

Lincoln High School Board Minutes of the Meeting held on Monday 22 May 2023 at 6 pm.

Present: Nicky Hiku (Presiding Member), Ben Olijkan (Deputy Chair), Kathy Paterson (Principal), Barry Donaldson, Brad Macdonald, Steve Rosling, Adam Gard’ner, Andrew Marshall and Sonya Li-McHenry.

Apologies: Shantal Jones

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

Welcome: The Presiding Member welcomed all to the meeting and passed on Shantal Jones’ apologies.

Karakia: The Karakia was said.

Minutes: **Monday 3 April 2023 Minutes:**
 Sonya Li-McHenry’s name was mis-spelt in the motion relating to the Student Report. Following the correction to Sonya Li-McHenry’s name, 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.

Disclosure of Interest Update

- New disclosure form received from Adam Gard’ner, confirming there are no disclosures

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
School Nurse	The Principal shared some verbal information regarding the future possible School Nurse: <ul style="list-style-type: none"> • Kathy Paterson, Toni Soppet (Office/Property Manager) and Linda Chapman (HOD Guidance) met with the company representatives • LHS is waiting for the final costs of the proposal • The cost is expected to be in the region of \$19,000 per year, rather than \$15,000 Discussions took place.		

<p>SchoolDocs</p>	<p>The Principal shared some verbal information regarding the increased costs associated with the SchoolDocs proposal and the inclusion of an additional international module.</p> <p>Discussions took place and the Principal recommended that we still proceed with SchoolDocs.</p> <p>It was then moved to continue:</p> <ol style="list-style-type: none"> 1. With contracting a School Nurse on the basis of approximately \$19,000 per year 2. With proceeding with SchoolDocs with the increased costs <p>Moved: Barry Donaldson Seconded: Adam Gard'ner Ayes given Carried.</p>	<p>Principal Principal</p>	<p>ASAP ASAP</p>
<p>Financial</p>	<p>Financial Report and Management Summary Report – for period ended 30 April 2023</p> <p>The above financial reports were tabled by the Finance Manager who gave a verbal outline.</p> <p>General discussions took place, and it was then moved to accept the Finance Reports: Moved: Ben Olijkan Seconded: Barry Donaldson Ayes given Carried.</p> <p>Draft Annual Accounts – for period ended 31 December 2022</p> <p>The above draft Annual Accounts were tabled by the Finance Manager who gave a verbal overview. Discussions took place and the following noted:</p> <ul style="list-style-type: none"> • Annual deficit • There have been no significant adjustments • The liability of the previously written off 'International' amount of \$65,000 (relating to 2012 to 2015) was signalled by the Finance Manager <ul style="list-style-type: none"> ○ The Finance Manager confirmed that a full investigation into the \$65,000 was done prior to it being written off ○ It was determined that it was most likely due to incorrect posting initially ○ The auditors will include it in their letter <p>The Finance Manager also confirmed that, at this stage, the Annual Accounts are not ready to be moved.</p>	<p>Nicky Hiku</p>	<p>Next Meeting</p>

	<p>Finance Committee Motion – 2024 Proposed International Student Fees</p> <p>The Finance Manager tabled the above motion and confirmed that the recommended increases are still within the range of other schools.</p> <p>Discussions took place and Ben Olijkan offered some clarification.</p> <p>It was moved to accept and approved the proposed International Student Fees for 2024: Moved: Ben Olijkan Seconded: Andrew Marshall Ayes given Carried.</p> <p>The Finance Manager then left the meeting at 6.18 pm.</p>		
Health & Safety	<p>H&S Toolkit Data & Graphs</p> <p>The Principal tabled the above data and graphs.</p> <p>It was then moved to accept and approve the Health & Safety Data and Graphs: Moved; Kathy Paterson Seconded: Steve Rosling Ayes given Carried.</p>	Principal	Next Meeting
Self-Review	<p>Policies for Review</p> <p>Physical Restraint Policy</p> <ul style="list-style-type: none"> • NZSTA Sample Policy <p>A tracked version of the above policy was tabled. The Principal shared some verbal information about the involvement of SchoolDocs:</p> <ul style="list-style-type: none"> • Feedback on every policy will be sought • LHS should be able to make specific changes, but no legislative changes will be allowed <p>It was decided to wait for SchoolDocs to review the policy.</p> <p>It was then moved to accept and approve the Physical Restraint Policy as is (with the suggested tracked changes), once current guidelines are checked, and amendments made: Moved: Nicky Hiku Ayes given Carried.</p>	Principal Secretary	ASAP ASAP

