

## Lincoln High School

### Board Minutes of the Meeting held on Monday 4 December 2023 at 6 pm

**Present:** Nicky Hiku (Presiding Member), Ben Olijkan (Deputy Chair), Kathy Paterson (Principal), Andrew Marshall, Barry Donaldson, Brad Macdonald, Steve Rosling, Adam Gard'ner and Ivy Ding.

**Apologies:** Shantal Jones.

**In Attendance:** Marama Lynch (Associate Principal), Mitzi Ajero (Finance Manager) and Tracy Roberts (Secretary).

**Welcome:** The meeting started at 6.07 pm and the Presiding Member welcomed everyone and apologised for being a little late.

**Ko Rangi:** The opening Karakia was said.

**Minutes:** **Monday 30 October 2023 Minutes:**  
It was moved the Minutes of the above meeting be taken as read and accepted as a true and accurate record:  
Moved: Andrew Marshall  
Seconded: Brad Macdonald  
Ayes given  
Carried.

**Disclosure of Interest:** None

#### Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
<b>Held Over</b>	1. Strategic Plan a. SLT have reviewed and created measurable targets relating to their portfolios – to be tabled in February 2024	Principal	February 2024
	2. Teacher Relief Funding Procedure	Principal	February 2024
<b>Financial</b>	<b>Financial Report and Management Summary Report – for period ended 31 October 2023</b> The above financial reports were tabled by the Finance Manager and some general discussions took place, the following noted: <ul style="list-style-type: none"> <li>• Surplus of \$58,000</li> <li>• Income from International students is expected to exceed the budget</li> <li>• LHS is generally in a strong position</li> </ul>	Nicky Hiku	Next Meeting

