

Lincoln High School Board Minutes of the Meeting held on Monday 3 April 2023 at 6 pm.

Present: Nicky Hiku (Presiding Member), Barry Donaldson, Kathy Paterson, Brad Macdonald, Steve Rosling, Adam Gard'ner, Ben Olijkan, Shantal Jones and Sonya Li-McHenry.

Apologies: Andrew Marshall, Blair Johnstone (Associate Principal) and Mitzi Ajero (Finance Manager).

In Attendance: Marama Lynch (Associate Principal) and Tracy Roberts (Secretary).

Welcome: The Presiding Member welcomed all to the meeting.

Karakia: The Karakia was said.

Minutes: **Monday 27 February 2023 Minutes:**

NB: The Financial Reports from the February meeting were moved and approved by the Presiding Member, Nicky Hiku.

It was then moved that 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: None.

NB: Disclosures of Interest Update

Following the February board meeting and in reply to the Secretary's communications, responses have been received from:

- New disclosure form received from Nicky Hiku
- Confirmation emails of no changes have been received from:
 - Kathy Paterson
 - Ben Olijkan
 - Andrew Marshall
 - Shantal Jones
 - Brad Macdonald
 - Barry Donaldson
 - Sonya Li-McHenry
 - Steve Rosling
- Confirmation email of no disclosures received from Adam Gard'ner

Presentation:**Positive Behaviour for Learning (PB4L) - Jamie L’Huillier (Deputy Principal) and Danielle Millar (Assistant HOLA English)**

At the beginning of the meeting, Jamie L’Huillier and Danielle Millar gave a Powerpoint presentation on PB4L. The presentation included:

- An introduction about PB4L which aims to create and foster a positive school culture
 - Jamie (as a member of the SLT) has the PB4L folio
 - Danielle has a Kāhui Ako WSL role for PB4L
 - Tier 1 – supports about 80% (at LHS about 85% to 90%) of students
 - Tier 2 – supports the next group of students who have more challenging behaviour
 - Tier 3 – Gives individualised support
 - Involves teaching expected behaviour
 - Currently focused on in-class behaviour and not yet widely reporting playground behaviour
 - School has moved into data driven tracking
- Christchurch’s experience is different to the rest of NZ
 - Trauma in younger years (earthquake, terror attack plus Covid) – impact on the developing brain
- Classroom Practices Team – some students highlighted and their teachers get-together and collaborate/develop a shared response to the problem
- Restorative Practice:
 - Some staff have already done training
 - The Board are welcome to attend in-school workshops
 - Language/tone is very important

The Principal shared some verbal information about LHS’s contributory schools:

- None using PB4L
- They use other products (eg KiVa, Pause Breathe Smile)

A question and answer session followed, and Jamie and Danielle offered clarification as and when required.

The Presiding Member thanked both Jamie and Danielle who then left the meeting at 6.46 pm.

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
Financial	<p>Financial Report and Management Summary Report – for period ended 31.12.2022</p> <p>Although the above reports had been tabled at the previous board meeting, unfortunately they had not been officially approved.</p> <p>It was moved to accept and approve the above mentioned financial reports: Moved: Nicky Hiku Ayes given Carried.</p>	N/A	N/A
	<p>Financial Report and Management Summary Report – for period ended 28.02.2023</p>	Nicky Hiku	Next Meeting

	<p>The above financial reports were tabled by Ben Olijkan who gave a verbal outline.</p> <p>General discussions took place.</p> <p>It was then moved to accept and approve the Financial reports: Moved: Ben Olijkan Seconded: Barry Donaldson Ayes given Carried.</p> <p>Board Priorities for the School Rebuild The above document was tabled, and detailed discussions took place. The following noted:</p> <ul style="list-style-type: none"> • Regarding detailed designs, the Finance and Property Committees consult on differences between what the MOE is paying for and LHS's wish list • The Committees can make appropriate decisions in a timely manner • A cap and a limit to what will be delegated was discussed <p>Following deliberations, it was moved that the Finance Committee will be delegated the sum of up to \$400,000 to be able to prioritise spending relating to Stage 1 before it comes back to the Board level: Moved: Steve Rosling Seconded: Shantal Jones Ayes given Carried.</p> <p>Quote from iINNOVATIONZ (power banks for W Block) The quote was tabled, and the Principal gave a verbal overview. Discussions took place and the following noted:</p> <ul style="list-style-type: none"> • Possibly out of 5YA • Wai Ora was also mentioned for power banks • The Property Committee will look at the 5YA plan to determine what can be done this year <p>It was then moved to accept the quote: Moved: Ben Olijkan Seconded: Adam Gard'ner Ayes given Carried.</p>	N/A	N/A
Health & Safety	<p>H&S Toolkit and Graphs The Toolkit data and graphs were tabled.</p> <p>It was moved to accept and approve the H&S Toolkit Data & Graphs: Moved: Nicky Hiku</p>	Principal	Next Meeting

