

Lincoln High School

Board Minutes of the Meeting held on Monday 17 June 2024 at 6 pm

Present: Nicky Hiku (Acting Presiding Member), Adrian Fastier (Principal), Barry Donaldson, Brad Macdonald, Steve Rosling, Adam Gard'ner, Shantal Jones and Ivy Ding.

Apologies: Ben Olijkan (Presiding Member), Andrew Marshall and Mitzi Ajero (Finance Manager).

In Attendance: Marama Lynch (Associate Principal), Toni Soppet (Property/Office Manager), Vanessa Lamont (HOLA English) and Tracy Roberts (Secretary).

Welcome: The Acting Presiding Member welcomed all.

Karakia: The Karakia was said.

Minutes: **Monday 13 May 2024 Minutes:**
Re Board: Makeup and Succession topic.
Following discussions it was decided the following amendment/addition be made to the minutes:

- There is a seat open to Te Taumutu Rūnanga Trustee, which has not been filled.

With the inclusion of the above within the 'Board; Makeup and Succession' section, it was moved the Minutes of the above meeting be taken as read and accepted as a true and accurate record:

Moved: Adam Gard'ner

Seconded: Shantal Jones

Ayes given

Carried.

Disclosure of Interest: None

Presentation: **Vanessa Lamont – HOLA English – Literacy**
Vanessa Lamont introduced herself to the board and then gave a PowerPoint presentation on the data from the piloted Literacy standards. The presentation included:

- What data and how it is used
- Challenges
- Where to
- How to collect data
- The purpose of the data is to identify ākonga who may need extra literacy support from the Supported Learning classes or the Steps to Literacy programme
- Secondary school teachers are not trained to teach students to read and write
- The initial data is collated from:
 - Entrance exams (Yr 7 to 9)
 - AsTTle tests (at the beginning of Yr 9)

- Centre for Assessment and Monitoring (CAM):
 - Is run through University of Canterbury
 - Yr 8 – English, Mathematics and reasoning tests
- Data:
 - The data, this year, is looking better than last year
 - The 2025 new Yr 9 cohort:
 - Are sitting at about 20% behind the national cohort which is of concern
 - Reasoning, is very low, and a big concern
 - Literacy rates are very low
 - From next year, all LHS contributory schools will be using structured literacy
 - Going forward, more tracking, more consistency
- Literacy Starters:
 - These were introduced at the start of Term 4, 2023
 - Every Yr 9 and 10 students do them (about 10 minutes, daily at the start of Pd 1) and it appears to be making a difference
 - Receiving huge support from other Learning Areas
 - The Literacy team will formulate a plan for moving on with Literacy Starters
- Semesters are challenging, consistency is difficult
- Returning to exercise books, improves focus considerably

A question and answer session followed, and Adrian Fastier, Vanessa Lamont and Shantal Jones offered clarification as and when required.

The Acting Presiding Member thanked Vanessa Lamont, who then left the meeting at 6.40 pm.

After the presentation, a board member voiced concerns about the terminology of ‘entrance tests’, not being a good first impression for students starting LHS. ‘pre-starting assessments’ suggested as an alternative.

Business of the Meeting

Subject	Resolution/Detail	Date To Be Completed
Uniform Tender	<p>The Property/Office Manager tabled the uniform suppliers options document and gave a verbal overview, noting that there was not an actual price structure for comparison.</p> <p>Discussions took place and the following noted:</p> <ul style="list-style-type: none"> ● The Board signalled their surprise that pricing had not been asked for with the tender requests ● There would be a significant upheaval if LHS’s supplier changes, hence the Uniform Shop Manager has recommended staying with Atlinta <p>It was then moved that Atlinta NZ Ltd and Argyle Schoolwear Ltd are requested to submit further pricing details: Moved: Nicky Hiku Ayes given Carried.</p>	

