

Lincoln High School Board Minutes of the Meeting held on Monday 25 March 2024 at 6 pm

Present: Ben Olijkan (Acting Presiding Member), Kathy Paterson (Principal), Andrew Marshall, Barry Donaldson, Brad Macdonald, Steve Rosling, Shantal Jones and Ivy Ding.

Apologies: Adam Gard'ner.

In Attendance: Marama Lynch (Associate Principal), Mitzi Ajero (Finance Manager), Jamie L'Huillier (Deputy Principal), Danielle Millar, Anna Katzke and Tracy Roberts (Secretary).

Welcome: The meeting started at 6.05 pm, the opening Karakia was said and then the Acting Presiding Member handed over the meeting to the Presenters.

Presentation: **PB4L Presentation – Jamie L'Huillier (Deputy Principal), Danielle Millar and Anna Katzke**
Danielle Millar introduced the PB4L Team to the Board and gave a PowerPoint presentation. The presentation included:

- Information about PB4L and the three tiers
- Detailed information relating to Tier 2
- Changes PB4L has made to our school culture since 2021
- Successes of the PB4L Team to date
- A proposal for additional staffing/support

A detailed question and answer session took place and the PB4L Team and the Principal offered clarification as and when required. The following noted:

- Stand downs and suspensions are still being seen despite PB4L
- The Principal can provide stand down & suspensions data from 2013 – these could be compared to the MOE trends
- Relational skills are needed to engage/make a difference with a student
- Staffing:
 - Some staff are resourced from the Kāhui Ako WSL roles to do a portion of the role
 - They and other staff volunteer their time
- Classroom Practices Teams (CPT) have been developed to collectively improve what is happening in the classrooms. Verbal information on the process was shared
- MOE have a framework then it is up to the school to come up with ideas and related funding

Lengthy discussions took place regarding the proposal for additional staffing/support. The Board then thanked the PB4L Team for their presentation and time. Jamie L'Huillier, Danielle Miller and Anna Katzke then left the meeting at 6.56 pm.

In principle, the Board endorses the idea, subject to the project being able to be funded, for a suitable person who could be appointed to a new PB4L role:

Moved: Ben Olijkan

Seconded: Brad Macdonald
 Ayes given
 Carried.

The Board also decided to revisit the discussion at the next meeting and the Principal will provide a feasibility study to be considered.

Minutes:

Monday 19 February 2024 Minutes:

(These were tabled at the 26 February meeting but were not ratified)

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.

Monday 26 February 2024 Minutes

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: None

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
<p>Matters Arising from the last board meeting</p>	<p>LHS Board Committees – Property Committee Discussions took place regarding Brad Macdonald being listed as on the Property Committee. Brad Macdonald confirmed that, although he was happy to be on the Property Committee if needed, he hadn't been involved in the past.</p> <p>It was then agreed that the LHS Board Committees list would be amended to show the Property Committee without Brad Macdonald's name.</p>	<p>Board Secretary</p>	<p>ASAP</p>
<p>Financial</p>	<p>Financial Report and Management Summary Report – for period ended 29 February 2024 The above financial reports were tabled by the Finance Manager who gave a verbal outline and confirmed the school's financial position remains strong.</p> <p>General discussions took place, and it was then moved to accept the Finance Reports: Moved: Barry Donaldson Seconded: Ben Olijkan Ayes given Carried.</p>	<p>Finance Manager</p>	<p>Next Meeting</p>

	<p>Finance Committee Motion – Principal’s Phone (write-off) The Finance Committee motion was tabled, and the Acting Presiding Member gave a verbal outline. Discussions took place.</p> <p>It was then moved to write-off Kathy Paterson’s school phone: Moved: Ben Olijkan Seconded: Andrew Marshall Ayes given Carried.</p> <p>LED Proposal The LED proposal was tabled, and discussions took place. The following noted:</p> <ul style="list-style-type: none"> • Concerns were raised regarding the quotation received • All agreed that LEDs are cheaper and better than what is currently used <p>The Board agreed to, not proceed at this time. More information is required. Depending on the information received, the proposal may possibly be returned to the Board for consideration at a future date.</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 who verbally highlighted the spike in sickbay students.</p> <p>Discussions took place and Marama Lynch (Associate Principal) will contact other schools, who have a nurse as front line staff covering sickbays, for further information.</p> <p>It was then moved to accept the H&S reports: Moved: Kathy Paterson Seconded; Shantal Jones Ayes given Carried.</p>	Associate Principal	ASAP
Self-Review	<p>1. Board’s Governance Structure Policy – resubmitted</p> <ul style="list-style-type: none"> • Word to be corrected in the heading of the bullet points under No 1. To be changed to: ‘Board Members shall:’ <p>It was then moved to approve and accept the Board’s Governance Structure Policy, with the above change: Moved: Ben Olijkan Seconded: Brad Macdonald Ayes given Carried.</p> <p>2. Policies for Review via SchoolDocs: The following will be considered and ratified at the next meeting:</p> <ul style="list-style-type: none"> • Te Tiriti o Waitangi 	Board Secretary	ASAP
		Board	Next Meeting