	Ayes given Carried.		
Self-Review	<p>Policies for Review</p> <p>Physical Restraint Policy The Principal tabled the above policy and gave a verbal overview including:</p> <ul style="list-style-type: none"> • Does the policy need to be updated regarding new legislation? • SchoolDocs <ul style="list-style-type: none"> ○ Provides a comprehensive core set of policies and procedures applicable and tailored to all NZ schools ○ Policies are reviewed by lawyers ○ Annual cost of \$2000 • A board member would take ownership of the policies <p>Discussions took place and the Principal recommended that:</p> <ul style="list-style-type: none"> • A board member oversees the policies • LHS invests in SchoolDocs <p>It was then moved to invest in SchoolDocs and sign up asap: Moved: Nicky Hiku Ayes given Carried.</p> <p>Adam Gard'ner offered to be the SchoolDocs liaison board member: Moved: Nicky Hiku Ayes given Carried.</p> <p>It was then agreed to send the Physical Restraint Policy via SchoolDocs before further consideration. It will be held over until the next meeting.</p> <p>Gift/Prizes Policy A tracked version of the above policy was tabled, and the Principal gave a verbal overview of a recent media article. Discussions took place and the following noted:</p> <ul style="list-style-type: none"> • Gift to be reasonable and appropriate • Gift tied to staff by collections or years of service • Policy amendment suggested: <ul style="list-style-type: none"> ○ New Section 3 added 'Gifts to staff' <ul style="list-style-type: none"> ▪ \$50 per year of service to a limit of \$500 or to the discretion of the Board <p>It was then moved to accept and approve the Policy with the amendments:</p>	Principal	ASAP
		Adam Gard'ner	As and When
		Principal	Next Meeting
		N/A	N/A

	<p>Moved: Nicky Hiku Ayes given Carried.</p> <p>Delegated Authorities Policy – Part One The Principal tabled the above policy and gave a verbal outline of the change needed following the recent resignation of one of the Associate Principals.</p> <p>Discussions took place and the following amendment to the Policy suggested: 1) Item 1: a) First sentence to be removed b) ‘Associate Principals’ to be changed to ‘Associate Principal’</p> <p>It was then moved to accept and approve the above policy with the amendments: Moved: Nicky Hiku Ayes given Carried.</p> <p>Delegated Authorities – Part Two The Principal tabled a recommendation from SPANZ relating to the authority of the Principal to close the school.</p> <p>Discussions were had, it was then suggested that Item xii on the Delegated Authorities be changed to the following:</p> <ul style="list-style-type: none"> • The Board delegates authority to the Principal and/or the Presiding Member to close LHS for a period of up to three days, is their sole discretion in an emergency, provided that it is undertaken in accordance with the criteria and responsibilities listed below: <ul style="list-style-type: none"> ○ Emergency closure criteria (not an exhaustive list): <ul style="list-style-type: none"> ▪ Any natural disaster ▪ Threat that when in consultation with police/authorities is considered a serious risk ▪ Chemical spills/gas leaks where life/wellbeing could be threatened ▪ When a state of emergency has been declared (local or national) ▪ When unforeseen events (weather, socio-cultural, plant and equipment malfunction) escalate at such a pace that life and/or property are in imminent danger <p>It was then moved to accept and approve the Delegated Authorities with the above suggested changes: Moved: Adam Gard’ner Seconded: Ben Olijkan</p>	<p>Secretary</p> <p>Secretary</p>	<p>ASAP</p> <p>Secretary</p>
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	Ayes given Carried.		
Strategic Planning	<p>NELPS Overview The Principal informed the Board that our tikanga appears to fit well with the NELPS.</p> <p>Hautu Link The Principal verbally informed the Board that she had attended the session and recommended the Board to visit the link and read the information.</p>	N/A Board Members	N/A ASAP
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"> • Attendance data – there is a 2% increase over every year level which is a concerning change <ul style="list-style-type: none"> ○ The SLT are working on a strategy for individual attendance • Secondary School Employer Partnership (SSEP) – the Principal confirmed that LHS has signed up to the programme <p>It was moved to accept the Principal's Report: Moved: Kathy Paterson Seconded: Adam Gard'ner Ayes given Carried.</p> <p>Updated 2022 NZQA Statistics The updated 2022 NZQA Statistics were tabled by the Principal.</p> <p>Attendance, Transfer & NCEA Data – Week 6-7, Term 1 2023 The above Attendance, Transfer & NCEA Data was tabled by the Principal and some discussion took place.</p>	Kathy Paterson N/A Principal	Next Meeting N/A Next Meeting
Student's Report	<p>Sonya Li-McHenry tabled her report and gave a verbal outline.</p> <p>It was moved to accept the Student's Report: Moved: Sonya Li-McHenry Seconded: Shantal Jones Ayes given Carried.</p> <p>The Principal informed the Board that some sculptural work of Yaksh Yadav (2022 Head Student) will be on show at the Christchurch Art Gallery. The Principal will share with the Board, by email, a photo.</p>	Student Trustee Principal	Next Meeting ASAP

