

Lincoln High School Board Minutes of the Meeting held on Monday 13 May 2024 at 6 pm

- Present:** Ben Olijkan (Presiding Member), Nicky Hiku (Deputy Presiding Member), Adrian Fastier (Principal), Andrew Marshall, Barry Donaldson, Brad Macdonald, Steve Rosling, Adam Gard'ner, Shantal Jones and Ivy Ding.
- Apologies:** No absences.
- In Attendance:** Marama Lynch (Associate Principal), Mitzi Ajero (Finance Manager), Sam Eng (HOLA Arts) and Tracy Roberts (Secretary).
- Karakia** The new Karakia was said.
- Welcome:** The Presiding Member gave a warm welcome to Adrian's first official board meeting and then handed over to Sam Eng (HOLA Arts) for his presentation.
- Presentation:** **HOLA Arts Presentation – Sam Eng**
Sam Eng gave a PowerPoint presentation. The presentation included:
- For the first time, in March this year, a permanent HOLA Arts (Sam Eng) was appointed. He aims to grow the department and would like to include a specialist part time dance teacher
 - The Arts LA is made up of Visual Arts and Performing Arts Departments (Drama, Dance, Music and Te Ao Haka) and they are collaborative in nature
 - The successes both within and extra to the curriculum
 - The loss of the TiC Dance and the need/wish for the school to grow this role
 - The particular success of the Te Ao Haka which was introduced last year
 - Major School Production involves Drama, Dance, Music and Visual Arts (re the sets)
 - The Rural School Music Festival is hosted at LHS
 - LHS is also part of the Lincoln Rolleston Showcase
 - The Arts LA works with other schools (Ellesmere, Darfield and Rolleston)
 - There are some very talented musicians at LHS
 - Regarding Visual Arts, over the last 12 years, there have been LHS students represented in national tours. And LHS students are amongst the top in the country
 - Concerns regarding the reduced proportionality of the Arts LA.:
 - Some years ago the Yr 9 Core Art class (1 term) programme was removed
 - This programme exposed ākonga to a quality Arts programme and had a flow on effect to a wider range of Arts learning opportunities
 - The Yr 9 Core Art course enabled students to get a taster experience of Arts (students are not exposed to great art opportunities within the Primary Sector)
 - How do students get exposed to arts opportunities if not exposed to it in the Primary Sector?

A question and answer session followed, and Sam Eng and Marama Lynch offered clarification as and when required.

The Principal acknowledged Sam’s enthusiasm and the Board thanked Sam Eng for his presentation. Sam then left the meeting at 6.36 pm.

Minutes: **Monday 25 March 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: Barry Donaldson informed the Board that he had been appointed to the Lincoln Sports Hub. (Following the meeting Barry Donaldson has completed and submitted a new Disclosure of Interest.)

The Board Secretary informed the Presiding Member that the new Principal has completed and returned his Disclosure of Interest. It was viewed by the Presiding Member.

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
Matters Arising from a previous meeting	<p>Review of Presiding Member’s Leave (re 19 February’s meeting) This was discussed later in-committee, with the following conclusion.</p> <p>It was moved that Nicky Hiku and Ben Olijkan permanently swap roles, with immediate effect: Moved: Nicky Hiku Seconded: Andrew Marshall Ayes given Carried.</p>	N/A	N/A
Financial	<p>Financial Report and Management Summary Report – for period ended 31 March 2024 The above financial reports were tabled by the Finance Manager who gave a verbal outline.</p> <p>General discussions took place, and it was agreed that a reminder email will be sent out to the community regarding the parent donation.</p> <p>It was then moved to accept the Finance Reports: Moved: Andrew Marshall Seconded: Ben Olijkan Ayes given Carried.</p> <p>Finance Committee Motion Approval of the 2025 proposed International Student Fees</p>	Presiding Member	Next Meeting

