

## Lincoln High School

### Board Minutes of the Meeting held on Monday 4 November 2024 at 6 pm

**Present:** Nicky Hiku (Acting Presiding Member), Adrian Fastier (Principal), Brad Macdonald, Steve Rosling, Adam Gard'ner, Shantal Jones and Harrison James. Barry Donaldson arrived at 6.59 pm.

**Apologies:** Barry Donaldson expected to be late. Ben Olijkan and Andrew Marshall.

**In Attendance:** Marama Lynch (Associate Principal), Tahlia Whiting (Teacher/Student Executive), Tracy Roberts (Secretary).

**Welcome:** The Acting Presiding Member welcomed all and, in particular, the new Student Trustee, Harrison James.

**Presentation:** Robert Woodham (Yr 12) and Ambba Kaur (Yr 9) of the Student Executive gave a presentation of the 2024 Student Executive proposal Courts Revamp (Basketball). Following the presentation, a question and answer session took place. The presentation was very well received by the Board and the Principal commented on the students' great presentation/work. Tahlia Whiting, Robert Woodham and Ambba Kaur then left the meeting at 6.21 pm. Further discussions by the Board took place later in the meeting.

**Minutes:** **Monday 16 September 2024 Minutes:**  
It was moved the Minutes of the above meeting be taken as read and accepted as a true and accurate record:  
Moved: Nicky Hiku  
Ayes given  
Carried.

**Disclosure of Interest:** Barry Donaldson – Chair/Board Member of Lincoln Sport & Recreation Hub (previously disclosed).  
Harrison James – His father (Richard James) is a current teacher at LHS.

#### Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
Financial	<p><b>Financial Report and Management Summary Report – for period ended 30 September 2024</b></p> <p>The above financial reports were tabled by Nicky Hiku who gave a verbal outline.</p> <p>General discussions took place.</p> <p>It was moved to accept the Finance Reports: Moved: Nicky Hiku</p>	Presiding Member	Next Meeting

	<p>Ayes given Carried.</p> <p><b>Insurance Renewal (Information Only)</b> The above document was tabled for the Board's information.</p> <p>The Principal confirmed that, following the Property Manager's recommendation to remain with the current provider, and the Finance Committee's approval, the insurance renewal has gone ahead as of 31 October 2024.</p> <p>The Principal will check to ensure the increase in Defence costs has been actioned and will report back at the next meeting.</p> <p><b>Finance Committee Motions</b> <b>Financial Strategies 2024 to 2025</b> The above was tabled, and discussions took place.</p> <p>It was moved to approve and accept the amended Financial Strategies, with the inclusion of strategy No 3.b.i: Moved: Brad Macdonald Seconded: Steve Rosling Ayes given Carried.</p> <p><b>Switching Banks – Term Deposits</b> The above was tabled.</p> <p>Regarding Term Deposits, it was moved to approve the switching banks from BNZ to Westpac: Moved: Adam Gard'ner Seconded: Brad Macdonald Ayes given Carried.</p> <p><b>Principal's Coaching &amp; Wellbeing Support Fund</b> The above was tabled.</p> <p>It was moved to approve the carryover of the remaining balance from the 2024 Principal Coaching &amp; Wellbeing Support Fund to 2025: Moved: Nicky Hiku Ayes given Carried.</p> <p><b>Cyclical Maintenance Provision</b> The above was tabled, and the Principal gave a brief verbal overview.</p>	<p>Principal</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>	<p>Next Meeting</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>
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	<p>It was moved to accept and approve the 2024 10-year cyclical maintenance plan:  Moved: Steve Rosling  Seconded: Harrison James  Ayes given  Carried.</p>		
<b>Health &amp; Safety</b>	<p><b>H&amp;S Toolkit Data and Graphs</b>  The H&amp;S Toolkit Data and Graphs were tabled by the Principal.</p> <p>The Principal informed the Board that there would be some discussion, regarding a recent Outdoor Education trip, later in-committee.</p>	Principal	Next Meeting
<b>Self-Review</b>	<p><b>Property Strategies 2024 to 2025</b>  The above document was tabled. NB: No changes have been made to the document since it was previously approved in December 2023.</p> <p>It was then moved to approve and accept the Property Strategies as is:  Moved: Adrian Fastier  Seconded: Shantal Jones  Ayes given  Carried.</p>	N/A	N/A
<b>SchoolDocs</b>	<p><b>SchoolDocs – Motion regarding ‘Actions/Changes’ by SchoolDocs</b></p> <ol style="list-style-type: none"> <li><b>1. Internal Review Updates:</b> <ol style="list-style-type: none"> <li>a. Internal Review (Term 4 2024) – Upcoming Changes <ol style="list-style-type: none"> <li>i. Academic Authenticity (new policy)</li> <li>ii. Generative AI (optional policy)</li> <li>iii. International Learner Concerns and Complaints</li> <li>iv. EOTC External Providers and Contractors</li> </ol> </li> </ol> </li> <li><b>2. Schedule Review – Further Updates</b> <ol style="list-style-type: none"> <li>a. Employer Responsibility Policy <ol style="list-style-type: none"> <li>i. Safety Checking</li> <li>ii. Police Vetting</li> <li>iii. Appointment &amp; Employment</li> </ol> </li> </ol> </li> <li><b>3. Updates Published to School Sites</b> <ol style="list-style-type: none"> <li>a. Governance &amp; Management &amp; Documentation and Self-review <ol style="list-style-type: none"> <li>i. Legislation and Regulations</li> </ol> </li> <li>b. SchoolDocs Site Changes</li> </ol> </li> </ol> <p>Regarding the above, it was moved to accept and approve all the ‘Actions/Changes’ that have been made by SchoolDocs as detailed on the SchoolDocs Advisory dated 15 October 2024:  Moved: Adam Gard’ner  Seconded: Shantal Jones  Ayes given  Carried.</p>	N/A	N/A

