

Lincoln High School Board of Trustees Minutes of the Meeting held on Monday 23 May 2022 at 6 pm

Present: Adrian Paterson (Chairperson), Kathy Paterson, Andrew Marshall, Troy Landrebe, Ben Olijkan, Adam Gardner and Maria Connolly.

Bobbie Hira attended via online Teams meeting.

Apologies: None

In Attendance: Marama Lynch (Associate Principal), Blair Johnstone (Associate Principal), Mitzi Ajero (Finance Manager), Vanessa Lamont (HOLA English) and Tracy Roberts (Secretary).

Welcome: Adrian Paterson welcomed everyone.

Karakia: The Student Trustee led the Karakia.

Minutes: **Monday 28 March 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.

Presentation: At the beginning of the meeting, Vanessa Lamont gave a presentation on literacy and how NZ is changing the way literacy is taught. The presentation included the following:

- LHS is be taking part in a trial of a programme led by the MOE
 - LHS, Rolleston and Ellesmere schools will work together
 - Big changes – no NCEA qualification without literacy and numeracy
- High literacy in terms of NCEA – need to think about being literate
- Nationally, about a third of students struggle to read and write
- Nationally, there has been a decline since 2009 – faster than other comparable countries
- Literacy is going back to basics (grammar) and away from ideas
- Ability to read/concentrate for an extended period is harder and harder for young people
- The challenging area for LHS is writing. Reading should slot in nicely
- Less than 50% passed the writing last year in other trial schools
- Examinations can be done July or September
 - LHS will start with a Yr 10 programme for September assessment
 - Students' assessments in the trial will count towards NCEA credits

A question and answer session followed. The presentation was very well received, and the Board thanked Vanessa who then left the meeting at 6.46 pm.

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
Held Over	None.		
Vaccination Status of Bus Drivers	<p>Travlon have approached Maria Connolly who asked the Board if she could share the Board minutes relating to our vaccine expectations with Travlon.</p> <p>It was agreed that the Principal would formally respond to Travlon.</p>	Principal	ASAP
Financial	<p>Financial Report and Management Summary Report – for period ended 30 April 2022</p> <p>Draft 2021 Accounts – period ended 31 December 2022</p> <p>The above financial reports and draft 2021 accounts were tabled by Adrian Paterson who gave a verbal outline. The Finance Manager also gave a verbal overview of the draft 2021 accounts.</p> <p>General discussions took place.</p> <p>It was moved to accept the Finance Reports and Draft 2021 Accounts: Moved: Adrian Paterson Seconded: Andrew Marshall Ayes given Carried.</p> <p>Finance Motion – Statement of Responsibility Following discussions, it was moved that the Board Chair and Principal will sign the 2021 Statement of Responsibility on behalf of the school: Moved: Adrian Paterson Seconded: None Ayes given Carried.</p> <p>Finance Motion – Writing-off Homestay Balances The Finance Manager shared some verbal detailed information relating to the reason and investigations behind the motion. The Finance Committee have also been consulted on the matter.</p> <p>Detailed discussions took place and the Finance Manager offered clarification as and when required.</p>	<p>Adrian Paterson</p> <p>Finance Manager</p> <p>Finance Manager</p>	<p>Next Meeting</p> <p>ASAP</p> <p>ASAP</p>

	<p>It was then moved that the writing off of homestay balances of international students who left the school from 2012 to 2015 is approved:</p> <p>Moved: Ben Olijkan Seconded: Maria Connolly Ayes given Carried.</p> <p>The Finance Manager left the meeting at 6.56 pm.</p>		
<p>Health & Safety</p>	<p>H&S Toolkit data and graphs The H&S Toolkit Data and graphs were tabled, and 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>ICT Policy – Annually Reviewed The above policy was tabled, and discussions took place.</p> <p>It was then moved to accept the policy as is (no further changes): Moved: Adrian Paterson Ayes given Carried.</p> <p>It was also agreed that the policy would be reviewed annually.</p> <p>International Students: Fees Refund Policy This was missed from the previous batch of international policies.</p> <p>A tracked version of the policy was tabled. Discussions took place and the following additional changes suggested:</p> <ul style="list-style-type: none"> • Re Rationale to read ‘... and guidance to ensure ...’ • The four paragraphs ‘Administration Fees, Insurance, Homestay Administration Fee and Used Homestay Fees’ to be indented • ‘Won’t’ to be written in full, ‘will not’ <p>It was then moved to accept the above policy with all the changes: Moved: Adrian Paterson Ayes given Carried.</p>	<p>Secretary</p> <p>Secretary</p>	<p>ASAP</p> <p>ASAP</p>

