

Lincoln High School Board of Trustees

Minutes of the Meeting held on Wednesday 28 September 2022 at 6 pm

- Present:** Nicky Hiku (Chair), Barry Donaldson (Deputy Chair), Kathy Paterson, Brad Macdonald, Steve Rosling and Shantal Jones.
Adam Gard’ner joined the meeting via Teams at 6.19 pm.
- Apologies:** Bobbie Hira.
- In Attendance:** Marama Lynch (Associate Principal), Mitzi Ajero (Finance Manager) and Tracy Roberts (Secretary).
- Welcome:** The Principal welcomed everyone to the first board meeting of the newly elected board members and handed over the meeting to the Board Secretary for the Election of Officers.
- Karakia:** The Principal informed the Board that, going forward, there will be a different karakia.
- Minutes:** **Monday 22 August 2022 Minutes:**
Owing to this being the first meeting of the new board, the Principal and Shantal Jones attested that the minutes were accurate.
- 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.
- NB: It was agreed that the minutes would be signed off by both the outgoing and incoming Chairs.
- Disclosure of Interest:** The new board members (Nicky Hiku, Barry Donaldson, Brad Macdonald and Steve Rosling) returned their completed Interest Register forms, and the Interest Register has been updated accordingly.
- Presentation:** There was no presentation.

Business of the Meeting

Subject	Resolution/Detail	Date To Be Completed	Date To Be Completed
Election of Chair and Deputy Chair	Prior to the actual election of officers some discussion took place. The Principal shared some general verbal information and offered clarification as and when required. The following noted: <ul style="list-style-type: none"> • There are no set weekly meetings between Chair and Principal • Most communication is by phone, email or text 	N/A	N/A

	<ul style="list-style-type: none"> • Some concerns raised regarding the lack of experience of the new board <ul style="list-style-type: none"> ○ The possible co-option of previous board members, Andrew Marshall and Ben Olijkan were discussed • The roles of Chair and Deputy Chair are elected annually at the first routine board meeting of the year <p>Election of Chair Nicky Hiku was nominated and elected unopposed as Board Chair: Nominated: Barry Donaldson Seconded: Shantal Jones Ayes given Carried.</p> <p>Deputy Chair Barry Donaldson was nominated and elected unopposed as Deputy Chair: Nominated: Nicky Hiku Ayes given Carried.</p> <p>Adam Gard’ner thanked Nicky Hiku and Barry Donaldson for putting themselves forward.</p> <p>The new Chair, Nicky Hiku took over the meeting from the Board Secretary.</p>		
<p>Board Committees</p>	<p>Finance Committee The Principal introduced Mitzi Ajero (Finance Manager) to the Board and shared the following information:</p> <ul style="list-style-type: none"> • Mitzi runs a finance meeting about once/month which usually lasts 45 minutes to 1 hour and starts at 5.30 pm • Finance papers are sent out in advance of the meeting • Solution & Services are used for annual accounts • Deloitte is LHS’s auditor <p>Following discussions it was then moved that Nicky Hiku, Barry Donaldson and Brad Macdonald will be on the Finance Committee: Moved: Steve Rosling Seconded: Kathy Paterson Ayes given Carried.</p> <p>Property Committee The Principal shared some verbal information, including:</p> <ul style="list-style-type: none"> • The Property Manager is Toni Soppet and runs a Property Meeting about once/month and usually lasts 1.5 hours. It starts at 5.30 pm. There are also occasional additional property meetings as required • The expertise and relevant experience of a previous BOT (Andrew Marshall), who is very knowledgeable and keen to help out with LHS’s Building Project 	<p>N/A</p>	<p>N/A</p>

- Following previous complaints from LHS, the MOE now hold a monthly meeting (1 hour maximum) to keep the ball rolling and LHS updated
- There are also regular meetings with the architect and Project Manager
- Currently over 50% through preliminary design phase. Two further design phases. Build is expected to start Term 3, 2023

Following discussions it was then moved that, with a view of co-opting Andrew Marshall, Brad Macdonald and Steve Rosling will be on the Property Committee:

Moved: Nicky Hiku

Seconded: Barry Donaldson

Ayes given

Carried.

