

## Lincoln High School

### Board Minutes of the Meeting held on Monday 18 September 2023 at 6 pm

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

**Apologies:** No absences.

**In Attendance:** Marama Lynch (Associate Principal), Mitzi Ajero (Finance Manager) and Tracy Roberts (Secretary). Monique Lindsay (Acting HOLA Social Sciences) was also in attendance.

**Welcome:** The Presiding Member welcomed all to the meeting and then handed over to Monique Lindsay (Acting HOLA Social Sciences).

**Karakia:** The Karakia was said.

**Minutes:** **Monday 14 August 2023 Minutes:**

There was one change to the draft minutes:

- The Staff Trustee, not the Student Trustee led the closing karakia

It was moved the Minutes of the above meeting, with the above amendment, be taken as read and accepted as a true and accurate record:

Moved: Nicky Hiku

Ayes given

Carried.

**Disclosure of Interest:** None.

**Presentation:** **Monique Lindsay (Acting HOLA Social Sciences)**

At the beginning of the meeting, Monique Lindsay delivered her mihi and gave a PowerPoint presentation on the Social Sciences Learning Area.

The presentation included:

- Diverse department of many subjects
- Passionate department
- Vision
  - Learners to explore how societies work and how to participate to become responsible citizens
- Good collaboration within the department
- Many field trips and social action is encouraged
- Refreshing the junior programme relating to the changing world
- Well resourced semester courses and ongoing reflection of them
- Aotearoa NZ histories (Monique confirmed that this is already included in their teaching already)
- Social Sciences support other Learning Areas with Literacy/Numeracy (WSL roles)
- Building relationships with Ngā Tahu to create resources

- Mātauranga Māori – sharing ideas. Looking at mythology (Eg Greek and Māori)

A question and answer session followed. The Board acknowledged Monique’s presentation and Adam Gard’ner thanked Monique, in Māori, on behalf of the Board.  
Monique then left the meeting at 6.19 pm.

### Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
Financial	<p><b>Financial Report and Management Summary Report – for period ended 31 August 2023</b></p> <p>The above financial reports were tabled by the Finance Manager who gave a verbal outline. Discussions took place and the following noted:</p> <ul style="list-style-type: none"> <li>• Higher interest income has also helped</li> <li>• Parent donation will not reach last year’s level. It is estimated to be about \$115,000</li> </ul> <p>It was moved to accept the Finance Reports: Moved: Nicky Hiku Ayes given Carried.</p> <p><b>Finance Committee Motions</b></p> <p><b>Increase in the school credit card limit</b></p> <p>A proposal to increase the school credit card limit was tabled by the Finance Manager and Ben Olijkan shared some verbal information.</p> <p>It was moved that the school credit card limit is increased from \$32,000 to \$45,000 as per the recommendation: Moved: Ben Olijkan Seconded: Shantal Jones Ayes given Carried.</p> <p><b>Threshold Refund – Student Trip/Activity Fee</b></p> <p>A proposal was tabled, and Ben Olijkan gave a verbal overview.</p> <p>It was moved that:</p> <ol style="list-style-type: none"> <li>1. A threshold for the refund of fees balance is <b>over \$50</b></li> <li>2. And the fee balance of <b>\$50 and below</b> will be transferred to the students’ credit balance:</li> </ol> <p>Moved: Ben Olijkan Seconded: Nicky Hiku Ayes given Carried.</p>	Nicky Hiku	Next Meeting