	<p>Due to the tight timeframe, it was agreed that the Finance Committee would consider the pricing/sustainability options, provided by Atlinta and Argyle at the next Finance Committee meeting on 27 June 2024 and provide a recommendation to the Board.</p> <p>Brief discussions took place regarding the limited options, for a warmer skirt:</p> <ul style="list-style-type: none"> • Pencil skirt (not practical) • Kilt • The Associate Principal suggested a wool blend, longer A-style skirt similar to the ones used by a Christchurch school and offered to bring one in • It was agreed that the Acting Presiding Member will investigate the above suggestion, in a grey colour and not tartan <p>The Acting Presiding Member thanked the Property/Office Manager who then left the meeting at 6.57 pm.</p>	Finance Committee	ASAP
Matters Arising from previous meeting	<p>Acting Presiding Member The information regarding the skirt options was shared during the Uniform Tender discussions.</p> <p>Principal The changes in the Sickbay data will come into effect later this year. Details are included in the Health & Safety section of this meeting.</p>	N/A	N/A
Financial	<p>Financial Report and Management Summary Report – for period ended 30 April 2024 The above financial reports were tabled by the Acting Presiding Member who gave a verbal outline.</p> <p>General discussions took place.</p> <p>It was then moved to accept the Finance Reports: Moved: Nicky Hiku Ayes given Carried.</p> <p>Finance Committee Motions 2025 Revised International Student Fees The above was tabled.</p> <p>It was moved to accept and approve the revised International Student Fees as submitted: Moved: Shantal Jones Seconded: Brad Macdonald</p>	Presiding Member N/A	Next Meeting N/A

	<p>Ayes given Carried.</p> <p>Lockdown Training The above information was tabled, and the Principal shared some verbal information including:</p> <ul style="list-style-type: none"> • The Finance Committee have approved it • There are already some available funds to cover it • The aim is to make it easier and safer for staff and students • The Principal will seek clarification that future building changes will be included in the cost before proceeding <p>It was moved to accept and approve the moving forward with the lockdown training procedure with Harrison Tew at a cost of \$5000 (to be funded from the 2024 operating budget): Moved: Brad Macdonald Seconded: Steve Rosling Ayes given Carried.</p>	Principal	ASAP
Health & Safety	<p>H&S Toolkit Data and Graphs The H&S Toolkit Data and Graphs were tabled by the Principal and taken as read.</p> <p>The Principal verbally informed the Board that he is still investigating the incident involving a staff member and a piece of wire. The Associate Principal offered some verbal clarification.</p> <p>The Principal also verbally informed the Board that they can report differently about existing serious conditions, and this will start later this year.</p>	Principal	Next Meeting
Self-Review	<p>SchoolDocs Adam Gard'ner verbally informed the Board of the following:</p> <ul style="list-style-type: none"> • There has been lots of engagement with SchoolDocs • Re: Timetable Policy <ul style="list-style-type: none"> ○ The changing of the wording was not part of the generic wording and is now not as per the Collective Agreement. Therefore, going forward, it is now up to LHS (and not SchoolDocs) to ensure the policy is accurate and up to date • All reviews for Term 2 have now been completed • Adam will notify the Board when Term 3 reviews start <p>The Acting Presiding Member thanked Adam for his work with SchoolDocs.</p>	Adam Gard'ner	Next Meeting

