

Lincoln High School

Board Minutes of the Meeting held on Monday 2 December 2024 at 6 pm

Present: Ben Olijkan (Presiding Member), Nicky Hiku (Deputy Chair), Adrian Fastier (Principal), Brad Macdonald, Adam Gard'ner, Barry Donaldson, Shantal Jones and Harrison James.

Apologies: Steve Rosling and Andrew Marshall.

In Attendance: Marama Lynch (Associate Principal), and Tracy Roberts (Secretary).

Welcome: The Presiding Member welcomed everyone.

Minutes: **Monday Minutes: Monday 4 November 2024**
It was moved the Minutes of the above meeting be taken as read and accepted as a true and accurate record:
Moved: Ben Olijkan
Ayes given
Carried.

Disclosure of Interest:

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
Matters Arising from Previous Meeting	<p>Insurance Renewal The Principal verbally confirmed that the increase in the defense liability has been actioned, with effect next year.</p> <p>2025 Board Meeting Dates The Principal confirmed that the two February meetings have been swapped round to give the HOLAs more time to prepare for their data presentations.</p>	N/A	N/A
Financial	<p>Financial Report and Management Summary Report – for period ended 31.10.2024 The above financial reports were tabled by Ben Olijkan who gave a verbal outline including the 2025 budget.</p> <p>General discussions took place.</p> <p>It was moved to accept the Finance Reports: Moved: Shantal Jones Seconded: Nicky Hiku Ayes given Carried.</p>	Presiding Member	Next Meeting

	<p>Finance Committee Motions</p> <p>2025 Budget</p> <ul style="list-style-type: none"> • 2025 Capital Expenditure Budget • 2025 Operating Budget <p>The 2025 Budget was tabled. Discussions took place and the following noted:</p> <ul style="list-style-type: none"> • Usually start with a deficit which reduces throughout the year • The Finance Committee have been through the budget in great detail • If the roll threshold of 1400 is crossed, then things would improve • It is important to retain staff, facilities and options for students • The deficit is a Profit/Loss not cash loss <p>It was moved to support and accept the Finance Committee's recommendation to approve the proposed 2025 budget which outlines the school's financial plan for the upcoming year: Moved: Nicky Hiku Seconded: Barry Donaldson Ayes given Carried.</p> <p>2024 Statement of Responsibility – year ended 31 December 2024 It is moved to support and accept the Finance Committee's recommendation to authorize the Presiding Member and Principal to sign the 2024 Statement of Responsibility for the annual financial statements: Moved: Shantal Jones Seconded: Nicky Hiku Ayes given Carried.</p>	N/A	N/A
Health & Safety	<p>H&S Toolkit Data and Graphs</p> <p>The H&S Toolkit Data and Graphs were tabled by the Principal.</p> <p>An error was noted on the first page of the report:</p> <ul style="list-style-type: none"> • Bullet point No 1 – the word 'alteration' should be 'altercation' <p>It was then moved to accept the H&S reports: Moved: Adrian Fastier Seconded: Brad Macdonald Ayes given Carried.</p>	Principal	Next Meeting