Strategic Planning	<p>Roll Data Predictions The Principal tabled the roll data predictions and gave a verbal overview of the figures.</p> <p>Discussions took place and the Principal offered clarification as and when required.</p> <p>Kāhui Ako Update – Term 1 Board and ASL Presentation Link The Board found the presentation helpful, and all agreed that the ASLs are passionate in their roles.</p> <p>It was also noted that there is a strong feeling across the Kāhui Ako that the benefits of being in a Kāhui Ako are now being seen.</p> <p>Maria Connolly mentioned the inconsistent use of macrons.</p>	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"> • The 'Feed the Brain' homework group has started very positively – a good response from students • From the start of 2023 there will be no Yr 10 core class • Concerns raised by the Counsellors relating to the changes around the Public Health Nurse and family planning clinics <p>It was moved to accept the Principal's Report: Moved: Kathy Paterson Seconded: Ben Olijkan Ayes given Carried.</p> <p>Attendance, Truancy & Achievement Data The Principal tabled the above data and gave a verbal overview. Discussions took place and Kathy Paterson and Blair Johnstone gave clarification as and when required.</p>	Kathy Paterson	Next Meeting
Student's Report	<p>Bobbie Hira tabled her report and gave a verbal outline.</p> <p>Discussions took place and Marama Lynch offered some clarification about the SLT monitoring of the student bathrooms.</p> <p>It was moved to accept the Student's Report: Moved: Bobbie Hira Seconded: Adam Gardner Ayes given Carried.</p>	Student Trustee	Next Meeting

Tabled	MOE – St Bede’s College & Villa Maria College Enrolment Scheme Discussions took place later in the in-committee section of the meeting.	N/A	N/A
BOT Elections	Returning Officer Kathy Paterson nominated Stephen Rout to be LHS’s Returning Officer for the upcoming board elections: Moved: Kathy Paterson Seconded: Troy Landrebe Ayes given Carried.	N/A	N/A
NZ/German Student Exchange Trip 2022/23	The student exchange information was circulated to the Board by email as a separate attachment with the meeting agenda pack. Lengthy, detailed discussions were had, and the following noted: <ul style="list-style-type: none"> • People are now much more aware of COVID and related possible outcomes • This is not a LHS trip initiative, approached by another school • The responsibility would be with the families not LHS • This is an opportunity but families aware of all risks (eg COVID, political climate) The Board support the opportunity of the NZ/German Student Exchange Trip if it can work out.	N/A	N/A
Property Report	Andrew Marshall tabled the property report and gave a verbal overview. Discussions took place and the following noted: <ul style="list-style-type: none"> • Knowledge of the major LHS redevelopment is now in the public domain • J Block demolition has been confirmed by MOE for January 2023 • Temporary administration block is nearly finished – very good progress It was then moved to accept the Property Report: Moved: Andrew Marshall Seconded: Ben Olijkan Ayes given Carried.	Andrew Marshall	Next Meeting
Community Engagement	It was suggested that the following, from tonight’s meeting, will be shared with the LHS community: <ol style="list-style-type: none"> 1. After next Tuesday’s property meeting, the property successes will be shared 2. The appointment of the Returning Officer for the Board Elections to be shared 	Principal	ASAP

Resolution to take a break	The Chairperson proposed the Board take a break at 7.35 pm.	N/A	N/A
The meeting resumed at 7.45 pm			
In Committee	<p>It was moved by Adrian Paterson at 7.46 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. Villa Maria - Enrolment Zone 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	The Chairperson proposed the Board move out of Committee at 8.11 pm: Moved: Chairperson Carried.		
Meeting Closed	8.13 pm.		
Closing Karakia	The Student Trustee led the closing Karakia.		
Next Meeting	Monday 27 June 2022 at 6 pm.		

Chairperson: _____

Dated: _____