

Lincoln High School Board of Trustees

Minutes of the Meeting held on

Monday 7 November 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 (Minute Taking) and Sonya Li-McHenry.
- Apologies:** Ben Oljikan, Tracy Roberts (Secretary) and Mitzi Ajero (Finance Manager).
- In Attendance:** Marama Lynch (Associate Principal) and Blair Johnstone (Associate Principal).
- Welcome:** The Chair welcomed all to the meeting including the new Student Trustee (Sonya Li-McHenry) and the Co-opted board member Andrew Marshall.
- Karakia:** Blair Johnstone led the Karakia.
- Minutes:** **Wednesday 28 September 2022 Minutes:**
It was moved the Minutes of the above meeting be taken as read and accepted as a true and accurate record:
Moved: Nicky Hiku
Ayes given
Carried.
- Disclosure of Interest:** Andrew Marshall disclosed:
- That the MOE Delivery Manager (Adel Issac) is also a client of his work
 - Andrew has been asked by a QS company to be a referee for someone applying for a Stage One tender
- Presentation:** **Rachel Austen – HOLA Languages**
At the beginning of the meeting Rachel Austen (HOLA Languages) gave a verbal presentation on the Languages Department. The presentation included:
- An introduction to the Languages team and the languages currently being taught
 - Level attained at NCEA Level 3 means the students can go into Level 2 at University
 - Focus is on building language but also to learn about the culture which supports language understanding as students advance
 - Cultural activities include: Ki-o-rahi, dance, food, Anime Club and French immersion afternoon
 - LHS has been a Confucius Classroom since 2012, which has provided a lot of competition and support
 - LHS have previously hosted Mandaring Language Assistants
 - Community events include: Māori Languages Week, Matariki event (with other schools in the area) and Selwyn Culture Fest
 - Education outside of the classroom include: movies, trips (eg to Akaroa), and Cultural Council events
 - Covid:
 - The lack of real-life situations where students could use the language was a challenge. One option which was developed was having zoom calls with people in Japan

- Prior to Covid, exchanges and trips were happening. Coming up in December, two students going on exchange to Germany for two months. There was also an opportunity to go to Switzerland for French but there were no takers
- Covid is still presenting challenges for overseas trips:
 - Higher insurance costs
 - Health declarations
- Need to rebuild connections

The Presentation was very well received, and the Board thanked Rachel Austen who then left the meeting at 6.25 pm.

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
Financial	<p>Financial Report and Management Summary Report – for period ended 30 September 2022</p> <p>The above financial reports were tabled by the Chair, who had attended an earlier Finance meeting with the Finance Manager and Barry Donaldson.</p> <p>General discussions took place.</p> <p>It was then moved to accept the Finance Reports: Moved: Barry Donaldson Seconded: Kathy Paterson Ayes given Carried.</p> <p>Finance Committee Motion – Insurance Renewal</p> <p>The above motion was tabled. It was then moved to approve the annual insurance renewal as outlined: Moved: Barry Donaldson Seconded: Steve Rosling Ayes given Carried.</p>	Nicky Hiku	Next Meeting
Health & Safety	<p>H& S Toolkit Data and Graphs</p> <p>The above was tabled, and it was noted that general trends are similar to the previous year with an increase in outdoor incidents.</p> <p>It was moved to accept the H&S Toolkit Data and Graphs: Moved: Kathy Paterson Seconded: Andrew Marshall Ayes given Carried.</p>	N/A	N/A
Self-Review	<p>Policies for Review</p> <p>Consumption of Alcohol at LHS Events and Activities Policy</p> <p>The policy was tabled, and some discussion took place, the following noted:</p>		