<p>Self-Review</p>	<p>2025 – 2027 Review Schedule – Preview The SchoolDocs Review was tabled for Board’s information.</p> <ul style="list-style-type: none"> • Motion Required regarding ‘Upcoming Changes’ by SchoolDocs <ul style="list-style-type: none"> a. Scheduled Review Upcoming Changes <ul style="list-style-type: none"> i. Performance Management ii. Professional Development iii. Staff Leave iv. Media v. Staff Conduct b. Internal Review Upcoming Changes <ul style="list-style-type: none"> i. Food & Nutrition ii. EOTC iii. Attendance Procedures c. Motion Required regarding ‘Updates Published to School Sites’ by SchoolDocs <ul style="list-style-type: none"> i. Academic Authenticity ii. Generative AI iii. International Learners Concerns and Complaints <p>Discussions took place and it was decided that, before any motion, the relevant SchoolDocs Advisory would be forwarded onto the Board for consideration as soon as possible before the board meeting.</p> <p>The above were held over to be submitted again at the next meeting.</p> <p>Motion Required regarding the Principal’s Board Assurance Statement relating to the Termly and Term 4, 2024 board assurances</p> <p>The Principal tabled the Term 4, 2024 Board Assurance Statements and gave a verbal overview.</p> <p>It was then moved to accept and approve the Principal’s Board Assurance Statement relating to the Termly and Term 4, 2024 board assurances: Moved: Adrian Fastier Seconded: Adam Gard’ner Ayes given Carried.</p> <p>Term 4 2024, Policies for review:</p> <ul style="list-style-type: none"> • Policies Review Spreadsheet <ul style="list-style-type: none"> ○ Finance and Asset Management Policy ○ Managing Income and Expenditure ○ Financial Conflicts of Interest ○ Asset Management and Protection <p>It was moved into committee at 6.27 pm. It was moved out of committee at 6.48 pm.</p>	<p>N/A</p> <p>Adam Gard’ner</p> <p>Board Secretary</p> <p>Adam Gard’ner</p> <p>N/A</p>	<p>N/A</p> <p>Next Meeting</p> <p>ASAP</p> <p>Next Meeting</p> <p>N/A</p>
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	<p>Student Payment Procedure Following discussions in-committee, it was moved to change the student payment procedure to ensure students may not be able to continue in participating in a sport or extra-curricular activity if there are any outstanding fees for other sport and/or extra-curricular activities, unless prior arrangements have been made: Moved: Adam Gard'ner Seconded: Harrison James Ayes given Carried.</p> <p>Adam Gard'ner tabled the review feedback. Discussions took place and the following noted:</p> <ul style="list-style-type: none"> • Payment portals, a generic sentence suggested 'Ecommerce payment provider' • Property planning and maintenance <ul style="list-style-type: none"> ○ It was agreed to leave the policy as is regarding ongoing breakages <p>It was then moved to accept approve the above four policies (shown under 'Term 4, 2024, Policies for review'): Moved: Adam Gard'ner Seconded: Nicky Hiku Ayes given Carried.</p> <p>Policies – Inclusive Language Adam Gard'ner verbally informed the Board that the information had been passed onto SchoolDocs and they do have some systems already in place.</p> <p>Adam Gard'ner will clarify specific topics with them and report back to the Board. He will also keep Jamie L'Huillier (LHS) updated.</p>	N/A	N/A
		N/A	N/A
		Adam Gard'ner	ASAP
		Adam Gard'ner	As and when
Strategic Planning	<p>2025 Strategic Plan The Principal informed the Board about the good feedback from ERO and asked the Board if the Strategic Plan could be amended slightly to incorporate ERO's feedback.</p> <p>The Presiding Member confirmed the Strategic Plan could be adapted accordingly.</p> <p>Board Succession Planning 2025 is the triennial elections where a new board will be appointed, and the process starts in May with the elections in September.</p> <p>Adam Gard'ner gave a verbal overview prompt and asked the members to think collectively. Discussions took place and the following noted:</p>	N/A	N/A

