

Lincoln High School

Board Minutes of the Meeting held on Monday 30 October 2023 at 6 pm

- Present:** Ben Olijkan (Acting Presiding Member), Kathy Paterson (Principal), Andrew Marshall, Brad Macdonald, Steve Rosling, Adam Gard’ner and Ivy Ding.
Barry Donaldson arrived at 6.53 pm.
- Apologies:** Nicky Hiku and Shantal Jones
- In Attendance:** Marama Lynch (Associate Principal) and Tracy Roberts (Secretary).
- Welcome:** The Acting Presiding Member welcomed Ivy Ding, new Student Trustee, to the meeting and informed the Board that introductions would take place after the presentation.
- Karakia:** The opening Karakia was said and then the Presiding Member handed over to Fiona Taylor for her presentation.
- Presentation:** **Fiona Taylor – Careers Department**
Fiona Taylor gave her mihi in Māori and then followed with a PowerPoint presentation which included:
- Staffing information
 - Information relating to the different courses that are available to students
 - Careers Exploration semester course which involves exploring a variety of career pathways and is successful
 - The Careers Department offers a ‘wrap around’ approach for students and to give them as many opportunities as possible
 - Involvement with tertiary providers. A tertiary presentation is given to all Yr 12 students
 - New initiatives:
 - Smorgasbords
 - External speakers
 - Fiona shared her experience of a Yr 11 success story – disengaged student to successful pathway with ARA
 - 2022 Yr 10 ‘Taster Courses’. Unfortunately, the tertiary providers are no longer able to offer this going forward
 - Focus to work on:
 - Work Experience Programme – working at bringing it back
 - Building relationships with employers to find out what they are looking for

After the presentation a question and answer session followed and then the Board acknowledged and thanked Fiona for her presentation.

The Principal verbally acknowledged Fiona’s 20 yrs at LHS and expressed how passionate a teacher she is, Fiona has responsibility for the Yr 8s coming into Yr 9, is the Junior Tutor, teaches French and introduced German to the school. Fiona has also led the highly successful Careers Hub.

	<p>It was moved to approve the school annual insurance and accept the premium increase for the period 31.10.23 to 31.10.24 as per the tabled proposal: Moved: Ben Olijkan Seconded: Andrew Marshall Ayes given Carried.</p> <p>Staff Mileage The staff mileage proposal tabled, and Ben Olijkan gave a verbal overview about the rationale behind the proposal – to bring support staff up to the same mileage rate as teachers (ie 0.83/km.</p> <p>It was moved to pay all staff a mileage rate of \$0.83/km from the start of October 2023, as per the tabled proposal: Moved: Ben Olijkan Seconded: Adam Gard'ner Ayes given Carried.</p>	N/A	N/A
Health & Safety	<p>H&S Toolkit data and graphs The H&S Toolkit data and graphs were tabled by the Principal.</p> <p>It was then moved to accept the H&S reports: Moved: Kathy Paterson Seconded: Brad Macdonald Ayes given Carried.</p> <p>The Principal informed the Board that WorkSafe are coming in to do an H&S site inspection. Discussions took place.</p>	Principal	Next Meeting
Self-Review	<p>Hautū The Accountability data summary was tabled by the Principal, who gave a brief verbal overview.</p> <p>The Principal proposed that the next section would be done at the next board meeting.</p> <p>SchoolDocs The following motion was moved, by email w/e 13 October 2023.</p> <p>It was moved to accept and adopt the SchoolDocs policies which are on our SchoolDocs site: Moved: Nicky Hiku Seconded: Shantal Jones Ayes given Carried.</p>	Principal N/A	Next Meeting N/A

<p>Strategic Planning</p>	<p>a. 2023 SWOT Analysis Summary – September 2023 The Principal tabled the 2023 SWOT Analysis Summary and gave a verbal overview. The Principal highlighted that the top main items were summarised at the top of the sheet. It was noted that these fit quite well with the Strategic Plan.</p> <p>Community & Staff Surveys – Responses (Separate Attachment) The Principal gave a verbal overview and confirmed that the students will be given the same survey very soon.</p> <p>Detailed discussions took place regarding the Community & Staff Surveys responses and the following noted:</p> <ul style="list-style-type: none"> • Overall, there is a positive feel • Reinforces that we have a sense of community and where our strengths lie • Consequences – inconsistency between phones and uniforms <ul style="list-style-type: none"> ○ The Principal confirmed that clothing cannot be seized (re Education & Training Act 2020 (Surrender and retention of property)) ○ The Protocols for Cell Phones clearly outlines the processes and consequences ○ Phone use was impacting on learning in the classroom ○ Incorrect uniform and lateness do not impact of classroom learning • Disciplinary Actions: <ul style="list-style-type: none"> ○ Students are entitled to be in education until they are 16 years. Education just cannot be refused ○ Due to strict confidentiality restrictions, ‘victims’ whānau can not be informed of specific consequences <p>b. Kāhui Ako Update (included in the Principal’s Report)</p>	<p>Principal</p> <p>N/A</p>	<p>ASAP</p> <p>N/A</p>
<p>Principal’s Report</p>	<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"> • The Graduation: <ul style="list-style-type: none"> ○ Went very well and was a lovely evening. LHS has some very talented students ○ The Head Students were acknowledged for what they had achieved (academically, sports etc) on top of their leadership responsibilities ○ James Hay Theatre is a lovely venue for the Graduation ○ The Board acknowledged the SLT for their work/organization – real credit to the team • The Sports Award was also acknowledged as a good event • Dinner at Taumutu on 9 November 2023: 	<p>Kathy Paterson</p>	<p>Next Meeting</p>

