

## Lincoln High School Board Minutes of the Meeting held on Monday 27 February 2023 at 6 pm

**Present:** Nicky Hiku (Presiding Member), Barry Donaldson (Deputy Chair), Kathy Paterson, Brad Macdonald, Adam Gard'ner, Shantal Jones and Sonya Li-McHenry.

**Apologies:** Steve Rosling and Blair Johnstone.

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

**Welcome:** The Presiding Member welcomed all to the meeting and handed the meeting over to the Secretary for the election of officers.

### Election of Officers

#### Presiding Member

Nicky Hiku was nominated and elected unopposed as Presiding Member:  
Nominated: Andrew Marshall  
Seconded: Shantal Jones  
Secretary asked if all was in agreement – Ayes given  
Carried.

#### Deputy Chair

Ben Olijkan was nominated and elected unopposed as Deputy Chair:  
Nominated: Nicky Hiku  
Seconded: Andrew Marshall  
Ayes given  
Carried

The new Presiding Member took over the meeting at 6.05 pm.

### Board Committees

Discussions took place regarding the Board Committees and the following was agreed upon:

Board Committee	Committee Presiding Member	Other Members
Finance	<ul style="list-style-type: none"><li>Ben Olijkan</li></ul>	<ul style="list-style-type: none"><li>Nicky Hiku</li><li>Barry Donaldson</li><li>Ben Olijkan</li><li>Principal</li><li>Finance Manager</li></ul>

<b>Property</b>	<ul style="list-style-type: none"> <li>Andrew Marshall</li> </ul>	<ul style="list-style-type: none"> <li>Andrew Marshall</li> <li>Brad Macdonald</li> <li>Steve Rosling</li> <li>Principal</li> <li>Property Manager</li> </ul>
<b>Sustainability</b>	<ul style="list-style-type: none"> <li>Adam Gard'ner</li> </ul>	<ul style="list-style-type: none"> <li>Adam Gard'ner</li> <li>Principal</li> <li>Associate Principal</li> <li>Student Trustee</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>Property Manager</li> </ul>	<ul style="list-style-type: none"> <li>Shantal Jones</li> <li>Principal</li> <li>Property Manager</li> </ul>
<b>Kāhui Ako – LHS Stewardship Board Representative</b>		<ul style="list-style-type: none"> <li>Adam Gard'ner</li> </ul>
<b>Staff Discipline</b>	N/a	All board members <b>except</b> Staff and Student Trustees
<b>Student Discipline</b>	N/a	All board members <b>except</b> Student Trustee
<b>Principal's Appraisal</b>	N/a	All board members <b>except</b> Principal, Staff and Student Trustees
<b>NB: Personnel is now covered under 'Staff Matters'</b>		

**Minutes****Monday 5 December 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.

**Monday 20 February 2023 – Strategic Planning Meeting**

Under 'Delegated Authorities', '2023 Acting Principals', duplication of the word 'Principal' in the heading to be removed.

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:** Andrew Marshall signalled a possible future conflict of interest. His company has been asked to price for the new development. He confirmed he is happy to stay on the Board and will confirm things once known.

The Presiding Member asked the Board, as a matter of priority, to review their disclosures of interest and:

- Submit a new disclosure of interest form to the Secretary  
**OR**
- Confirm, by email to the Secretary, that there are no changes

The Secretary will send out the current disclosures of interest held on file to the Board members.

**Presentation:** None

### Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
Financial	<p><b>Financial Report and Management Summary Report – for period ended 31.12.2022</b></p> <p>The above financial reports were tabled by the Finance Manager who gave a verbal outline.</p> <p>General discussions took place and the following noted:</p> <ul style="list-style-type: none"> <li>• Completion of the audit will be done by the last week of May</li> <li>• Annual Report will be filed 31 May 2023</li> <li>• No issues, as yet, from Solution &amp; Services</li> </ul> <p>It was moved to accept and approve the above financial reports: Moved: Nicky Hiku Ayes given Carried – 3 April 2023</p> <p><b>2023 Operating &amp; Capital Expenditure Budget</b></p> <p>Although previously approved, the above budget was tabled again following some adjustments, including:</p> <ul style="list-style-type: none"> <li>• The change of the buying option for C1 and C6 computer requirements and iPads from lease to outright purchase option</li> <li>• The removal of bathroom sensor of \$101,000 from the capital expenditure and possibly for inclusion to future budget</li> <li>• The addition of music capex for electromechanical equipment of \$4,000 which was not included in the 2022 December meeting</li> </ul>	Nicky Hiku	Next Meeting
		N/A	N/A