<p>Strategic Planning</p>	<p>Staff, Student and Community feedback</p> <p>The Principal shared a verbal overview regarding the above. The following noted:</p> <ul style="list-style-type: none"> • This is being led by Marama Lynch (Associate Principal) and Sonia Panapa (Deputy Principal) • Lots of feedback is being sought from staff, students and community <p>Marama Lynch verbally informed the Board that they are obtaining a snapshot on how LHS is doing:</p> <ul style="list-style-type: none"> • Big picture thinking • What people are really interested in • Yr 8s were also targeted at the recent Open Night (QR code) <p>Marama outlined that this feedback should give some good data to work with.</p> <p>Staff feedback indicates:</p> <ul style="list-style-type: none"> • LHS positives <ul style="list-style-type: none"> ○ Good staff ○ Timetable breadth ○ Subject choices • LHS – improvements <ul style="list-style-type: none"> ○ Semester tweaks ○ Behavioural management <p>The Principal acknowledged Marama and Sonia for the huge job being done within a tight timeframe.</p> <p>It is hoped that the complete data will be collated and shared with the Board at the next meeting.</p> <p>The final collated data will also be taken into account during the strategic planning process for 2025.</p>	<p>Principal</p> <p>Principal</p>	<p>Next Meeting</p> <p>As and when</p>
<p>Principal's Report</p>	<p>The Principal's Report was tabled by Adrian Fastier who gave a verbal outline. General discussions took place and Adrian Fastier and Marama Lynch gave clarification as and when required. The following noted:</p> <ul style="list-style-type: none"> • Seeing less students in classrooms – justified (sick/appts) but this is still significant and a challenge for learning programmes. This is a national trend • Attendance services within Christchurch will be investigated • Yr 9 students' transfer data and behaviour is of concern and is currently challenging <ul style="list-style-type: none"> ○ They are not ready to learn ○ Lack of concentration and ability to stay on task 	<p>Principal</p>	<p>Next Meeting</p>

	<ul style="list-style-type: none"> The Principal shared some verbal information relating to a possible temporary agreement in place regarding the non-teacher <p>In the absence of a policy stating gender split of attending staff and the facility to mitigate the non-teacher's agreement, the Board are happy for the trip to proceed as planned.</p> <p>International Trips Detailed and robust discussions also took place regarding international trips in general and the following noted:</p> <ul style="list-style-type: none"> Concerns and queries were raised regarding: <ul style="list-style-type: none"> The huge costs involved – equity to whānau A board member would like to unpack 'international trips' a lot more Why such expensive trips and not more NZ based trips? Value of language learners visiting certain places Fundraising – the need to provide whānau with access to fundraising opportunities but it is not the school's role to organise the fundraising Trip management risks/planning should not be compromised if plans change The Board would like direction about the criteria that is suitable for trip considerations <p>The Principal informed the Board that, regarding international trips, there should be good policy/processes/guidelines in place which are followed prior to the trip request being submitted to the Board. The Principal and Associate Principal will look into this.</p> <p>It was agreed that Adam Gard'ner would facilitate the Board's feedback about the above suggestions.</p> <p>The Board Secretary will collate information/suggestions relating to international trips, from previous minutes and forward the information onto Adam Gard'ner.</p> <p>Europe Social Sciences Trip – 2025 This was taken as read.</p>	Principal Principal Adam Gard'ner Board Secretary N/A	ASAP ASAP ASAP ASAP N/A
Property	<p>Steve Rosling tabled the report and gave a verbal overview.</p> <p>The Associate Principal verbally updated the Board on the building progress.</p> <p>Cyclical Maintenance Monies This was ringfenced for use early 2025 but it is recommended that some of it is used to tidy up existing buildings sooner.</p>	Andrew Marshall	Next Meeting

	<p>Discussions took place and it was then moved to use the painting provision for painting projects in July 2024: Moved: Nicky Hiku Ayes given Carried.</p> <p>It was moved to accept the Property Report: Moved: Steve Rosling Seconded: Shantal Jones Ayes given Carried.</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"> • Newsletter trial (via SchoolBridge) • Community feedback to be sought 	Presiding Member	Next Meeting
Resolution to take a break	The Presiding Member proposed the Board take a break at 8.30 pm.		
The meeting resumed at 8.43 pm			
In Committee	<p>It was moved by the Presiding Member at 8.43 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. PB4L 5. Board Members 6. Student Matters 7. Staff Matters 8. 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 Niky Hiku and Adrian Fastier	
Resolution to move out of committee	The Presiding Member proposed the Board move out of Committee at 9.12 pm: Moved: Presiding Member Carried.		

Meeting Closed	9.12 pm.		
Closing Karakia	The closing Karakia was said.		
Next Meeting	Monday 5 August 2024		

Acting Presiding Member: _____

Dated: _____