	<p>Some discussion took place about how do parents/caregivers know about such changes (eg Threshold Refund). The following noted:</p> <ul style="list-style-type: none"> <li>• There is a need to look at how motions fit in with policies/procedures</li> <li>• Does the motion fit around an existing policy/procedure?</li> </ul> <p>It was decided that the Finance Manager would look into it.</p> <p>The Finance Manager informed the Board that the budget process has started:</p> <ul style="list-style-type: none"> <li>• Department budgets due by 17 October 2023</li> <li>• Draft budget to the Finance committee on 20 November 2023</li> <li>• Draft budget presented to the Board on 4 December 2023</li> </ul> <p>The Finance Manager then left the meeting at 6.33 pm.</p>		
<b>Health &amp; Safety</b>	<p><b>H&amp;S Toolkit Data and Graphs</b></p> <p>The H&amp;S data and graphs were tabled by the Principal who confirmed that all was being monitored accordingly.</p> <p>It was moved to accept the H&amp;S Reports:  Moved: Kathy Paterson  Seconded: Steve Rosling  Ayes given  Carried.</p>		
<b>Self-Review</b>	<p><b>Hautū Representation</b></p> <ul style="list-style-type: none"> <li>• The Data Summary was tabled by the Principal</li> </ul> <p><b>Accountability</b>  Accountability – A summary of what LHS does was tabled by the Principal for the Board’s information</p> <p><b>Accountability (section to be reviewed)</b>  (NB: 10 mins discussions and 5 mins reporting)</p> <p>The Board split into 4 groups to work on the different parts of the Accountability section.</p> <p>At 6.46 pm a representative from each group verbally shared their findings. A summary of the findings will be prepared.</p>		
<b>Strategic Planning</b>	<p><b>a. 2023 SWOT Analysis Summary – Feb 2023</b></p> <p>Prior to the meeting the Board had been asked to highlight three things (from each section) that they felt were the most important to be considered.</p>		

The Board Members individually verbally shared their preferences and the following clear standouts noted:

- Strong staff
- Wide range of subjects offered
- Building concerns
- Community Engagement
- Wellbeing
- International
- Property Issues
- Rapid growth concerns

Following a question, the Principal confirmed that the SWOT does tie in with the Strategic Plan.

**b. Kāhui Ako Update – Included in the Principal’s Report**

**c. Draft Strategic Plan**

The Principal tabled the overview page of the draft 2024 Strategic Plan and gave a verbal overview about the new layout. Potential survey questions were also tabled.

Lengthy, robust discussions were had and the following noted:

- NAGs are being replaced by NELPs
- The new layout was acknowledged by the Board
  - Tikanga not listed but can be a banner on every page
  - Good layout and concise
  - Vision fits with what we want to achieve
  - Three goals fit with the NELPs
    - Learner at the centre, barrier free access and quality teaching
  - Questions, are linked to the strategic goals, seem good and of interest
  - ‘Personal’ best or ‘academic’ best mentioned
  - Concerns raised regarding the lack of measurement criteria
    - Goals have to be measurable, another column suggested
    - Statement on how success is measured
      - Eg Success is measured by movement between curriculum levels
    - MOE request goals are based on NELPS but offer no guidance on measurement
    - The Principal will look at the measurement (where/how)
  - Further strategic planning discussions will be had
- Surveys:
  - Surveys will be sent out to staff, students and the LHS community

	<ul style="list-style-type: none"> <li>○ Questions <ul style="list-style-type: none"> <li>▪ Wording to be tweaked</li> <li>▪ Questions are aligned with the strategic goals</li> </ul> </li> <li>○ The responses from the surveys will be tabled at the next board meeting</li> </ul>		
<b>Principal's Report</b>	<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"> <li>• The provisional roll for 2024 is of concern which may impact on staffing and management units/allowances. The Principal's provisional roll does not match that of the MOE</li> <li>• The Literacy/Numeracy test results are similar to last year</li> <li>• Students must have (Achieve) Numeracy/Literacy to get recognition of any other NCEA qualification. The Numeracy/Literacy is a co-requisite for NCEA</li> </ul> <p>It was moved to accept the Principal's Report:  Moved: Kathy Paterson  Seconded: Adam Gard'ner  Ayes given  Carried.</p> <p><b>Attendance, Transfer &amp; NCEA Monitoring</b>  The principal tabled the above data and confirmed all is tracking well.</p>	Kathy Paterson	Next Meeting
<b>Student's Report</b>	<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: Adam Gard'ner  Ayes given  Carried.</p> <p>The Presiding Member informed the Board that this was Sonya's last board meeting and thanked her, on behalf of the Board, for all her hard work. Sonya was presented with a gift.</p> <p>Sonya thanked the Board for the experience and handed out personal thank you gifts to the board members.</p>	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</li> <li>• USA – April 2024</li> <li>• New Caledonia – October 2023</li> <li>• World Challenge – Nepal 2023</li> <li>• Japan – December 2024</li> </ul>		