	<p><b>SchoolDocs - Policies for Review</b>  <b>Term 4 2024 - Policies for review</b></p> <ul style="list-style-type: none"> <li>• <b>Delegated Authorities Policy</b> (LHS's own)</li> </ul> <p>The above tracked policy was tabled, and discussions took place.</p> <p>It was moved to accept the Delegated Authorities Policy with the inclusion of a new bullet point regarding unbudgeted expenditure:  Moved: Adam Gard'ner  Seconded: Brad Macdonald  Ayes given  Carried</p> <p><b>SchoolDocs Policies for Review and Policies Review Spreadsheet</b></p> <ul style="list-style-type: none"> <li>• Policies Review Spreadsheet</li> <li>• Finance and Asset Management Policy</li> <li>• Managing Income and Expenditure</li> <li>• Financial Conflicts of Interest</li> <li>• Asset Management and Protection</li> </ul> <p>Adam Gard'ner tabled the above documents and gave a verbal overview including some initial feedback received around non-payment of student activity costs.</p> <p>Discussions took place and the following agreed upon:</p> <ul style="list-style-type: none"> <li>○ The Board Secretary to send details out to the community regarding the above policies for review.</li> <li>○ Adam Gard'ner will provide an up-to-date spreadsheet of any feedback received at the next board meeting</li> <li>○ The above policies will be discussed further/finalised at the next board meeting.</li> <li>○ The topic of 'non-payment of student activity costs' may be discussed, in more detail, at another time.</li> </ul> <p><b>Term 4, 2024 – Board Assurance Statement</b>  The Principal gave a verbal overview of the Board Assurance Statement and confirmed it will be finalised before the next board meeting.</p> <p><b>Policy Topic – Inclusive Language</b>  Adam Gard'ner tabled the above document and gave a verbal overview regarding a project undertaken by a Senior Leadership Team member and a number of people within the school community.</p> <p>Detailed discussions took place, and it was agreed that Adam Gard'ner would investigate to determine if SchoolDocs, as a system change, would update/standardise policy wording going forward.</p> <p>Adam Gard'ner will report back to the Board and keep the SLT member informed.</p>	<p>N/A</p> <p>Board Secretary</p> <p>Adam Gard'ner</p> <p>Adam Gard'ner</p> <p>Principal</p> <p>Adam Gard'ner</p> <p>Adam Gard'ner</p>	<p>N/A</p> <p>ASAP</p> <p>Next Meeting</p> <p>As and when</p> <p>Next Meeting</p> <p>Next Meeting</p> <p>Next Meeting</p>
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<b>Strategic Planning</b>	<p><b>2025 Board Meeting Dates - Proposed</b> The proposed 2025 board meeting dates were tabled.</p> <p>The Principal informed the Board that he is looking into swapping the two February meetings round. This will be confirmed asap.</p> <p>It was moved to approve and accept the proposed 2025 board meeting dates: Moved: Nicky Hiku Ayes given Carried.</p> <p><b>2025 Board Tasks by Month</b> A tracked version of the 2025 Board Tasks by Month was tabled.</p> <p>It was then moved to approve and accept the 2025 Board Tasks by Month: Moved: Adrian Fastier Seconded: Adam Gard'ner Ayes given Carried.</p> <p><b>2025 Self-review Plan</b> A tracked version of the above document was tabled.</p> <p>It was then moved to approve and accept the 2025 Self-review Plan: Moved: Adam Gard'ner Seconded: Shantal Jones Ayes given Carried.</p>	<p>Principal</p> <p>N/A</p> <p>N/A</p>	<p>ASAP</p> <p>N/A</p> <p>N/A</p>
<b>Principal's Report</b>	<p>The Principal's Report was tabled by the Principal who gave a verbal outline. General discussions took place and Adrian Fastier gave clarification as and when required. The following noted:</p> <ul style="list-style-type: none"> <li>• Māori Languages Week – some new LHS traditions were introduced.</li> <li>• Graduation – Adam Gard'ner acknowledged all the mahi involved – an amazing evening. He also acknowledged the mahi of the Associate Principal.</li> </ul> <p>It was moved to accept the Principal's Report: Moved: Adrian Fastier Seconded: Adam Gard'ner Ayes given Carried.</p>	<p>Principal</p>	<p>Next Meeting</p>

