moved: Adrian Paterson Ayes given Carried.</p> <p>Finance Committee Motions</p> <p>1. Approval of the 2021 Budget for the Statement of Financial Position</p> <p>The above motion was tabled, and the Finance Manager shared some verbal information and confirmed that the financial position of the school is still strong.</p> <p>It was then moved to approve the 2021 Budget for the Statement of Financial Position: Moved: Adrian Paterson Ayes given Carried.</p> <p>2. Approval of the 2022 Adjusted Operating Budget</p> <p>The above motion was tabled, and the Finance Manager verbally informed the Board that the 10 year cyclical maintenance plan has been updated and the 2022 operating deficit adjusted accordingly.</p> <p>It was then moved to approve the 2022 Adjusted Operating Budget from \$450,344 to \$517,378: Moved: Adrian Paterson Ayes given Carried.</p> <p>3. Approval of the adjusted ceiling of the non-refundable unused international student fees</p> <p>The above motion was tabled, and the Finance Manager gave a verbal outline. Discussions took place.</p> <p>The Principal confirmed to the Board that the proposed changes will bring LHS in line with other schools.</p> <p>It was then moved to approve the adjusted ceiling of the non-refundable unused international fees at the end of the enrolment from \$100 to \$1000, as per the current ceiling of the Schools International Education Business Association (SIEBA): Moved: Adrian Paterson Ayes given</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>
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	<p>Carried.</p> <p>4. Approval of the 2023 Proposed Fees for International Students</p> <p>The above motion was tabled, and detailed discussions took place and clarification was given by the Principal and Staff Trustee as and when required. The following noted:</p> <ul style="list-style-type: none"> • Two years since last increase • Concerns raised regarding the rising cost of living and the impact on homestay families <p>It was then moved that:</p> <ul style="list-style-type: none"> • The international student tuition fees per year and per term will be increased by 3%, and the tuition fee per week by 4% in 2023 • Administration fee will be increased from \$300 to \$400, and homestay weekly fee from \$280 to \$300 in 2023 <p>Moved: Adrian Paterson Ayes given Carried.</p> <p>It was also suggested that the Finance Committee would review/consider the enrolment application form with a view to including some flexibility regarding future cost of living changes.</p> <p>The Finance Manager left the meeting at 6.38 pm.</p> <p>Consider Sport, Academic & Cultural Fund Report The report was tabled, and the Principal gave a verbal overview.</p>	<p>N/A</p> <p>Finance Committee</p> <p>N/A</p>	<p>N/A</p> <p>ASAP</p> <p>N/A</p>
<p>Health & Safety</p>	<p>H&S Toolkit Data and Graphs</p> <p>The Board Chair tabled the H&S Toolkit Data and Graphs. Some brief discussions took place.</p> <p>It was then moved to accept the above 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>Physical Restraint Policy</p> <p>The above policy was tabled, and discussions took place and a minor change suggested:</p> <ul style="list-style-type: none"> • The heading 'Policy' to be changed to 'Guidelines' <p>It was then moved to accept and approve the policy with the suggested change: Moved: Ben Olijkan Seconded: Andrew Marshall</p>	<p>Secretary</p>	<p>ASAP</p>

	<p>Ayes given Carried.</p> <p>International Policies:</p> <ul style="list-style-type: none"> • International Student Policy • Complaints Policy • Group Policy • Accommodation Policy • Fee Protection Policy • Medical & Travel Policy <p>Tracked versions of the above international policies were tabled. The Principal gave a verbal outline and informed the Board that the suggested changes brought the policies in line with the National Body (SIEBA).</p> <p>It was agreed that all the international policies would be reviewed every two years (biennially).</p> <p>It was then moved to accept and approve all the above international policies with the suggested changes: Moved: Adrian Paterson Ayes given Carried.</p>	Secretary	ASAP
Strategic Planning	<p>Update of Te Ara Huarau – How ERO works with your school The Principal shared some verbal information relating to the ERO process and confirmed that the focus will still be on NCEA and Semesterisation.</p> <p>Kāhui Ako Update Adam Gard’ner verbally informed the Board that the process to appoint a new Co-Lead Principal is underway. Kim Alexander the outgoing Co-Lead Principal will stay on for an extra term until the appointment process is completed. The new Co-Lead Principal is expected to start Term 2, 2022.</p>	N/A N/A	N/A N/A
Principal’s Report	<p>The Principal’s Report was tabled by the Principal who gave a verbal outline. General discussions took place and Kathy Paterson gave clarification as and when required. The following noted:</p> <ul style="list-style-type: none"> • Roll numbers are strong • Covid: <ul style="list-style-type: none"> ○ Positive Covid numbers are reported daily to the MOE ○ Students – currently about 5% of students with Covid ○ Teachers – minimal impact on teachers at this stage ○ School is currently running as normal • Enrichment: 	Principal	Next Meeting