	<p>ICT Policy A tracked version of the above policy was tabled, and the Principal informed the Board that National Administration Guidelines (NAGs) are current this year but will cease at the end of the year.</p> <p>Discussions took place, and the following additional change to the policy was suggested:</p> <ul style="list-style-type: none"> • Re Rationale – (LHS) to be removed <p>It was then moved to accept and approve the ICT Policy with all the amendments: Moved: Ben Olijkan Seconded: Brad Macdonald Ayes given Carried</p> <p>NZSTA – Term 2, 2023 – Board Task Checklist The Principal tabled the above document for the Board’s information.</p> <p>The Presiding Member informed the Board that she has registered for some professional development.</p> <p>2023 Board Tasks by Month A tracked version of the above was tabled. It was then moved to accept and approve the amended 2023 Board Tasks by Month: Moved: Nicky Hiku Ayes given Carried.</p> <p>ERO Self-evaluation The Principal gave a verbal update and confirmed that the SLT have already reviewed it.</p> <p>Discussions took place and it was agreed that board members would meet with relevant SLT members to go through different sections of the Self-Audit Checklist as follows:</p> <table border="1" data-bbox="365 1470 1154 1837"> <thead> <tr> <th>Section</th> <th>Staff</th> </tr> </thead> <tbody> <tr> <td>Board Administration</td> <td>Nicky Hiku and Kathy Paterson</td> </tr> <tr> <td>Curriculum</td> <td>Adam Gard’ner, Shantal Jones and Tony Melton</td> </tr> <tr> <td>Health & Safety</td> <td>Andrew Marshall, Kathy Paterson and Toni Soppet</td> </tr> <tr> <td>Personnel</td> <td>Adam Gard’ner, Ben Olijkan and Kathy Paterson</td> </tr> <tr> <td>Asset Management</td> <td>Barry Donaldson and Toni Soppet</td> </tr> <tr> <td>Finance</td> <td>Barry Donaldson and Mitzi Ajero</td> </tr> </tbody> </table>	Section	Staff	Board Administration	Nicky Hiku and Kathy Paterson	Curriculum	Adam Gard’ner, Shantal Jones and Tony Melton	Health & Safety	Andrew Marshall, Kathy Paterson and Toni Soppet	Personnel	Adam Gard’ner, Ben Olijkan and Kathy Paterson	Asset Management	Barry Donaldson and Toni Soppet	Finance	Barry Donaldson and Mitzi Ajero	<p>Secretary</p> <p>N/A</p> <p>Secretary</p>	<p>ASAP</p> <p>N/A</p> <p>ASAP</p>
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	<p>The meetings (either face to face or via Teams) to be had before the end of this term.</p> <p>The Board Secretary will send out the relevant sections of the Self-Audit Checklist to the relevant board members.</p> <p>The board members will then liaise with the staff member to arrange their own meeting times.</p>	<p>Secretary</p> <p>Board</p>	<p>ASAP</p> <p>ASAP</p>
Strategic Planning	<p>Haūtu</p> <p>The NZSTA document ‘Haūtu’ was tabled by the Principal who shared some verbal information including:</p> <ul style="list-style-type: none"> • Andrew Marshall, Adam Gard’ner and Kathy Paterson had recently attended a board presentation • It involves self-review and is governance related rather than management related • The document can be used as a guide or as a useful tool to question how LHS is doing things <p>There are documents/processes of three phases that can go together to ensure boards have a focus on Māori students and their success as Māori with their learning:</p> <ul style="list-style-type: none"> • Ka Hikitia – a previous document from some time ago • Haūtu – this new document which sits over the above and asks ‘what is the Board doing to ensure things are being done?’ • National Education and Learning Priorities (NELPS) <p>The Principal suggested that at each board meeting a section is worked on as part of the ‘Self-review agenda item’.</p> <p>Detailed discussions took place, and it was agreed to proceed, starting with ‘Lets get started’ (Leadership section on page 4) and the following was also noted:</p> <ul style="list-style-type: none"> • Page 8 – Rubric to be used • Not a public document. It is a guide to give boards a better view of the school and to identify strengths and weaknesses • NZSTA workshops or CORE Education mentioned • Possible in-house workshop/s <p>At 6.45 pm the Board split into smaller groups to work on the rubric relating to ‘Leadership’.</p> <p>The groups then came together and verbally shared their views and conclusions.</p> <p>The Principal will collate and summarise the indications from this meeting’s session.</p>	<p>Principal</p> <p>Principal</p>	<p>Next Meeting</p> <p>ASAP</p>