	<ul style="list-style-type: none"> • It was decided to use the wording 'event/activity' throughout • The following questions asked: <ul style="list-style-type: none"> ○ Should the policy include a decision around sponsorship with alcohol? ○ Should there be a policy around wearing alcohol related logo clothing on non-uniform days? • It was decided to look into how alcohol fits in the Fundraising Policy and sponsorship (along with other issues such as vaping etc) • The Fundraising Policy will be revisited at the next meeting (using the School Alcohol Policies Guide) <p>It was then moved to approve and accept the Consumption of Alcohol at LHS Events and Activities Policy, with the above mentioned wording changes: Moved: Brad Macdonald Seconded: Andrew Marshall Ayes given Carried.</p> <p>Financial Management and Accountability Policy A tracked version of the above policy was tabled, and discussions took place. The following noted:</p> <ul style="list-style-type: none"> • Re No 14 – The sentence 'Any applications for funds above \$30,000 will be submitted to the Board for approval.' will be added. • Re Q16: <ul style="list-style-type: none"> ○ The value of the gift to be increased from \$100 to \$200 ○ Any gifts, above \$200, must be logged onto the Gift Register <p>It was then moved to approve and accept the Financial Management and Accountability Policy, with the above changes: Moved: Nicky Hiku Ayes given Carried.</p> <p>Investment Policy The above policy was tabled, and discussions took place. The following noted:</p> <ul style="list-style-type: none"> • The Board acknowledged and approved that the risk is spread across two banks • The Board asked if there are two signatories required for the re-investment as this is also a funds transfer <ul style="list-style-type: none"> ○ The Principal will look into this and check that there are two people independently actioning this and report back to the Board <p>It was then moved to accept the Investment Policy: Moved: Andrew Marshall Seconded: Barry Donaldson Ayes given</p>	<p>Principal</p> <p>Principal</p>	<p>Next Meeting</p> <p>ASAP</p>
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	Carried.		
Strategic Planning	<p>Kāhui Ako Update The Board were informed that the Kāhui Ako did not meet at the end of Term 3.</p> <p>The Principal asked Adam Gard'ner if there is an intention to have a meeting with the new board members?</p> <ul style="list-style-type: none"> • It was suggested that the ASL and WSL staff could present to wider boards – gives an opportunity for boards to connect and gain some understanding about what is happening across the Kāhui Ako • The meeting is happening on 1 December 2022 (Term 4) 	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"> • Concern that the predicted roll for next year is high • Graduation <ul style="list-style-type: none"> ○ First time held in the City ○ The 2022 Head Students Mced the event ○ The previous Board Chair, Adrian Paterson spoke at the beginning of the evening • Coming up are: Show Day, two Accord Days and also a PUM <p>Adam Gard'ner verbally acknowledged the event:</p> <ul style="list-style-type: none"> • Well planned and well run • Genuine aroha from students to Blair Johnstone and Richard James • Kapa haka amazing – felt individual and dedicated <p>Barry Donaldson agreed the event was well organised. He also asked/suggested if there was any way the award recipients could participate in the haka?</p> <p>It was moved to accept the Principal's Report: Moved: Kathy Paterson Seconded: Adam Gard'ner Ayes given Carried.</p> <p>Attendance, Transfer & NCEA Monitoring The information was tabled.</p> <p>NCEA Levels 2 & 3 Predictions The Principal tabled the above document and gave a verbal overview.</p> <p>Discussions took place and the following noted:</p> <ul style="list-style-type: none"> • Predictions were done for the first time last year • It was agreed that, going forward, names will not be included 	Kathy Paterson	Next Meeting
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	<ul style="list-style-type: none"> The Principal confirmed that all is trending as per normal and there is nothing to give reason for concern 		
Student's Report	<p>Sonya Li-McHenry tabled her first board report and gave a verbal outline.</p> <p>It was moved to accept the Student's Report: Moved: Nicky Hiku Ayes given Carried.</p>	Student Trustee	Next Meeting
Secondary Schools Education Partnership (SSEP 2023)	<p>The Principal shared a verbal update:</p> <ul style="list-style-type: none"> LHS had been approached to be part of this initiative and have signed up to participate A few schools are involved Science Department; Four Yr 9 classes are developing partnerships with outside organisations. Science was the main one that the organisation was making the offer to create the links for 	N/A	N/A
LHS BOT Committees	<p>The document was tabled and acknowledged as being accurate.</p> <p>The new board members thanked Ben Olijkan and Andrew Marshall for their contributions to the committees. The Board Chair expressed her gratitude for their support during her first discipline meeting.</p> <p>Regarding the Student Discipline Committee, the aim is to slowly give others' opportunities to participate, so all learn the skills. Instruction information was given later in-committee.</p>	N/A	N/A
Trip Requests	<p>The following trip requests were tabled for consideration:</p> <p>Kurashiki Student Ambassador Exchange (July/August and September/October 2023)</p> <p>The Principal tabled the above and gave a verbal outline. Discussions took place and the following noted:</p> <ul style="list-style-type: none"> Covid: <ul style="list-style-type: none"> The school can not wear the cost of any can cancellation Key thing is to know how Covid things will line up It is important to get back to business-as-usual Run by an outside agency. Concerns voiced about their email address <p>It was then moved to approve/support the Kurashiki Student Ambassador Exchange: Moved: Steve Rosling Seconded: Barry Donaldson Ayes given Carried.</p>		