	<ul style="list-style-type: none"> ○ Enrichment can happen through option subjects ○ Semesterisation offers enrichment opportunities ○ 'Adopt-A-Scientist' will be offered as an option course. Previously only offered to Enrichment Class, now will be open to all <p>The Principal read out an email of thanks regarding the recent Traverse 2022 trip. The Board acknowledged the excellent video footage of the trip which had been circulated with the agenda pack.</p> <p>It was moved to accept the Principal's Report: Moved: Kathy Paterson Seconded: Andrew Marshall Ayes given Carried.</p> <p>NCEA Summary The NCEA summary was tabled. All acknowledged the exceptional results for Yr 12 (98.8%) - first cohort of students to not sit NCEA L1.</p> <p>The Power of Choice An article regarding Tabled for the Board's information and the Principal shared some verbal information.</p>	Principal	Next Meeting
Student's Report	<p>Bobbie Hira tabled her report and gave a verbal outline and the following noted:</p> <ul style="list-style-type: none"> • House events – good for students to be involved • New connections with Yr 9 have been established <p>Bobbie also informed the Board that she did do mahi while in insolation and was supported by teachers on Teams.</p> <p>It was moved to accept the Student's Report: Moved: Bobbie Hira Seconded: Maria Connolly Ayes given Carried.</p>	N/A	N/A
Tabled	<p>MOE – Increase of Maximum Roll for Aidanfield Christian School The above document was tabled.</p> <p>Style – In confidence The above article, including an interview with Kylie Horgan, was tabled.</p>	N/A	N/A
Resolution to take a break	The Chairperson proposed the Board take a break at 7.27 pm.		

The meeting resumed at 7.36 pm			
Out of Zone numbers for 2023	<p>The Principal shared some verbal information regarding previous years out of zone offered places and the process involved.</p> <p>Lengthy, detailed discussions took place and the Principal confirmed she would be comfortable taking 25 out of zone applications as it shows a deliberate intent of reducing out of zone enrolments.</p> <p>It was then moved to accept up to 25 out of zone places for 2023: Moved: Adrian Paterson Seconded: Troy Ayes given Carried.</p>	N/A	N/A
Mandate Changes	<p>The Principal asked the Board if proof of vaccinations is still required for staff, contractors, bus drivers etc?</p> <p>Detailed discussions took place and the following noted:</p> <ul style="list-style-type: none"> • Only mandates can be enforced • Privacy laws mentioned • Recent mandates were a huge burden on the school • Vaccination passes are no longer in use – verification of status would be difficult <p>It was agreed that LHS would:</p> <ul style="list-style-type: none"> • State their preferences – eg we would prefer the driver/contractor to be vaccinated <ul style="list-style-type: none"> ○ If not, then a decision is made as to whether the trip or process goes ahead • People are encouraged to be vaccinated but this can't be enforced for non-employees 	Principal	ASAP
Property	<p>Property Report</p> <p>Andrew Marshall tabled the report and gave a verbal overview of the highlights.</p> <p>The Principal shared some verbal information regarding vandalism:</p> <ul style="list-style-type: none"> • MOE have deemed LHS as low risk <ul style="list-style-type: none"> ○ In order for the risk level to be increased (and the amount of MOE money increased) a three year history of vandalism costs have to be submitted ○ Going forward, the financial reporting of vandalism costs incurred has now been changed to allow for the required evidence to be collated <p>SIP Funds / 5YA Projects</p> <ul style="list-style-type: none"> • Waiting for the plan to show the container on the field 	Andrew Marshall	Next Meeting

	<ul style="list-style-type: none"> • Boundary Road carparking <ul style="list-style-type: none"> ○ On track but hinges on the completion of the easement <p>Other points verbally shared by Andrew Marshall:</p> <ul style="list-style-type: none"> • Possible Boundary Road fence upgrade (Capital Budget) of a 1.8 m fence • Meeting on Wednesday re Science/Admin Block <ul style="list-style-type: none"> ○ Need to be clear about Education Brief ○ Need to move forward as everything has been prepared/done ○ Cultural narrative is throughout the plans • Demolition of J Block would be part of the rebuild part <p>It was moved to accept the Property report: Moved: Andrew Marshall Seconded: Ben Olijkan Ayes given Carried.</p>		
Community Engagement	<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"> 1. The removal of the Boundary Road hedge and improved carparking facilities 2. Promote Yr 12 NCEA results 3. Traverse Trip 4. International Students – successful application 5. Upcoming Board Elections 	Principal	ASAP
In Committee	<p>It was moved by Adrian Paterson at 8.29 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. Student Matters 5. Staff Matters 6. 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 9.07 pm: Moved: Chairperson Carried.		
Meeting Closed	9.08 pm.		
Closing Karakia	The Student Trustee led the closing Karakia.		
Next Meeting	Monday 23 May 2022 at 6 pm.		

Chairperson: _____

Dated: _____