	Barry Donaldson mentioned an App, available through the Play Store document that may be useful and will forward some information onto the Board members.	Barry Donaldson	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 discussed and 'Justified' absences noted • Some students' disappointment of the lack of sporty House events mentioned • Building progress <ul style="list-style-type: none"> ○ Stage 1 (Admin/Science) plans were circulated for the Board to look at ○ Taumutu have named the buildings ○ Marama Lynch verbally shared some information/clarification on the finishes and flooring ○ Door manifestations are cultural and not within the scope of building works. Board will have to fund them • Open Day – the students' speeches have been recorded and will be put on the school website • The Presiding Member confirmed that the NCEA/Numeracy/Literacy sessions by Tony Melton were really helpful and useful <p>Attendance, Transfer & NCEA Monitoring Data The above data was tabled.</p> <p>Canterbury/West Coast Principals Association – Sydney Tour 2023 Two reports were tabled from:</p> <ul style="list-style-type: none"> • Kathy Paterson • Marama Lynch <p>Both Kathy Paterson and Marama Lynch shared some verbal information regarding their experiences.</p> <p>The Board acknowledged the good reports.</p> <p>It was then moved to accept the:</p> <ul style="list-style-type: none"> • Principal's Report • Attendance, Transfer & NCEA Monitoring Data • CWCPA Reports <p>Moved: Kathy Paterson Seconded: Ben Olijkan Ayes given Carried.</p>	Kathy Paterson	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: Nicky Hiku 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 - History • World Challenge – Nepal – December 2023 • New Caledonia – October 2023 • China – April 2024 <p>North Island – Tragic Outdoor Education Trip Incident Detailed and lengthy discussions were had regarding the recent tragic incident (involving a NI school) highlighted in the media. The following noted:</p> <ul style="list-style-type: none"> • Ultimate responsibility sits with the Board and can be liable, depending on actions and investigations • Two SLT people are delegated to do the necessary Risk Analysis & Management System (RAMS) <ul style="list-style-type: none"> ○ Marama Lynch emphasised that the RAMS forms are studied very carefully and are not just a tick box exercise • LHS outdoor education staff are highly qualified with higher than normal first aid qualifications • Outside agencies may be used but teachers have the authority to pull a trip even if an outside company say it can go ahead • LHS staff are very experienced, and very risk averse. The Principal confirmed her full confidence in them • Marama Lynch verbally shared an experience of an outdoor education teacher and their professional actions during an incident. The teacher did everything correctly. • World Challenge – accepts all responsibility, and would activate their own systems, not LHS systems. LHS would be kept informed <p>The Principal stressed that accidents can, unfortunately, happen. However, LHS does have policies and procedures in place and staff who do not want to take risks.</p>	Principal	Next Meeting
Student Trustee Election	<p>Appointment of Returning Officer The Principal proposed that Marama Lynch (Associate Principal) be appointed the Returning Officer for the 2023 Student Trustee elections.</p>	N/A	N/A

	<p>It was then moved to approve the appointment of Marama Lynch (Associate Principal) as Returning Officer for the upcoming Student Trustee elections:</p> <p>Moved: Ben Olijkan Seconded: Andrew Marshall Ayes given Carried.</p>		
2024 Out of Zone Enrolments	<p>Roll Data Predictions for 2024</p> <p>The Principal tabled the above document and shared some verbal information, including signalling to offer up to 20 out-of-zone places for 2024. Brief discussions took place regarding the rationale behind the number and the Principal gave clarification as and when required.</p> <p>It was then moved to approve and accept the offering of up to 20 out-of-zone enrolments for Year 9 students in 2024:</p> <p>Moved: Kathy Paterson Seconded: Ben Olijkan Ayes given Carried.</p>	N/A	N/A
Property	<p>Property Report</p> <p>The Property Report was tabled. Discussions were had and the following noted:</p> <ul style="list-style-type: none"> • For the Board’s information. the Principal circulated some copies of the Stage 1 (Administration & Science) building plans • Caretaker’s house: <ul style="list-style-type: none"> ○ The new caretaker may be moving in after the property has been updated/renovated ○ Forms part of 5YA and has been budgeted for ○ It does already comply with the Healthy Homes standards • Boiler: <ul style="list-style-type: none"> ○ Due to be decommissioned but no urgency with MOE ○ MOE representative is due to visit soon ○ A member of the Board requested that the report/recommendations are seen/read at the next Property Meeting ○ The Board delegated to Andrew Marshall and Steve Rosling to find out the plan going forward and to check that the work is done <p>It was then moved to accept the Property report:</p> <p>Moved: Andrew Marshall Seconded: Ben Olijkan Ayes given Carried.</p>	<p>Andrew Marshall</p> <p>Andrew Marshall & Steve Rosling</p>	<p>Next Meeting</p> <p>ASAP</p>

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"> • The success of the NCEA evenings • Open Day • Haūtu document link: <ul style="list-style-type: none"> ○ Reach out to the wider whānau to see if there is anyone who would like to be co-opted to the Board or spend time with the Board to contribute in this area 	Principal	ASAP
Resolution to take a break	<p>The Presiding Member proposed the Board take a break at 8.22 pm.</p> <p>Adam Gard'ner blessed the food.</p>		
The meeting resumed at 8.32 pm			
In Committee	<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"> 1. Minutes from previous meeting 2. Alternative Education Students 3. Stand downs and suspensions 4. Student Matters 5. Staff Matters 6. 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 9.05 pm:</p> <p>Moved: Presiding Member</p> <p>Carried.</p>		
Meeting Closed	9.05 pm.		
Closing Karakia	The closing Karakia was said.		

Next Meeting	Monday 26 June 2023 at 6 pm.		
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Presiding Member: _____

Dated: _____