Adam Gard'ner joined the meeting via Teams at 6.19 pm.

Sustainability

The Principal informed the Board that Adam Gard'ner has indicated that he is interested in remaining on the Sustainability Committee.

It was then moved that Adam Gard'ner would be on the Sustainability Committee:

Moved: Nicky Hiku

Ayes given

Carried.

Health & Safety Committee

The Principal informed the Board that the Staff Trustee is usually on the H&S Committee and that meetings are held once or twice per term.

It was then moved that Shantal Jones (Staff Trustee) would be on the H&S Committee:

Moved: Brad Macdonald

Seconded: Barry Donaldson

Ayes given

Carried.

Student Discipline Committee

The Principal informed the Board that:

- Usually a core team of three board members do the Student Discipline meetings
- The Staff or Student Trustee are never involved
- The aim is to try and help the students to get them back into school
- They are held as and when required and usually take place at 5.30 pm
- Ben Olijkan, a previous BOT, has been involved a lot with Student Discipline meetings and, as a result, is experienced

	<p>Adam Gard'ner suggested co-opting Ben Olijkan as a mentor during the transitional period of the new board.</p> <p>Co-option of Andrew Marshall and Ben Olijkan Following detailed discussions, it was then moved, and that the whole board is in agreement, for Andrew Marshall and Ben Olijkan to be approached and be co-opted onto the Board for a transitional period, with a review date of December 2023: Moved: Nicky Hiku Ayes given – unanimous Carried.</p> <p>Adam Gard'ner verbalised that he can vouch for both Andrew Marshall and Ben Olijkan for their support and commitment.</p> <p>The Principal informed the Board that Ben Olijkan also has experience of being on the Finance Committee. Discussions took place and it was agreed that Ben Olijkan would also be on the Finance Committee.</p> <p>Kāhui Ako Stewardship Group Discussions took place and it was agreed that Adam Gard'ner would continue to represent LHS on the Stewardship Group. Adam Gard'ner shared some verbal information regarding the Kāhui Ako including:</p> <ul style="list-style-type: none"> • There are about 8 schools and about 14 ECE Centres in the Kāhui Ako <p>Adam Gard'ner indicated that he would like to be involved with LHS's Strategic Plan.</p> <p>Adam Gard'ner left the meeting at 6.42 pm.</p>		
Held Over	Consumption of Alcohol at LHS Events and Activities Policy	Principal	Next Meeting
Trustees' Code of Conduct	<p>Completed Trustees' Codes of Conduct have been received from:</p> <ul style="list-style-type: none"> • Nicky Hiku • Barry Donaldson • Brad Macdonald • Steve Rosling 	N/A	N/A
Financial	<p>Financial Report and Management Summary Report – for period ended 31 August 2022 The above financial reports were tabled by the Chair. The Finance Manager gave a verbal outline and the following noted:</p> <ul style="list-style-type: none"> • An EOY deficit is expected • International Students special income mentioned • The MOE funding of \$67,000 relating to the recent support staff equity has still to be received <p>General discussions took place, and the Principal and Finance Manager gave information/clarification as and when required. The following noted:</p>	Chair	Next Meeting