<b>Student's Report</b>	<p>Due to this meeting being Harrison James' first, there was no student report tabled.</p> <p>Following the meeting, the Board Secretary confirms that Harrison James has completed, signed and returned his Trustees' Code of Conduct and Interests Register.</p>	Student Trustee	Next Meeting
<b>Tabled</b>	<p><b>2023 Board Scholarship Award</b></p> <p>A Doctorate Study Report from Susan Johnson was tabled for the Board's information.</p>	N/A	N/A
<b>Student Executive</b>	<p><b>Student Voice Proposal/Presentation – Court Revamps</b></p> <p>Detailed discussions took place following the earlier student presentation and the following noted:</p> <ul style="list-style-type: none"> <li>• The court area is going to be untouched by the ongoing rebuild.</li> <li>• It is a well-used space.</li> <li>• More backboards at the side of the netball area suggested.</li> <li>• Surface is part of the cyclical maintenance (next 10 year one) but should be investigated sooner.</li> <li>• Concerns raised about possible damage of signage, and relocatable items.</li> <li>• To brighten up the school, six blank walls, each decorated in house colours suggested.</li> <li>• Seating area, if robust and well planned, would be beneficial.</li> <li>• Additional seating, around the school, after the new build suggested.</li> </ul> <p>Following discussions it was agreed that the Principal would ask the students to obtain some price quotations to be considered by the Finance Committee. The quotations to include:</p> <ul style="list-style-type: none"> <li>• Single bench seat inside the netting and around the court.</li> <li>• Tiered seating (moveable).</li> <li>• Painting/mural on the side of the gym.</li> </ul>	Principal	ASAP
<b>School Council Partnership</b>	<p><b>Lincoln Domain – Reserve Extension</b></p> <p>The Principal tabled a draft letter which was received from Peter Burley (Lincoln Sport and Recreation Hub) and gave a verbal overview. Discussions took place and the following noted:</p> <ul style="list-style-type: none"> <li>• Hub model is used around the country to pool resources.</li> <li>• SDC is fundamental in the setting-up. Then clubs collaborate on the details. Lincoln Hub works with SDC and the clubs.</li> <li>• Opportunity of having links with future developments.</li> <li>• May offer some investment/funding opportunities.</li> <li>• A good way of being part of the community.</li> <li>• The need to maintain a school boundary is very important and our students' need to be a priority re training etc.</li> </ul>		