	<p>Concerns were raised about the China trip by a board member. In particular regarding the funding of the trip and how it is being paid for by a foreign country.</p> <p>Lengthy detailed discussions were had, and the following noted:</p> <ul style="list-style-type: none"> <li>• The trip is funded by the Confucius Institute. LHS is a Confucius Institute Classroom and is aligned with them</li> <li>• The Confucius Institute is a University based institute</li> </ul> <p>Following the deliberations, it was agreed that extra consideration/consultation will be given to similar future trips.</p>		
<b>Secondary School Employer Partnership (SSEP) Board Presentation</b>	<p>The Principal tabled an email received from the SSEP facilitator requesting an opportunity to present (in person or via zoom) to the Board. The facilitator has indicated that early in 2024 may be more suitable.</p> <p>Following the Principal’s recommendations, it was agreed to timetable this in for early next year.</p>	Principal	Early 2024
<b>Property</b>	<p><b>Property Report &amp; Verbal Update re Stage One Building Project</b></p> <p>Andrew Marshall tabled the report and gave a verbal overview, including:</p> <ul style="list-style-type: none"> <li>• Heat pumps and potential significant increase in power bills – other sources are being looked at</li> <li>• ‘J Block’ concrete slab – removal costs are very high and sits under the contract for the new build</li> <li>• Masterplan – Stage 1 <ul style="list-style-type: none"> <li>○ MOE funding a mystery. Was always a multi-development but now very shocked to be informed that, due to the J block demolition costs, the budget limit of \$25m has been breached!</li> <li>○ The Principal and Board previously understood that Cabinet/Ministry had already been ticked off, the rebuild was always going to be \$50-\$60m</li> <li>○ The MOE (CHCH) have now informed us that the green light has been given on the Science Block alone. Consent has been pulled on both blocks. Now consent for first part (Science Block) only</li> <li>○ In February 2024, both parts (Science and Administration Blocks) will be presented to Cabinet</li> <li>○ The Principal confirmed that she had not been told initially by the MOE and no written confirmation has yet been received, despite being requested</li> <li>○ The Principal and Board verbally shared their shock and disbelief. All at a loss and insecure about the masterplan going forward</li> <li>○ The Principal has also asked the MOE for a prepared media statement. This has not yet been received</li> </ul> </li> </ul>	Andrew Marshall	Next Meeting

	<p>It was moved to accept the Property report:  Moved: Andrew Marshall  Seconded: Barry Donaldson  Ayes given  Carried.</p> <p><b>School House – 6 Boundary Road</b></p> <ul style="list-style-type: none"> <li>• A landscaping quotation (from Greenlinc) for \$21,146 plus GST, was tabled by Andrew Marshall who gave a verbal overview. Discussions took place and the following noted: <ul style="list-style-type: none"> <li>○ Could be used by a caretaker or another member of the property team at a cheaper rent</li> <li>○ Could be used by another staff member at market rental rate</li> <li>○ Could be put out to the general rental market but the money would not go to LHS</li> <li>○ If sold, the money could go towards the 5YA fund but not a good idea to sell now</li> <li>○ Maintenance is required to maintain its value</li> </ul> </li> </ul> <p>It was then moved to accept and approve the Greenlinc quotation and to proceed with the landscaping as per the tabled quotation:  Moved: Andrew Marshall  Seconded: Brad Macdonald  Ayes given  Carried.</p>		
<b>Other Matters</b>	<p><b>Staff Room Coffee Machine</b></p> <p>The Principal informed the board of the much larger costs associated with the coffee machine and coffee beans. They are now expected to be in the region of \$10,000/year.</p> <p>Discussions took place and the Board supported the continual use of the coffee machine.</p>	N/A	N/A
<b>Resolution to take a break</b>	The Presiding Member proposed the Board take a break at 9.11 pm. Adam Gard'ner blessed the food.		
<b>The meeting resumed at 9.18 pm</b>			
<b>Community Engagement</b>	<p>It was suggested that the following will be shared with the LHS community:</p> <ul style="list-style-type: none"> <li>• Strategic Planning – LHS Community Survey</li> </ul>	Principal	ASAP

<b>In Committee</b>	<p>It was moved by Nicky Hiku at 9.20 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. Cell Phone Ban</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>	<p>The Presiding Member proposed the Board move out of Committee at 10.17 pm:  Moved: Presiding Member  Carried.</p>		
<b>Meeting Closed</b>	10.17 pm.		
<b>Closing Karakia</b>	The closing Karakia was said.		
<b>Next Meeting</b>	Monday 30 October 2023 at 6 pm.		

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

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