	<p>The Finance Manager gave a verbal overview of the proposal which was submitted and recommended to her by the International Directors.</p> <p>Discussions took place.</p> <p>It was then moved that the proposed International Student Fees are approved as per the proposal submitted: Moved: Ben Olijkan Seconded: Brad Macdonald Ayes given Carried. (Unanimous)</p> <p>The Board suggested that, if possible, future price changes are submitted to the Board earlier in the year.</p> <p>The Finance Manager then left the meeting at 7.07 pm.</p>		
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: Adrian Fastier Seconded: Shantal Jones Ayes given Carried.</p> <p>Sickbay Spike – Update An update, from the previous Principal, on a recent sickbay spike was tabled.</p> <p>Discussions took place and the following noted:</p> <ul style="list-style-type: none"> • Shantal Jones verbally confirmed that the regular visits to the sickbay will be ongoing for this particular student • Concerns were raised regarding a future ‘spike’ being missed so it was agreed that the Principal would investigate a different reporting category to be set up for such regular purposes 	Principal	Next Meeting
Self-Review	<p>Policies for Review via SchoolDocs for ratification:</p> <p>The Presiding Member asked if all had reviewed the policies online. All board members signalled that they had.</p> <p>Adam Gard’ner verbally confirmed the following:</p> <ul style="list-style-type: none"> • During the online reviewing process, SchoolDocs collate all feedback from all schools • If LHS wants to specifically include or change something, then we can request the change via SchoolDocs 	Adam Gard’ner	Next Meeting

	<ul style="list-style-type: none"> • A policy, not up for reviewing, can be reviewed at any time <p>Discussions took place regarding the seven policies listed below:</p> <ul style="list-style-type: none"> • Te Tiriti o Waitangi • Board Responsibility • Documentation and Self-Review Policy • Employer Responsibility Policy • Appointment Procedure <ul style="list-style-type: none"> ○ Relating to more than one appointment from one advertisement ○ Same, JD and subject etc ○ Generic statement to be added: <ul style="list-style-type: none"> ▪ ‘If there is more than one suitable applicant, then more than one may be appointed.’ • Safety Checking <ul style="list-style-type: none"> ○ Wording to be added: <ul style="list-style-type: none"> ▪ ‘We may also safety check others or more regularly as appropriate.’ • Timetable <ul style="list-style-type: none"> ○ Relating to 3rd paragraph, non-contact link ○ Wording to change: <ul style="list-style-type: none"> ▪ Change the word from ‘timetable’ to ‘allocated’ <p>It was then moved to accept and approve the seven policy reviews on the agenda with the changes suggested: Moved: Adam Gard’ner Seconded: Nicky Hiku Ayes given Carried.</p> <p>Adam Gard’ner to advise SchoolDocs of the changes.</p> <p>Going forward, the Board made some suggestions:</p> <ul style="list-style-type: none"> • All comments to be included in the board pack • Adam to gatekeep wording changes • Reviews to be completed by the Monday before the board meeting <ul style="list-style-type: none"> ○ Reviewing first page and any LHS attachment/s ○ Board Members add their name to their comments 	<p>Adam Gard’ner</p> <p>Adam Gard’ner</p> <p>Board Members</p>	<p>ASAP</p> <p>As and when</p> <p>As and when</p>
<p>Strategic Planning</p>	<p>Kāhui Ako Update (included in the Principal’s Report).</p>	<p>Principal</p>	<p>Next Meeting</p>