St Thomas of Canterbury College – Enrolment scheme amendment	A MOE letter was tabled at the meeting.	N/A	N/A
Planned Trips Updates	<p>Nepal – December 2023 The trip update was tabled by Shantal Jones who also gave a verbal overview.</p> <p>Shantal confirmed that tracking of funds raised to determine the funding breakdown will be done and reported on.</p>	Principal Shantal Jones	Next Meeting As and When
Trip Proposals	<p>The following trip proposals were tabled for the Board’s consideration:</p> <p>China – April 2024 The Principal confirmed that this has been a regular trip previously (prior to Covid).</p> <p>It was moved to accept, in principle, the China trip proposal: Moved: Ben Olijkan Seconded: Brad Macdonald Ayes given Carried.</p> <p>New Caledonia – October 2023 The Principal confirmed that this has been a regular trip previously (prior to Covid).</p> <p>It was moved to accept, in principle, the New Caledonia trip: Moved: Ben Olijkan Seconded: Steve Rosling Ayes given Carried.</p>	N/A N/A	N/A N/A
Property	<p>Property Report The Principal tabled the report and gave a verbal overview including:</p> <ul style="list-style-type: none"> • There is no progress on the portacom situation <p>It was moved to accept the Property report: Moved: Kathy Paterson Seconded: Ben Olijkan Ayes given Carried.</p> <p>Wai Ora Uplift Items This was actioned/approved under Financial (see Board Priorities for the School Rebuild).</p>	Andrew Marshall N/A	Next Meeting N/A

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"> • Status of J block (with photos) • Timely to acknowledge the staffs' work • Quantity Surveyor amongst the community to be co-opted onto the Board – contact the Presiding Member 	Principal	ASAP
Karakia	The Principal to send out to the Board a sound bite of the Karakia.	Principal	ASAP
Resolution to take a break	<p>The Presiding Member proposed the Board take a break at 8.27 pm.</p> <p>Adam Gard'ner blessed the food.</p>		
The meeting resumed at 8.40 pm			
In Committee	<p>It was moved by Nicky Hiku at 8.40 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. Caretaker's House 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 Nicky Hiku and Kathy Paterson	
Resolution to move out of committee	<p>The Presiding Member proposed the Board move out of Committee at 9.32 pm:</p> <p>Moved: Presiding Member</p> <p>Carried.</p>		
Meeting Closed	9.32 pm.		

Closing Karakia	The closing Karakia was done.		
Next Meeting	Monday 22 May 2023 at 6 pm.		

Presiding Member: _____

Dated: _____