	<p>It was then moved to accept the Finance Reports: Moved: Ben Olijkan Seconded: Barry Donaldson Ayes given Carried.</p> <p><b>2024 Draft Budget</b> The 2024 draft budget was tabled, and Ben Olijkan gave a verbal overview and confirmed that the budget is close to being finalised.</p> <p>The Principal shared some verbal information relating to the reviewing of support staff salaries which has affected the budget.</p> <p><b>Motions:</b> <b>CAPEX Section</b> Detailed discussions were had regarding the inclusion of two capital expenditures (\$100,000 for a self-mower and \$20,000 for vape sensors).</p> <ul style="list-style-type: none"><li>• <b>Self-mower</b> It was decided that further information is required before any decision can be made. A business plan request/proposal was suggested.</li><li>• <b>Vape Sensors</b> The Principal shared her concerns regarding the significant cost. The Board acknowledged the cost and do not believe they will solve the problem.</li></ul> <p>It was then moved to accept and approve the 2024 operating budget, <b>except</b> for the two capital expenditures relating to the Self-mower and Vape Sensors: Moved: Ben Olijkan Seconded: Steve Rosling Ayes given Carried.</p> <p><b>2024 Budget</b> It was then moved to approve and accept the 2024 Budget as presented, subject to the adjustments to the CAPEX: Moved: Ben Olijkan Seconded: Barry Donaldson Ayes given Carried.</p> <p><b>Uniform Shop Management – 2024 Proposal Discussion</b> The Finance Manager tabled the above proposal and gave a verbal overview. Discussions took place and the following noted:</p> <ul style="list-style-type: none"><li>• Alinta want to run the shop and set their own prices</li><li>• Possible tender process</li></ul>		
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	<ul style="list-style-type: none"> <li>• Tender is not only a cost option – carbon zero/sustainability should be included in the brief suggested</li> </ul> <p>It was then moved to <b>not</b> accept Option 1 of the proposal and to proceed with a combination of Options 2 &amp; 3 involving a tender process to include keeping the shop onsite:  Moved: Ben Olijkan  Seconded: Adam Gard’ner  Ayes given  Carried.</p> <p><b>Finance Committee Motions</b></p> <p><b>Motion 1: Approval for the Inclusion of Thresholds and Staff Reimbursement in the Finance Policy on SchoolDocs</b>  The above was tabled, and Ben Olijkan gave a verbal overview, followed by some discussions.</p> <p>It was then moved to approve the Inclusion of Thresholds and Staff Reimbursement within the Finance Policy on SchoolDocs:  Moved: Nicky Hiku  Ayes given  Carried.</p> <p><b>Motion 2: Approval for the Signing of the 2023 Statement of Responsibility</b>  It was moved to support and accept the Finance Committee’s recommendation to authorise the Presiding Board Member and the Principal to sign the 2023 Statement of Responsibility:  Moved: Ben Olijkan  Seconded: Andrew Marshall  Ayes given  Carried.</p> <p><b>Motion 3: Approval for the 2023 10-Yr Cyclical Maintenance Plan</b>  Ben Olijkan tabled the above and gave a verbal overview.</p> <p>It was moved to approve and accept the 2023 10 Yr Cyclical Maintenance Plan:  Moved: Ben Olijkan  Seconded: Adam Gard’ner  Ayes given  Carried.</p> <p><b>Motion 4: Approval for the Financial Strategies 2024 to 2026</b>  The Principal recommended that the timeframe of the Financial Strategies should be in line with the Strategic Plan (ie 2024 to 2025).</p> <p>It was moved to approve and accept the Financial Strategies 2024 to 2025:</p>		
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	<p>Ayes given Carried.</p> <p><b>2024 Policy Review Schedule (SchoolDocs)</b> The above was tabled, and it was agreed that Adam Gard'ner would check the previous LHS's 2023 Schedule of Policies against the SchoolDocs list.</p> <p>It was moved to approve and accept the 2024 Policy Review Schedule (SchoolDocs), subject to cross checking against LHS's schedule: Moved: Adam Gard'ner Seconded: Ben Olijkan Ayes given Carried.</p> <p><b>2024 Board Tasks by Month</b> The above was tabled and discussions took place. The following noted:</p> <ul style="list-style-type: none"> <li>• NAGS would remain in February but would change to NELPs in August</li> <li>• The Insurance review (tender to market) to be added to June</li> </ul> <p>It was then moved to approve and accept the 2024 Board Tasks by Month, with the above amendments: Moved: Ben Olijkan Seconded: Adam Gard'ner Ayes given Carried.</p> <p><b>Kāhui Ako Update</b> (included in the Principal's Report)</p> <p><b>LHS SP Survey Responses – Staff, Community &amp; Student</b> An updated booklet, containing all the SP survey responses, was sent out with the Agenda Pack.</p>	Adam Gard'ner	ASAP
<b>Principal's Report</b>	<p>The Principal's Report was tabled by Kathy Paterson who gave a verbal outline. 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"> <li>• Yr 10 Literacy/Numeracy Exams – software issues <ul style="list-style-type: none"> <li>○ The Principal has sent a letter of concern to NZQA</li> <li>○ Students can not achieve NCEA Levels 2 or 3 without literacy/numeracy</li> <li>○ Online computer tests, run twice a year</li> </ul> </li> <li>• Term 4 Literacy Trial <ul style="list-style-type: none"> <li>○ The Principal verbally passed on her concerns regarding literacy in the primary schools and confirmed she has already talked with the Kāhui Ako</li> </ul> </li> </ul>	Kathy Paterson	Next Meeting

	<ul style="list-style-type: none"> <li>○ Too early to measure the success of the trial but it will be continued next year</li> </ul> <p>It was moved to accept the Principal's Report:  Moved: Kathy Paterson  Seconded: Adam Gardner  Ayes given  Carried.</p> <p><b>Attendance, Transfer &amp; NCEA Monitoring (T4, Wk 34-35)</b>  The above data was tabled.</p>		
<b>Student's Report</b>	<p>Ivy Ding tabled her first student report and gave a verbal outline.</p> <p>It was moved to accept the Student's Report:  Moved: Ivy Ding  Seconded: Ben Olijkan  Ayes given  Carried.</p> <p>The Board Secretary can confirm that Ivy Ding has returned her signed Trustees' Code of Conduct.</p>	N/A	N/A
<b>Tabled</b>	<p><b>Letter of thanks</b>  An email of thanks, from Trish Matunga, was tabled.</p> <p><b>MOE</b>  A letter was received, from the MOE, regarding Lincoln Primary Enrolment Scheme Amendment.  The Principal informed the Board that LHS have offered Lincoln Primary the use of two classrooms next year if they need them.</p>	N/A  N/A	N/A  N/A
<b>Planned Trips Updates</b>	<p>The following Trip Updates were tabled:</p> <ul style="list-style-type: none"> <li>● China – April 2024 <ul style="list-style-type: none"> <li>○ Marama Lynch is looking at joining the trip</li> </ul> </li> <li>● USA History – April 2024</li> <li>● New Caledonia – October</li> <li>● Japan – December 2024 <ul style="list-style-type: none"> <li>○ The Principal informed the Board of a Teacher Aide who is a native Japanese speaker who has previously gone on the trip, to support the teacher, and paid for herself. The Principal recommended that the Teacher Aide attends as a staff member.</li> </ul> </li> </ul> <p>It was then moved to allow the Teacher Aide to go on the Japan trip as a staff member with her costs covered:  Moved: Kathy Paterson  Seconded: Adam Gardner</p>	Principal	Next Meeting

