

Lincoln High School Board Minutes of the Meeting held on Monday 26 June 2023 at 6 pm in F5.

- Present:** Nicky Hiku (Presiding Member), Barry Donaldson (Deputy Chair), Kathy Paterson, Andrew Marshall; Steve Rosling, Adam Gard’ner and Shantal Jones.
- Apologies:** Ben Olijkan; Brad MacDonald; Sonya Li-McHenry.
- In Attendance:** Marama Lynch (Associate Principal), Mitzi Ajero (Finance Manager) and Carol Greenwood (Secretary). Emma Woolford from approximately 7 pm.
- Welcome:** The Presiding Member welcomed Debbie Jones and invited her to give her presentation.
- Presentation:** **Debbie Jones – Health/Physical Education HOLA**
Debbie gave her presentation; a discussion was held afterwards on how to get the Relationships Sexuality Education (RSE) curriculum out to whānau if consultation evenings are no longer held. Adam Gard’ner acknowledged Debbie for her presentation and also for the work that Debbie and her department do.
- Karakia:** The Karakia was said.
- Minutes:** **Monday 22 May 2023 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:** None
- Matters Arising:** None

Business of the Meeting

| Subject | Resolution/Detail | | Date To Be Completed |
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| Financial | <p>Financial Report and Management Summary Report – for period ended May 2023.</p> <p>The above financial reports were tabled by the Finance Manager who gave a verbal outline. The following noted:</p> <ul style="list-style-type: none"> • Auditor stated 2022 international statement not completed – the Finance Manager disagreed with this statement and outlined why • Observation Homestay Write off– did not seek legal advice of write off of old homestay (all over 8 years ago) | Nicky Hiku | Next Meeting |

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| | <p>2023 Budget Statement of Finance position and Cashflow Budget General discussions took place, and it was moved to accept the Finance Reports: Moved: Barry Donaldson Seconded: Kathy Paterson Ayes given Carried.</p> <p>Bell Proposal General discussion was held around the need for a new upgraded school-wide bell system.</p> <p>It was moved, in principle, to install a new bell system within the school: Moved: Barry Donaldson Seconded: Adam Gard'ner Ayes given Carried.</p> <p>Uniform Price Changes Discussions took place and it was noted that Alinta increased their prices just after proposed price changes were approved. Board motion to be done at the next meeting.</p> <p>School Donation for 2024 (Currently \$290/family, \$180/single). Discussions took place . Board motion to be done at the next meeting.</p> <p>The Finance Manager left the meeting at 7.17 pm.</p> | N/A | N/A |
| Health & Safety | <p>H & S Toolkit Data & Graphs The Principal tabled the above data and graphs.</p> | Principal | Next Meeting |
| Self-Review | <p>a. Hautū Self Review Tool Emma Woolford was welcomed, and has attended to help and take part in the Representation self-review. A detailed and insightful discussion was held and the following noted:</p> <ul style="list-style-type: none"> • The Presiding Member has signed up for some professional development • Lots of staff are doing extensive courses • The principles of Te Tiriti o Waitangi has yet to be weaved through all board documents but will happen when we move to School Docs • Board packs for new members needs to include Ka Hikitia and Tātaiako documents • 150 students identify as Māori • Regular hui with parents/caregivers and whānau <ul style="list-style-type: none"> ○ Strategy to encourage more families | Principal | Next Meeting |

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| | <ul style="list-style-type: none"> ○ Trying to build relationships, and trust ○ Get students interested via Taha and weaving/poi, the parents will follow ○ Question suggested to community with Māori spouses/children – ‘What would it take to make you attend?’ ○ Kai is very important – specific purpose <ul style="list-style-type: none"> ● Do they want to learn as individuals, or as a group ● Board representative to work with Māori whānau and/or community ● The Principal to write up the report <p>Adam Gard’ner closed the discussion with acknowledgement and thanked Emma Woolford for her contribution.</p> <p>b. School Docs verbal update from Kathy Paterson, a very big job but as it is a policy the Principal needs to be completing this – deadline by end of this term.</p> | Principal | ASAP |
| | | Principal | End of Term 3 |
| 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"> ● Spoke to assembly about diversity and inclusion. Had some feedback. ● The production Chicago was amazing. ● NCEA lit/num huge task - 85 SAC sessions (Special Assessment Conditions) This is not sustainable for the future. <p>It was moved to accept the Principal’s Report: Moved: Kathy Paterson Seconded: Shantal Jones Ayes Given Carried.</p> <p>Attendance, Achievement & Transfer Data Week 16-17 Term 2 2023 The above data was tabled.</p> <p>SPANZ Conference 2023 A report from the Principal was tabled.</p> | Kathy Paterson | Next Meeting |
| | | Principal | Next Meeting |
| | | N/A | N/A |
| Student’s Report | <p>Sonya Li-McHenry was absent, her report was tabled.</p> <p>It was moved to accept the Student’s Report: Moved: Nicky Hiku Seconded: Ayes given Carried.</p> | Student Trustee | Next Meeting |