<p>Principal's Report</p>	<p>Adrian Fastier tabled his first Principal's Report which had been amended. Hard copies of the new report were circulated at the meeting. The Principal then gave a detailed verbal outline.</p> <p>General discussions took place and Adrian Fastier gave clarification as and when required. The following noted:</p> <ul style="list-style-type: none"> • The Principal has continued with the same previously used format of the Principal's Report • The roll is just under 1400, guaranteed funding is based on 1400 • The attendance rate, although is lower than previous years, is accounted for with justified absences (eg medical appointments etc) • AI; lots of uncertainty with staff around AI: <ul style="list-style-type: none"> ○ How to detect it ○ How to use it <ul style="list-style-type: none"> ▪ What level is the input by students to ensure not plagiarism? How to reference it ○ The biggest risk is authenticity and assessing work. Is the work the students' or just AI? Teachers knowing their students is a good way of determining authenticity ○ Jamie L'Huillier (DP) recently gave a presentation to the teachers on some positive ways on how to use it wisely • Kāhui Ako; a new Across School Leader (ASL) Connections role is being created. This will cover transitioning from ECE right through to secondary schools. <ul style="list-style-type: none"> ○ The Principal voiced concerns about the lower Literacy/Numeracy abilities of students coming into secondary education, and suggested the need for data collection around Literacy/Numeracy from Yr 6 upwards • NCEA Co-requisite Literacy/Numeracy exams: <ul style="list-style-type: none"> ○ The Principal confirmed that if a student had not achieved their Literacy/Numeracy qualification then, in Yr 10, there is a targeted literacy class (which could become their English choice) ○ The Associate Principal also confirmed that, if needed, alternative standards can be offered to try and enable the students to succeed. ○ The aim is to ensure students succeed wherever possible and, if needed, interventions are offered and encouraged <p>It was moved to accept the mended Principal's Report: Moved: Adrian Fastier Seconded: Brad Macdonald Ayes given Carried.</p>	Principal	Next Meeting
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	<p>NZQA Statistics – School Comparison</p> <p>The above data was tabled, and discussions took place. The following noted:</p> <ul style="list-style-type: none"> • The league table is prepared internally from published records • LHS pass rates are very good • Benchmarking is important to know how well LHS is doing against other comparable schools • Concerns were raised about the need for the names of the other schools • The Principal suggested that, at the start of the year, it is determined what LHS benchmarks on 	Principal	SOY
Student’s Report	<p>Ivy Ding verbally explained that the wrong report was included with the Agenda Pack.</p> <p>Ivy gave a verbal update and the following noted:</p> <ul style="list-style-type: none"> • The House Spirit Week was very successful, and students showed their support • As required, blazers are now being worn by students • Kathy Paterson’s farewell and Adrian Fastier’s mihi whakatau were mentioned <p>It was moved to accept the Student’s verbal report: Moved: Ivy Ding Seconded: Steve Rosling Ayes given Carried.</p> <p>Following the meeting, Ivy sent through, by email, a copy of the correct Student Report to the Board Secretary.</p>	Ivy Ding	Next Meeting
Tabled	<p>Air Rescue</p> <p>A letter of thanks and photograph, were tabled.</p>	N/A	N/A
Student Trustee Election – Appointment of Returning Officer	<p>Marama Lynch (Associate Principal) was appointed as the Returning Officer for the upcoming Student Trustee Election: Moved: Ben Olijkan Seconded: Adam Gard’ner Ayes given Carried.</p>	N/A	N/A
Student Uniform Matters	<p>Faitaga Inclusion Request</p> <p>The Principal, on behalf of Sonia Panapa (Deputy Principal) and students, tabled a proposal regarding including a Faitaga as part of the LHS school uniform. Discussions were had and the following noted:</p> <ul style="list-style-type: none"> • Following consultation, a standardized version of the Faitaga would be established 		

	<ul style="list-style-type: none"> • The cultural aspect of the wearing of a Faitaga by non-Pasifika students should be investigated <p>School Skirt A member of the Board asked about a longer version of a skirt for winter to be considered as well, at the same time as the above Faitaga.</p> <p>Detailed and robust discussions took place and the following noted:</p> <ul style="list-style-type: none"> • Strong concerns were raised about the current uniform not being warm enough for students <ul style="list-style-type: none"> ○ Heat pumps are a more draughty heating option than the previous heating system ○ An alternative skirt (made of a different winter fabric and a longer length) was suggested for the colder weather • Tapered trousers are a current option for students • At the introduction of the current uniform, the cost of a kilt and blazer were taken into account, and it was decided to remove the kilt option • It is important that there is a uniform, when worn correctly, is fit for purpose (ie warm enough) • The Deputy Presiding Member will investigate other schools and their uniform options and report back to the Board <p>Faitaga and Warmer Skirt The Board agreed, in principle, to support the inclusion of a Faitaga and an extra, warmer alternative skirt as part of the LHS school uniform.</p> <p>Proposed Non-uniform Item Review The proposed non-uniform item review was tabled, and discussions took place.</p> <p>The Principal, and Associated Principal offered clarification as and when required.</p> <p>It was then moved to not proceed with a review but to have a tidy-up of non-uniform items: Moved: Adrian Fastier Seconded: Ben Olijkan Ayes given Carried.</p>	<p>Deputy Presiding Member</p>	<p>ASAP</p>
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MOU – Tai Poutini Polytechnic	<p>The MOU was tabled, and the Principal gave a verbal overview. Some discussion took place.</p> <p>It was then moved that the Presiding Member, on behalf of the Board, would sign the form in the presence of the Principal who would also sign the form as a witness: Moved: Adrian Fastier Seconded: Nicky Hiku Ayes given Carried.</p>	N/A	N/A
Board: Makeup and Succession	<p>Review make-up of Board and consider succession issues. Detailed discussions took place and the following noted:</p> <ul style="list-style-type: none"> • The Board acknowledged that there is a seat open to a Te Taumutu Rūnanga Trustee, that has not been filled • Co-opting people, with particular skills, to help LHS achieve its plans suggested for future • Continuity of experience is needed • An environment where the community can come forward with their skills and, perhaps if needed, co-option would be a possibility rather than election • It was decided that, at the Open Evening, some board members would be available to answer questions from parents/caregivers <ul style="list-style-type: none"> ○ An informal station would be set up in the Hall and the Associate Principal to arrange/co-ordinate with the board members (Ben Olijkan, Nicky Hiku, Adam Gard’ner and Andrew Marshall) 	Associate Principal	ASAP
PD Opportunities for Board Members	<p>Some specific links were included in the Agenda Pack email.</p> <p>NZSTA:</p> <ul style="list-style-type: none"> • The Presiding Member informed the Board that the NZSTA news includes some good information • There are some good resources online • Their conference is coming up (6 to 9 June 2024) <p>Adam Gard’ner shared some information regarding some possible professional development around positive youth development.</p>	Board Members	As and when
Trip Proposal	<p>LHS World Challenge (WC) – eSwatini /Mozambique Expedition The above proposal was tabled.</p> <p>Lengthy, detailed and robust discussions took place. The following noted:</p> <ul style="list-style-type: none"> • Concerns were raised about the risks involved and the Board signalled that they are not comfortable with the level of risk indicated • The recent legal action (involving a North Island school) was mentioned 	N/A	N/A