	<p>Ayes given Carried.</p> <p>The Principal gave a brief verbal update on the school trip currently away in Nepal.</p>		
<b>Trip Proposal</b>	<p><b>Classics Trip to Greece &amp; Italy – April 2025</b></p> <p>The above proposal was tabled. Discussions took place and the following noted:</p> <ul style="list-style-type: none"> <li>• The staff planning to attend would have been on overseas trips last year</li> <li>• Concerns shared with the Board regarding the lack of transparency around not being offered to all within the department</li> <li>• World Challenge trip – there was a clear process: <ul style="list-style-type: none"> <li>○ Open to all to apply to attend</li> <li>○ Interviews had and then team selected, including a backup</li> </ul> </li> <li>• Other staff could be trained on how to plan for trips – management not governance thing</li> </ul> <p>Following discussions, it was then moved, in principle, to approve the Classics Greece &amp; Italy trip (April 2025):  Moved: Ben Olijkan  Seconded: Steve Rosling  Ayes given  Carried.</p>	N/A	N/A
<b>Property</b>	<p><b>Property Report</b></p> <p>Andrew Marshall tabled the report and gave a verbal overview. Detailed discussions took place and the following noted:</p> <ul style="list-style-type: none"> <li>• Re-development/Masterplan <ul style="list-style-type: none"> <li>○ The Principal and the Board all have very serious concerns about the project. Talk of a block being canned</li> <li>○ The MOE Delivery Manager (Adel) is confident about the Science Block but unsure about progress with the Administration Block at this stage. However, he has not put anything in writing so all reports from him are verbal</li> <li>○ Not sure if the project is over budget or if the MOE are in a cost cutting mode <ul style="list-style-type: none"> <li>▪ If the delays/issues are related to cost cutting, then it was suggested by a board member that different materials (eg cladding materials) are looked at. This could be an easy cost saving</li> </ul> </li> <li>○ It is imperative that the Science Block crosses the line, but a contract is unlikely to be awarded before Christmas</li> </ul> </li> </ul>	Andrew Marshall	Next Meeting

	<ul style="list-style-type: none"> <li>▪ The Principal confirmed she had already talked with a local MP and will pursue things further with them</li> <li>▪ It is important to keep the plan going</li> </ul> <p>It was moved to accept the Property report:  Moved: Andrew Marshall  Seconded: Steve Rosling  Ayes given  Carried.</p>		
<b>Resolution to take a break</b>	<p>The Presiding Member proposed the Board take a break at 8.28 pm.</p> <p>Marama Lynch blessed the food.</p>		
<b>The meeting resumed at 8.32 pm</b>			
<b>Community Engagement</b>	<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"> <li>• SchoolDocs</li> <li>• Co-requisites and conversations had</li> <li>• Science successes</li> </ul>	The Board	Next Meeting
<b>In Committee</b>	<p>It was moved by Nicky Hiku at 8.32 pm that the public be excluded from the following part of the proceeding of this meeting:</p> <ol style="list-style-type: none"> <li>1. Minutes from previous meeting</li> <li>2. Alternative Education Students</li> <li>3. Stand downs and suspensions</li> <li>4. Lincoln Demographics</li> <li>5. Student Matters</li> <li>6. Staff Matters</li> <li>7. Staff Award</li> </ol> <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	

<b>Resolution to move out of committee</b>	The Presiding Member proposed the Board move out of Committee at 8.52 pm: Moved: Presiding Member Carried.		
<b>Meeting Closed</b>	8.53 pm.		
<b>Closing Karakia</b>	The closing Karakia was said.		
<b>Next Meetings</b>	<p><b>Monday 19 February 2024 at 6 pm:</b> HOLAs' Data Presentation &amp; Strategic Planning Meeting</p> <p><b>Monday 26 February 2024 at 6 pm:</b> Routine Board meeting.</p>		

*Acting Presiding Member:* \_\_\_\_\_

*Dated:* \_\_\_\_\_