	<ul style="list-style-type: none"> ○ The Principal asked for RSVPs to the Board Secretary asap please ○ The Principal confirmed that all boards and Principals of the Kāhui Ako have been invited and the Lead Principals have organized things <p>PB4L Cell Phone Data Update The Principal gave a verbal overview of the data, pulled since the beginning of Term 4. Discussions took place and Marama Lynch gave clarification as and when required. Many positive comments were noted.</p> <p>Attendance, Transfer & NCEA Monitoring The above data was tabled.</p> <p>It was then moved to accept the Principal's Report: Moved: Kathy Paterson Seconded: Andrew Marshall Ayes given Carried.</p>	Board Members	ASAP
		N/A	N/A
		Principal	N/A
Student's Report	As this was the new Student Trustee's first meeting, there was no report.	N/A	N/A
To Table	MOE – St Thomas of Canterbury College – Roll Increase Application This was tabled for the Board's information only and no further action is required.	N/A	N/A
MOU – Greater Christchurch Schools	<p>MOU – Greater CHCH State Secondary Schools Enrolment The information and MOU were tabled by the Principal who gave a verbal overview, including:</p> <ul style="list-style-type: none"> • The previous MOU was not signed by LHS but was adhered to, from 50 out of zone domestic students to 20 • The reason it was not signed was because the MOU stated LHS had a maximum roll of 1400. This maximum roll figure has now been removed. As a result, the Principal confirmed she would be happy to sign the MOU <p>Marama Lynch also offered some clarification relating to special character schools.</p> <p>It was moved to accept and approve the Greater CHCH State Secondary Schools Enrolment MOU and sign the MOU: Moved: Kathy Paterson Seconded: Steve Rosling Ayes given Carried.</p>	Principal	ASAP

- Possible Rotary support mentioned
- Location: Three could be outside near the whare looking out towards the field
- The Board would like to know what the additional costs re asphalt etc would be
- **Masterplan**
 - Has been split between Science and Admin. Admin is currently on hold due to the combined cost of Stage 1
 - Three companies have been selected to provide tenders, and tenders close this week
- **School house**
 - A considerable amount of outside work has been done
 - The estimate from Healthy Homes is about \$5000 and a more formal quotation has been requested
 - An estimate relating to the bathroom, toilet, kitchen and vinyl floors has come in at \$36,000 (including GST). This has not been budgeted for
 - All agreed that the house needs to be habitable

Following discussions, two motions were actioned.

Landscaping Budget

It was moved to increase landscaping budget by \$2,500:

Moved Kathy Paterson

Seconded Andrew Marshall

Ayes given

Carried.

Internal Renovations Budget

It was moved to approve the budget up to \$40,000 for the bathroom/kitchen/toilet internal renovations (replacing like for like) to cover the estimate provided from Pegasus Property

Solutions:

Moved: Andrew Marshall

Seconded: Steve Rosling

Ayes given

Carried.

Further discussions took place and the following noted:

- Site Wide Lighting Upgrades:
 - The current lighting on Admin and W Blocs is acceptable. Although there are areas of concern regarding dark areas around the school
- There are ongoing issues regarding the field remediation (poor grass, uneven temporary road etc)

	<ul style="list-style-type: none"> From a Health & Safety point of view, serious concerns were raised regarding the risk of injury from 'ankle breaking divots. Andrew Marshall is going to liaise with the Property Manager to look into this matter more The Principal confirmed that she, and the Property Manager, had met with the Sport Recreation Hub representatives. Adam Gard'ner suggested the Hub could create lots of opportunities (collaboration involving school and community) <p>It was then moved to accept the Property Report: Moved: Andrew Marshall Seconded: Steve Rosling Ayes given Carried.</p>	Andrew Marshall	ASAP
Community Engagement	<p>It was suggested that the following will be shared with the LHS community:</p> <ul style="list-style-type: none"> The positive progress of the Cell Phone Protocols 	Principal	ASAP
Resolution to take a break	The Acting Presiding Member proposed the Board take a break at 8.05 pm. Adam Gard'ner blessed the food.	N/A	N/A
The meeting resumed at 8.15 pm			
In Committee	<p>It was moved by Ben Olijkan at 8.15 pm that the public be excluded from the following part of the proceeding of this meeting:</p> <ol style="list-style-type: none"> Minutes from previous meeting Alternative Education Students Stand downs and suspensions Student Matters Staff Matters 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 Ben Olijkan and Kathy Paterson	
Resolution to move out of committee	The Acting Presiding Member proposed the Board move out of Committee at 8.40 pm: Moved: Acting Presiding Member Carried.		

Meeting Closed	8.40 pm.		
Closing Karakia	The closing Karakia was said.		
Next Meeting	Monday 4 December 2023 at 6 pm.		

Presiding Member: _____

Dated: _____