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| Board Members – Code of Conduct | <p>A sample of the MOE’s Code of Conduct for State School Board Members was tabled. Discussions were had.</p> <p>It was then moved that the LHS Code of Conduct would be replaced with the MOE Code of Conduct: Moved: Shantal Jones Seconded: Adam Gard’ner Ayes Given Carried.</p> | Board Secretary | ASAP |
| International Report | <p>Thailand & Vietnam 2023 Emily Howard, International Director, recently visited Thailand & Vietnam and her report was tabled.</p> | N/A | N/A |
| International Marketing Budget | <p>Regarding the International Department’s marketing budget, the Principal verbally informed the Board of the following:</p> <ul style="list-style-type: none"> • The International Director has a \$3000 grant towards travel costs to Germany (for 2023) • \$5000 left in marketing budget • Proposal for a marketing trip to Germany – approximate cost of \$7-8000 - may be a slight overspend on budget • Market OED and Alps to Ocean for LHS <p>Based on the figures, Kathy recommended the Germany marketing proposal is supported.</p> <p>It was moved to support the proposed Germany marketing proposal: Moved: Kathy Paterson Seconded: Andrew Marshall Ayes given Carried.</p> | N/A | N/A |
| Planned Trips Updates | <p>The following Trip Updates were tabled:</p> <ul style="list-style-type: none"> • USA – April 2024 • World Challenge – Nepal 2023 • New Caledonia – October 2023 • China – April 2024 | Principal | Next Meeting |
| Trip Proposal | <p>Japan Trip – December 2024 The Principal tabled a trip proposal relating to Japan, the following noted:</p> <ul style="list-style-type: none"> • Approximate cost of \$6500 to \$7000 per student • Involves 2023 Yr 11/12 students • It is proposed to use the same travel group as the USA History trip <p>The Principal recommended that the planning for the trip is allowed.</p> | N/A | N/A |

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| | <p>It was then moved to support the proposed trip to Japan: Moved: Nicky Hiku Ayes given Carried.</p> | | |
| Property | <p>Property Report Andrew Marshall tabled the report and gave a verbal overview, including:</p> <ul style="list-style-type: none"> • Boiler Update • Lighting Health & Safety Issue • North Belt Landscaping • Lights in Gyms • Groundwork • Architect sign off of first stage this week <p>It was moved to accept the Property report: Moved: Andrew Marshall Seconded: Nicky Hiku Ayes given Carried.</p> | Andrew Marshall | Next Meeting |
| Community Engagement | <p>It was suggested that the following will be shared with the LHS community:</p> <ul style="list-style-type: none"> • Donations and why they increase • Celebrate Chicago Production • Happy Holidays • School Nurse • What the donations pay for, reminder whānau can claim and include link • Haūtu document, potential hui in Term 3 | Principal | ASAP |
| Resolution to take a break | The Presiding Member proposed the Board take a break at 9 pm. | | |
| The meeting resumed at 9.12 pm | | | |
| In Committee | <p>It was moved by Nicky Hiku at 9.12 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. Finance Matters 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</p> | Relevant documents tabled and verbal reports given by Nicky Hiku and Kathy Paterson | |

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| | 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. | | |
| Resolution to move out of committee | The Presiding Member proposed the Board move out of Committee at 9.38 pm: Moved: Presiding Member Carried. | | |
| Closing Karakia | Karakia was said. | | |
| Meeting Closed | 9.40 pm. | | |
| Next Meeting | Monday 14 August 2023 at 6 pm. | | |

Approved: 14 August 2023