	<p>World Challenge Nepal – December 2023</p> <p>The Principal tabled the above and gave a verbal overview. Discussions took place and the following noted:</p> <ul style="list-style-type: none"> • LHS has had one previous expedition to Nepal • Shantal Jones shared some verbal information relating to the previous Nepal trip • Run by an outside organization and funding goes via them • Northern hemisphere has tensions which is another reason for Nepal to be repeated • Clarity around covid cancellations for parents is required <p>It was then moved to agree, in principle, and allow this to be launched: Moved: Steve Rosling Seconded: Andrew Marshall Ayes given Carried.</p>		
<p>Property</p>	<p>Property Report</p> <p>Andrew Marshall tabled the report and gave a verbal overview, including:</p> <ul style="list-style-type: none"> • Verbal information from the recent Redevelopment Programme/Masterplan: <ul style="list-style-type: none"> ○ This is progressing along with the decanting and moving of the 4 temporary buildings to make room for the new Science Block ○ Demolition of J Block is planned for the Christmas holidays <ul style="list-style-type: none"> ▪ Contractor’s demolition report to possibly include information on where the waste is going ○ Relocation of buildings does require building consent ○ Currently waiting for another meeting to go over and tidy up the plans. The design team needs to send the plans to the MOE to check that they are keeping to the MOE’s principles (eg weatherproofing) ○ After the completion of the concept design, the detailed design will be finalised early 2023 and then to tender, then later to consent (ideally middle of next year) ○ Auditorium has moved to Stage 3. A Block is now part of Stage 4 ○ LHS is getting a staged rebuild but not a complete new build ○ LHS is not part of the Christchurch schools rebuild as ineligible ○ E Block (portacoms) still have acoustic issues despite autex additions to the ceiling ○ The school house: <ul style="list-style-type: none"> ▪ Is a MOE asset that the school gets the use of. There is a cost to LHS in the 5YA to maintain it 	<p>Andrew Marshall</p>	<p>Next Meeting</p>

	<ul style="list-style-type: none"> ▪ Future possible uses were suggested: <ul style="list-style-type: none"> • Teen parenting unit • Childcare facility ○ The furniture and equipment grant has been spent on the new modular buildings ○ The pool is now operational ○ Solar power – the Board was informed that LHS has applied two times for solar panels, but it has not been granted <p>It was decided that the section relating to the Caretaker would be removed from the Property report. It was then moved to accept the Property report: Moved: Andrew Marshall Seconded: Steve Rosling Ayes given Carried.</p>	Secretary	ASAP
Community Engagement	<p>It was suggested that the following, from tonight's meeting, will be shared with the LHS community:</p> <ul style="list-style-type: none"> • The removal/demolition of J Block 	Principal	As and when suitable
Resolution to take a break	The Chair proposed the Board take a break at 8.10 pm.		
The meeting resumed at 8.18 pm			
In Committee	<p>It was moved by Nicky Hiku at 8.19 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. Review of Pastoral/Academic Care 6. OIA Request 7. Student Matters 8. Staff Matters 9. 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 Nicky Hiku and Kathy Paterson	

Resolution to move out of committee	The Chair proposed the Board move out of Committee at 9.45 pm: Moved: Chair Carried.		
Meeting Closed	9.45 pm.		
Closing Karakia	Adam Gard'ner led the closing Karakia.		
Next Meeting	Monday 5 December 2022 at 6 pm.		

Chairperson: _____

Dated: _____