	<ul style="list-style-type: none"> • Income higher and lower expenditure • Donations are recognised as they come in <ul style="list-style-type: none"> ○ 55% on average paid ○ LHS donation is not large compared to other schools ○ Previous boards have kept it low • Interest rates are currently very low • The Finance Committee goes into much more financial details/breakdowns <ul style="list-style-type: none"> ○ The Principal suggested that August Finance meeting papers are sent out to the Finance Committee • Uniform shop is not designed as a profit making exercise. Profit is kept to a minimum <p>It was then moved to accept the Finance Reports: Moved: Kathy Paterson Seconded: Shantal Jones Ayes given Carried.</p> <p>2023 Budget The Principal informed the Board that the 2023 budget has been started. The first draft will be on 1 November and will be submitted to the Board for approval at the next meeting.</p> <p>The Finance Manager left the meeting at 6.58 pm.</p>	Finance Manager	ASAP
Health & Safety	<p>H&S Toolkit Data and Graphs The above reports were tabled, and the Principal gave a verbal overview. Some brief discussion took place.</p> <p>It was then moved to accept the above H&S data and graphs: Moved: Kathy Paterson Seconded: Barry Donaldson Ayes given Carried.</p>	Principal	Next Meeting
Self-Review	<p>Fundraising Policy A tracked version, with some suggested changes, was tabled.</p> <p>Kathy Paterson gave a verbal outline and explained to the Board that this policy was brought to them following some recent GST discussions relating to the Winter Tournament.</p> <p>Detailed discussions took place and Kathy Paterson and Marama Lynch gave clarification as and when required. The following noted:</p> <ul style="list-style-type: none"> • Fundraised money, in the name of the school, stays with the school as a start up to a following years same trip • Parents/Caregivers' paid money is refunded • Shantal Jones offered some clarification about World Challenge fundraised money <p>Following discussions some additional changes were suggested:</p>	Secretary	ASAP

	<ul style="list-style-type: none"> • No 7 – the word ‘trip’ to be changed to ‘activity’ • No 9 – to be deleted • No 10 – the word ‘events’ to be changed to ‘activities’ <p>It was then moved to accept and approve the Fundraising Policy with all the suggested changes: Moved: Nicky Hiku Ayes given Carried.</p> <p>Consumption of Alcohol at LHS Events and Activities It was decided to hold over this policy until the next meeting.</p>	Principal	Next Meeting
Strategic Planning	<ol style="list-style-type: none"> 1. The Principal informed the Board that the creating of new Charters for 2023, under Statement of National Education and Learning Priorities (NELPS) has now been deferred to 2024 2. The Principal asked the Board to familiarize themselves with the current Charter (available from the school website) 3. The Principal informed the Board that the Heads of Learning Areas (HOLAs) present a summary of their previous year’s data to the Board at the Strategic Planning meeting held in February. LHS have eight Learning Areas. <p>Kāhui Ako Update The Kāhui Ako update is included within the Principal’s Report.</p>	N/A Board Members N/A N/A	N/A ASAP 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"> • LHS does not have an attendance issue, there is a high daily attendance <ul style="list-style-type: none"> ○ Covid has caused challenges for some students who are not wanting to come to school • The roll usually declines during the year. During Covid roll stayed up as not as many jobs available for the students • MOE funding is on a quarterly basis. Eg if 20 x Yr 12s leave later in the year, then the last grant is reduced <ul style="list-style-type: none"> ○ Teachers still have to be paid even though the MOE funding varies ○ The MOE do not fund international students • Roll numbers are important. If over 1400 students, then there are more Management Units (MUs) to offer staff for projects • The Principal shared some information regarding some ex-LHS international students’ money (\$65,000) and the recording ledger process • The Principal shared some verbal information regarding the MOA of Christchurch Schools regarding out-of-zone numbers. LHS have reduced their out-of-zones; 2023, 25 places 	Kathy Paterson	Next Meeting

	<p>Discussions took place and Kathy Paterson and Marama Lynch offered clarification as required. The following noted:</p> <ul style="list-style-type: none"> • The architects (Athfields – Trevor and Tim) are very good • J Block is due to be demolished during the Christmas holidays • Copies of the Property Masterplan and Education Brief to be sent out to the Board • The Cultural Narrative is on the school website 	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"> • Board Changes <ul style="list-style-type: none"> ○ Farewell of the previous board ○ Introduction of the new board, co-option of the two members and roles taken on 	Principal	ASAP
In Committee	<p>It was moved by Nicky Hiku at 8.25 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. International Department Plans 5. MOE – 2023 Equity and Isolation Index Funding 6. ERO Reports 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	<p>The Chair proposed the Board move out of Committee at 9.12 pm: Moved: Chair Carried.</p>		
Meeting Closed	9.13 pm.		
Next Meeting	Monday 7 November 2022 at 6 pm		

Chairperson: _____

Dated: _____