	<ul style="list-style-type: none"> • The Board was surprised to receive another World Challenge trip so soon and mentioned that their suggestions from the last board meeting do not seem to have been considered. • Concerns were also raised about the number of international trips taking place • A suggestion that such expensive WC trips should be every three years and not every year. This would allow all students (between Yr 11 & Yr 13) to have the opportunity to attend <p>It was then moved that the trip proposal is declined for approval due to the risk profile being too high and the Board is not happy with the risk profile that this trip represents: Moved: Ben Oljkan Seconded: Steve Rosling Ayes given Against: None Carried</p> <p>Further discussions took place later in-committee.</p>		
Planned Trips Updates	<p>The following Trip Updates were tabled, and taken as read:</p> <ul style="list-style-type: none"> • New Caledonia – October 2024 • Japan – December 2024 • Social Sciences Europe – 2025 	Principal	Next Meeting
Resolution to take a break	<p>The Presiding Member proposed the Board take a short break at 9.11 pm.</p> <p>Shantal Jones blessed the food.</p>		
The meeting resumed at 9.15 pm			
Property	<p>Property Report Andrew Marshall tabled the report and gave a verbal overview, including:</p> <p>MOE – Redevelopment Programme/Masterplan</p> <ul style="list-style-type: none"> • Details are yet to be confirmed regarding the MOE bi-weekly meetings • The Principal shared some verbal information: <ul style="list-style-type: none"> ○ Whare and classrooms not guaranteed ○ Demolishing costs not covered by MOE • All is still up in the air <p>It was moved to accept the Property report: Moved: Andrew Marshall Seconded: Adam Gard'ner Ayes given</p>	Andrew Marshall	Next Meeting

	<p>Carried.</p> <p>Lockdown – Bells Discussions took place regarding some additional work that is required to allow the Lockdown Bells project to be completed.</p> <p>It was then moved, that in order that the Lockdown Bells project can be completed, the Board accepts and approves to cover the cost of the shortfall (ie \$1719.94): Moved Andrew Marshall Seconded Ben Olijkan Ayes given Carried.</p> <p>Hawkins Variation Submittal The above price variation was tabled. It relates to works/finishing not being covered by the MOE. Detailed discussions took place regarding possible board support and the following noted:</p> <ul style="list-style-type: none"> • There is some confusion about what the MOE may find from contingency. Clarification will be sought • There is some residual funding from W Block (English LA) left over • 10YPP – there is an understanding that some left over money from the previous plan can be rolled over to use for the new Science Block <p>It was moved that the Board is happy to fund up to \$203,415.53 for Hawkins to finish the building as per the variation price from the 5YA funding: Moved: Andrew Marshall Seconded: Brad Macdonald Ayes given Carried.</p> <p>Build Management From discussions, the following noted:</p> <ul style="list-style-type: none"> • There will be site meetings every two weeks and the school will be represented • Board representation is not required, and the Principal verbally confirmed that the new build will be managed within school 		
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"> • The Board’s information session at the Open Night 	Presiding Member	Next Meeting
Trustees’ Code of Conduct – 2024	The Board Secretary confirms that completed 2024 Trustees’ Code of Conduct forms have been received from all the Board Members.	N/A	N/A

In Committee	<p>It was moved by Ben Olijkan at 9.38 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. Student Matters 5. Staff Matters 6. 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 9.58 pm: Moved: Presiding Member Carried.</p>		
Meeting Closed	9.58 pm.		
Closing Karakia	Due to the need to rapidly vacant the building before the alarms went off at 10 pm, the closing Karakia was missed.		
Next Meeting	Monday 17 June 2024.		

Presiding Member: _____

Dated: _____