	<ul style="list-style-type: none"> <li>Currently, only being asked to signal our interest regarding a soft boundary, other opportunities may follow.</li> </ul> <p>Following discussions, it was moved that the Board signals their support, in principle, to expressing LHS's interest in becoming part of the hub and sending in the letter:  Moved: Adrian Fastier  Seconded: Brad Macdonald  Ayes given  Carried.</p>	Principal	ASAP
<b>Staff Trustee – Casual Vacancy</b>	<p>Regarding Shantal Jones' leave next year, and the resulting Casual Vacancy, it was moved to appoint the Associate Principal, Marama Lynch, as Returning Officer:  Moved: Nicky Hiku  Ayes given  Carried.</p> <p>It was agreed that there would be a joint handover from Shantal Jones and the new Staff Trustee.</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><b>Tournament of Mind (TOM) – Oct/Nov 2024</b> <ul style="list-style-type: none"> <li>The Principal confirmed the trip had taken place, gone well and passed on the team's thanks to the Board.</li> </ul> </li> <li><b>Japan Trip – December 2024</b> <ul style="list-style-type: none"> <li>This included a signed agreement between LHS and a family.</li> </ul> </li> <li><b>Europe Social Sciences Trip - 2025</b></li> </ul>	Principal	Next Meeting
<b>Education Review Office (ERO)</b>	<p>The Principal gave a verbal update and confirmed that he had worked with the Presiding Member on the Board Assurance section.</p> <p>ERO are due to visit LHS on 18 and 19 November 2024.</p>	N/A	N/A
<b>Uniform</b>	<p><b>Lavalava and Longer Girls' Skirt</b></p> <p>The Principal gave a verbal update which included:</p> <ul style="list-style-type: none"> <li>The current trialing of the Lavalava and longer skirt. <ul style="list-style-type: none"> <li>The inclusion of a possible Polynesian design, as well as the LHS logo on the Lavalava suggested.</li> <li>Mid-calf length for the skirt is practical.</li> </ul> </li> <li>Fleece lining added to the jacket. It would look the same, waterproof with a lining. Hoping for feedback by the end of the year.</li> </ul>	Principal	ASAP

<b>Property</b>	<b>Property Report</b> Nicky Hiku tabled the report and gave a verbal overview, including: <ul style="list-style-type: none"> <li>• New build is currently on track.</li> <li>• Some roofing looking tired – going to be done as part of the 10YPP during the Christmas holidays.</li> </ul> It was moved to accept the Property Report: Moved: Adrian Fastier Seconded: Barry Donaldson Ayes given Carried.	Andrew Marshall	Next Meeting
<b>Resolution to take a break</b>	The Acting Presiding Member proposed the Board take a break at 7.43 pm.  Shantal Jones blessed the food by giving a karakia.  The Acting Presiding Member apologised for missing saying the karakia at the beginning of the meeting.		
<b>The meeting resumed at 7.53 pm</b>			
<b>In Committee</b>	It was moved by the Acting Presiding Member at 7.54 pm that the public be excluded from the following part of the proceeding of this meeting: <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. Student Matters</li> <li>5. Staff Matters</li> <li>6. Staff Award</li> </ol> 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.	Relevant documents tabled and verbal reports given by Nicky Hiku and Adrian Fastier	
<b>Resolution to move out of committee</b>	The Acting Presiding Member proposed the Board move out of Committee at 9.13 pm: Moved: Presiding Member Carried.		



Meeting Closed	9.13 pm.		
Closing Karakia	The closing Karakia was said.		
Next Meeting	Monday 2 December 2024 at 6 pm (last meeting for 2024).		

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

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