	<ul style="list-style-type: none"> <li>The adjusted capex budget amounts to \$463,500 and the operating budget has a deficit of \$400,000</li> </ul> <p>It was then moved to accept and approve the 2023 Operating &amp; Capital Expenditure Budget with the above mentioned changes:                  Moved: Ben Olijkan                  Seconded: Nicky Hiku                  Ayes given                  Carried.</p> <p><b>2022 Budget – Statement of Financial Position &amp; Cashflow</b>                  The Finance Manager informed the Board that:</p> <ul style="list-style-type: none"> <li>Solution &amp; Services have been asked to provide the budget earlier. June is the earliest</li> <li>Solution &amp; Services fee is an annual fee</li> </ul> <p>It was moved to accept and approve the 2022 Budget for Statement of Financial Position &amp; Cashflow:                  Moved: Nicky Hiku                  Ayes given                  Carried.</p> <p><b>Student Leavers</b>                  A motion from the Finance Committee was tabled and Ben Olijkan offered some verbal information.</p> <p>It was then moved for the approval of \$100 threshold in writing-off the student leavers’ credit balances:                  Moved: Ben Olijkan                  Seconded: Brad Macdonald                  Ayes given                  Carried.</p> <p><b>School Credit Card</b>                  A motion from the Finance Committee was tabled, and the Finance Manager gave a verbal overview. Brief discussions took place.</p> <p>It was moved to accept and approve the following changes to the school credit card:</p> <ul style="list-style-type: none"> <li>An increase in the card limit of the school by \$2,000 bringing the total limit to \$32,000</li> <li>Issuing a new credit card to Emily Howard with a limit of \$5,000 for international student payment purposes</li> <li>Reduction of the credit card limit of Toni Soppet from \$5,000 to \$2,000</li> </ul> <p>Moved: Nicky Hiku (Presiding Member)                  Ayes given                  Carried.</p> <p>The Finance Manager left the meeting at 6.33 pm.</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>
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<b>Health &amp; Safety</b>	<b>H&amp;S Toolkit data and graphs</b> The above data and graphs were tabled by the Principal.  It was then moved to accept and approve the H&S Toolkit Data & Graphs: Moved: Kathy Paterson Seconded: Ben Olijkan Ayes given Carried.	Principal	Next Meeting
<b>Self-Review</b>	<b>Child Protection Policy</b> A tracked version of the above policy, together with the Child Protection Procedures, was tabled. The Principal gave a verbal overview and confirmed that the Guidance Counsellors, and other schools, had been conferred with to ensure nothing had been missed.  Detailed discussions took place, and the Principal gave clarification as and when required.  It was then moved to accept and approve the policy with the changes: Moved: Andrew Marshall Seconded: Ben Olijkan Ayes given Carried.	N/A	N/A
<b>Strategic Planning</b>	<b>LHS Foundation Proposal</b> The LHS Foundation Proposal was tabled by the Principal who gave a verbal overview.  Detailed and lengthy deliberations took place and the following noted: <ul style="list-style-type: none"> <li>• The initiative is from Kylie Horgan (Deputy Principal)</li> <li>• Would require a separate Foundation Board not the School Board</li> <li>• Merit in it but different to core business</li> <li>• Foundation could apply to charity enterprises that schools are unable to</li> </ul> The Board thanked Kylie Horgan for the proposal and welcomes, with open arms, any funding provided to the school. However, the Board is not able to provide statutory funding or staffing to provide any of it.	N/A	N/A
<b>Principal's Report</b>	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. Discussions took place and the following noted:	Principal	Next Meeting



	<ul style="list-style-type: none"> <li>• A board member, concerned around hardship, would be interested to see how much is fundraised and how much is not. Names/specifics not required</li> </ul>		As and when
<b>Trip Proposal</b>	<p><b>USA – April 2024</b></p> <p>The trip proposal was tabled, and the Principal gave a verbal overview.</p> <p>Detailed discussions took place and the following noted:</p> <ul style="list-style-type: none"> <li>• Defining Moments have been used many times</li> <li>• Gender mix balance of attending staff a possible concern. It was agreed that this is a SLT management concern, rather than a Board decision, and the Principal to have some discussions with the relevant teachers</li> </ul> <p>It was then moved to approve, in principle, the USA trip:  Moved: Barry Donaldson  Seconded: Ben Olijkan  Ayes given  Carried</p>	N/A	N/A
<b>Property</b>	<p><b>Property Report</b></p> <p>There was no written report. Andrew Marshall gave a verbal overview, including:</p> <ul style="list-style-type: none"> <li>• The progress of the six classrooms – currently being cleaned</li> <li>• New Build <ul style="list-style-type: none"> <li>○ The final stage of the first stage of design, relating to the new build, is being worked through</li> <li>○ Landscaping, much of it is not MOE funded</li> <li>○ Manifestations are a board cost, not project cost</li> </ul> </li> </ul>	Andrew Marshall	Next Meeting
<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>• Property – state of temporary buildings to the field</li> <li>• Update to Stage 1 building</li> <li>• Need to keep community updated, even if there is no update (eg there is no further update at this time)</li> </ul> <p>The Principal informed the Board that she will meet with the Police on Thursday. They are wanting to use J block for training exercises for armed offenders relating to hostage situations. If it goes ahead, the community will need to be informed.</p>	Board	Next Meeting

<b>Resolution to take a break</b>	The Presiding Member proposed the Board take a break at 8.17 pm. Adam Gard'ner blessed the food.	N/A	N/A
<b>The meeting resumed at 8.33 pm</b>		N/A	N/A
<b>In Committee</b>	<p>It was moved by Nicky Hiku at 8.33 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. Student Matters</li> <li>5. Staff Matters</li> <li>6. 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 8.51 pm: Moved: Presiding Member Carried.		
<b>Meeting Closed</b>	8.52 pm.		
<b>Next Meeting</b>	Monday 3 April 2023 at 6 pm.		

*Chairperson:* \_\_\_\_\_

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