	<ul style="list-style-type: none"> • Board Responsibility • Documentation and Self-review Policy 		
Strategic Planning	<p>Annual Implementation Plan Update</p> <p>The Principal shared some verbal information and confirmed that:</p> <ul style="list-style-type: none"> • the SLT will select target areas for 2024 to report to the MOE on (from the original 14 bullet points to spread over two years) • The targets are workable • Focusing on one or two targets per goal – the most significant <p>Kāhui Ako Update</p> <p>A report from the Kāhui Ako Lead Principal (Kylie Horgan) was tabled.</p>	Principal	Ongoing
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"> • The Principal explained that the new style of the Principal's Report is the whole annual implementation plan. Progress is shown on the right side • SLT have taken responsibility for different parts • The Principal informed the Board that LHS is working with Rolleston College culturally, musically and with sport <p>It was moved to accept the Principal's Report: Moved: Kathy Paterson Seconded: Steve Rosling Ayes given Carried.</p>	Principal	Next Meeting
Student's Report	<p>Ivy Ding tabled her report and gave a verbal outline. Discussions took place and the following noted:</p> <ul style="list-style-type: none"> • The Associate Principal gave clarification of an example where a uniform pass might be given • Shantal Jones gave clarification of an example where a Learning Support student might be given a pass • A Dean offers sweets if students turn up for class – wider use by others on a monthly basis suggested • Non-uniform days – rules around appropriate clothing and non-clothing items mentioned • Phone use during a lockdown: <ul style="list-style-type: none"> ○ Difficult to contain the panic if phones are used ○ SLT are currently collating feedback from staff regarding the use of phones during an emergency. <p>It was moved to accept the Student's Report: Moved: Ivy Ding Seconded: Shantal Jones</p>	Student Trustee	Next Meeting

	Ayes given Carried.		
Enrolments 2025	Discussions took place regarding 2025 enrolments, and the following noted: <ul style="list-style-type: none"> • Priority 2 includes current students' siblings • Out-of-zone enrolment numbers are due to be announced at the Open Day in May <p>It was then moved to accept up to 20 out-of-zone Priority 2 students for in Yr 9, 2025: Moved: Kathy Paterson Seconded: Shantal Jones Ayes given Carried.</p>	N/A	N/A
Uniform Tender Proposal	The Uniform Tender Proposal was tabled by the Principal. It was then moved that the Board supports the go-ahead with the 'Timeline 1' (8 April 2024) tender process: Moved: Ben Olijkan Seconded: Shantal Jones Ayes given Carried	N/A	N/A
PPTA	Promise to new teachers for Principals and Boards The above was tabled, and the Principal shared some verbal information from NZSTA about how this is already being done. Therefore, NZSTA recommend that it is not signed.	N/A	N/A
Trip Proposal	World Challenge Peru – December 2025 This was discussed in the in-committee section of the meeting.	N/A	N/A
Planned Trips Updates	The following Trip Updates were tabled: <ul style="list-style-type: none"> • China – April 2024 – MLY on trip • History Trip USA – April 2024 – SGI on the trip • New Caledonia – October 2024 • Japan – December 2024 • Social Sciences Europe – 2025 <p>The Board agreed all looks to be on track.</p>	Principal	Next Meeting
Property	Property Report Andrew Marshall tabled the Property Report and gave a verbal overview, including: <ul style="list-style-type: none"> • On 28 March 2024 there is a MOE property meeting at 11 am • Steve Rosling will attend remotely • Andrew Marshall is unable to attend due to other commitments 	Andrew Marshall	Next Meeting

	<p>NB: Andrew Marshall verbally informed the Board that he will not be able to attend the MOE meetings at all unless the fortnightly appointments are moved forward a week.</p> <p>It was moved to accept the Property report: Moved: Andrew Marshall Seconded: Steve Rosling 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"> We have had confirmation from the MOE that the Science Block will proceed (unfortunately cuts have been made to the project to make this happen) and the Administration Block will be reviewed to reduce the cost before any further decisions are made. 	Principal	ASAP
Finance Matter	<p>Previous Finance Motion Clarification Re: Approval of the \$20 flat rate per day per student for the recovery of the teacher day relief costs for sport tournaments</p> <p>The Principal and Board confirmed that the above \$20 flat rate is only related to sports and extra-curricular trips only.</p>	N/A	N/A
Resolution to take a break	<p>The Presiding Member proposed the Board take a break at 8.09 pm. Shantal Jones blessed the food.</p>		
The meeting resumed at pm	8.22 pm.		
In Committee	<p>It was moved by the Acting Presiding Member at 8.25 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 Board Scholarship Award 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</p>	<p>Relevant documents tabled and verbal reports given by Ben Olijkan and Kathy Paterson</p>	

	prejudiced by the holding of the whole or the relevant part of the proceeds of the meeting in public.		
Resolution to move out of committee	The Presiding Member proposed the Board move out of Committee at 9.38 pm: Moved: Presiding Member Carried.	N/A	N/A
Principal Farewell	On behalf of the Board, the Presiding Member, Ben Olijkan, acknowledged the incredible amount of services that Kathy Paterson has given to the school over the years and sincerely thanked her. The Board wished Kathy well for the future. The Principal thanked the Board for their support over the years.	N/A	N/A
Meeting Closed	9.40 pm.		
Closing Karakia	The closing Karakia was said.		
Next Meeting	Monday 13 May 2024.		

Acting Presiding Member: _____

Dated: _____