	<ul style="list-style-type: none"> The Board and LHS will reiterate to the community that, if they are interested, they are welcome to attend a meeting board meeting as a visitor There is an opt-in process for staggered elections: <ul style="list-style-type: none"> Half for full year and half for 18 months MOE permission is required 	Board/LHS	ASAP
Principal's Report	<p>The Principal's Report was tabled by Adrian Fastier who gave a verbal outline. General discussions took place and Adrian Fastier gave clarification as and when required. The following were noted:</p> <ul style="list-style-type: none"> The Principal verbally informed the Board of the following NCEA Co-requisites: <ul style="list-style-type: none"> Reading 78.4% Numeracy 67.7% Cohort rate (how many at the end of Yr 10 have got Numeracy & Reading) 74.7% <ul style="list-style-type: none"> Numeracy 56.7% Semester change – a numeracy option has been added so mathematics can be done for the full year. Half have chosen to do it Entrance data is not improving The Board asked for data on the benefit of doing the first six months of mathematics vs the second six months. The Principal mentioned that practice tests for numeracy are being looked at. <p>It was moved to accept the Principal's Report: Moved: Adrian Fastier Seconded: Shantal Jones Ayes given Carried.</p>	Principal	Next Meeting
Student's Report	<p>Harrison James tabled his report (in a different format) and gave a verbal outline. Discussions took place and the following noted:</p> <ul style="list-style-type: none"> Possible exam practice opportunities (exam week suggested) for Yr 11 to help prepare them for Yr 12 <ul style="list-style-type: none"> Exam conditions, no second chances Timed No talking conditions <p>The Board acknowledged the excellent report.</p> <p>It was moved to accept the Student's Report: Moved: Harrison James Seconded: Nicky Hiku Ayes given Carried.</p>	N/A	N/A

2025 Board Tasks by Month	<p>Due to some of the items now being covered by SchoolDocs, the 2025 Board Tasks by Month was re-submitted with tracked changes.</p> <p>It was then moved to accept and approve the document with the suggested changes: Moved: Ben Olijkan Ayes given Carried.</p>	N/A	N/A
Safety: Boundary Road Intersections	<p>Boundary Road/Springs Road and Boundary Road/Gerald Street Intersections</p> <p>Adam Gard'ner voiced his serious concerns regarding the dangers of the above Boundary Road intersections. Discussions took place and the following noted:</p> <ul style="list-style-type: none"> • The Principal confirmed that there is nothing related to the above in the works. The pedestrian crossing on Gerald Street is moving a few metres • Adam Gard'ner offered to look into things • LHS's Students Against Dangerous Driving (SADD) are looking into road safety <p>Nicky Hiku left the meeting at 7.26 pm.</p> <p>It was agreed that, on behalf of the Board, Adam Gard'ner would liaise with Anna Knowles (TiC SADD) to determine what type of support would be useful to SADD.</p>	Adam Gard'ner	ASAP
Final Trip Report	<p>Tournament of Mind</p> <p>The above report was tabled.</p>	N/A	N/A
Trip Proposal	<p>Poland, Germany & France – July 2026</p> <p>The above trip proposal was tabled and the Presiding Member confirmed that the SLT are due to work on trip planning procedures prior to board consideration.</p> <p>Detailed discussions took place and the following noted:</p> <ul style="list-style-type: none"> • Attending staff equity is important, interview process/selection to be in place <ul style="list-style-type: none"> ○ History teachers should have the opportunity to apply to attend ○ Appropriate staff gender split to be considered • Concerns raised about: <ul style="list-style-type: none"> ○ The lack of specialised teachers not in front of the class teaching if away on trips ○ Enormous risk of overseas trips • It was suggested it would be beneficial for the Team Leader to have experience of overseas trips or associated foreign language skills 	N/A	N/A

The meeting resumed at 8.16 pm			
In Committee	<p>It was moved by the Presiding Member at 8.16 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. Outstanding Sports Fees 5. ERO Update 6. Email: Donation 7. Student Matters 8. Staff Matters 9. 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 Adrian Fastier	
Resolution to move out of committee	<p>The Presiding Member proposed the Board move out of Committee at 8.37 pm: Moved: Presiding Member Carried.</p>		
Meeting Closed	8.37 pm.		
Closing Karakia	The closing Karakia was said.		
Next Meeting	<ul style="list-style-type: none"> • Monday 17 February 2025 at 6 pm <ul style="list-style-type: none"> ○ normal board meeting • Monday 24 February 2025 at 6 pm <ul style="list-style-type: none"> ○ HOLAs' Data Presentation & Strategic Planning Meeting 		

Presiding Member: _____

Dated: _____