

Lincoln High School
Board Minutes of the Meeting held on
Monday 4 August 2025 at 6 pm

Present: Ben Olijkan (Presiding Member), Nicky Hiku (Deputy Chair), Adrian Fastier (Principal), Andrew Marshall, Barry Donaldson, Brad Macdonald, Steve Rosling, Adam Gard'ner, Anna Knowles and Harrison James.

Apologies: No absences.

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

Karakia: The Karakia was said.

Welcome: The Presiding Member welcomed all to the meeting.

Minutes: **Monday 16 June 2025 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

Seconded: Anna Knowles

Ayes given

Carried.

Disclosure of Interest: None

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
Financial	<p>Financial Report and Management Summary Reports- for period ended 30 June 2025</p> <p>The above financial reports were tabled by Ben Olijkan who asked for any questions/queries. None were given.</p> <p>It was moved to accept and approve the above financial reports as tabled:</p> <p>Moved: Ben Olijkan</p> <p>Ayes given</p> <p>Carried.</p> <p>2025 Approved Budget – Summary Report</p> <p>The above summary report was tabled, and it was then moved to approve and accept the 2025 Budgeted Statement of Financial Position and Statement of Cashflows:</p> <p>Moved: Ben Olijkan</p> <p>Ayes given</p> <p>Carried.</p>	Presiding Member	Next Meeting

	<p>Finance Committee Motions –</p> <p>1. 2026 Proposed Donation Rates</p> <p>The Presiding member tabled the proposed donation rates and gave a verbal update relating to the rationale behind the increase.</p> <p>The Board signalled their support.</p> <p>It was moved to accept and approve the proposed donations rates for 2026 as recommended by the Finance Committee:</p> <p>Moved: Ben Olijkan</p> <p>Ayes given</p> <p>Carried.</p> <p>2. International Student Department Staffing</p> <p>The Principal tabled a proposal to increase the number of staff within the International Department and gave a verbal overview. Discussions took place.</p> <p>The Presiding Member asked if there were any objections to the proposal. None were given.</p> <p>It was moved to accept and approve the hiring of a part-time staff member for international student support as recommended by the Finance Committee:</p> <p>Moved: Adrian Fastier</p> <p>Seconded: Nicky Hiku</p> <p>Ayes given</p> <p>Carried.</p> <p>3. Write-off of unrecoverable salary overpayment</p> <p>A proposal to write-off unrecoverable salary overpayment to a former staff member was tabled by the Presiding Member, who also shared some verbal information.</p> <p>The Presiding Member asked if there were any questions. None were given.</p> <p>It was moved to accept and approve the write-off of unrecoverable salary overpayment for a former staff member:</p> <p>Moved: Nicky Hiku</p> <p>Seconded: Harrison James</p> <p>Ayes given</p> <p>Carried</p>		
Health & Safety	<p>H&S Toolkit Data and Graphs</p> <p>The H&S Toolkit Data and Graphs were tabled by the Principal who verbally pointed out the recent number of Physical Education accidents. An aberration only, all genuine accidents.</p>	Principal	Next Meeting

	<p>It was then moved to accept the H&S reports:</p> <p>Moved: Adrian Fastier</p> <p>Seconded: Steve Rosling</p> <p>Ayes given</p> <p>Carried.</p>		
Self-Review - SchoolDocs	<p>Policies for Review – SchoolDocs</p> <p>Advisory Dated: 1 May 2025 – Term 2, 2025 – Policies for Review</p> <ul style="list-style-type: none"> From June's Board meeting: <ul style="list-style-type: none"> Emergency Closure - Verbal update re Harrison Tews advice <p>The Associate Principal informed the Board that, as yet, no response from Harrison Tew had been received.</p> <p>The Associate Principal also outlined the procedure previously used when there had been a burst water main:</p> <ul style="list-style-type: none"> Under 14 yrs were kept at school until their parents/caregivers had been contacted (individually) and permission had been given for them to leave school Emails/app messages were used. And text messages can now also be used <p>NB: Since the last board meeting Harrison Tew has sent a response. They confirmed that they were very happy with the way the burst water main closure was actioned.</p> <p>However, in the event of a major incident (eg major earthquake) then a reunification process (where a caregiver collects and signs out the student) would take place. Full details are already included in the Emergency Closure policy.</p> <p>It was agreed that no further changes were needed to the existing policy.</p> <p>It was moved to accept and approve the Emergency Closure policy:</p> <p>Moved: Ben Olijkan</p> <p>Ayes given</p> <p>Carried.</p> <p>Advisory Dated: 15 July 2025 – Term 3 Policies Open for Review</p> <ul style="list-style-type: none"> By the Board (Closing Date: 22 August 2025) <ul style="list-style-type: none"> Child Protection Abuse Recognition and Reporting Safety Checking 	Adam Gard'ner	Next Meeting

	<ul style="list-style-type: none"> • Other Reviews <ul style="list-style-type: none"> ○ Food & Nutrition ○ Police Vetting ○ Missing Student Procedure <p>The above policies are currently under review and will be ratified at September's Board meeting.</p> <p>Advisory Dated: 15 July 2025 – Upcoming Changes – Health & Safety Management</p> <ul style="list-style-type: none"> • Health, Safety, and Welfare Policy <ul style="list-style-type: none"> ○ Risk Management ○ Worker Engagement, Participation and Representation ○ Health and Safety Induction and Training ○ Visitors ○ Contractors Working at School <p>No issues with the above upcoming changes were signalled.</p> <p>It was moved to approve and accept the Upcoming Changes to school sites, as detailed on the SchoolDocs Advisory dated 15 July 2025:</p> <p>Moved: Adam Gard'ner Seconded: Brad Macdonald Ayes given Carried.</p> <p>Term 3 Principal's Board Assurances</p> <p>Will be completed and tabled at September's meeting.</p>	Principal	Next Meeting
Strategic Planning	<p>a. SWOT Data (Collated) The Principal tabled the collated data from the SWOT exercise carried out at the last board meeting and gave a verbal overview. Brief discussions took place.</p> <p>b. Comparison of SWOT Data with the Draft 2026 Annual Plan The Principal presented the draft 2026 Annual Plan and suggested that the Board take approximately 20 minutes to review it, considering the collated SWOT data. The objective was for members to reflect on whether the four proposed strategic goals aligned with their own aspirations and expectations for the school.</p> <p>Detailed discussions took place and the following noted/suggested:</p> <ul style="list-style-type: none"> • All agreed that the first page is good and works • Strategic Goal 1: 	Principal	Next Meeting

	<ul style="list-style-type: none"> ○ 'Settled and Positive Classrooms' heading to change to 'Positive School & Environment' with classroom beneath it ● Strategic Goal 2: <ul style="list-style-type: none"> ○ Title changes to: 'Our Students Achieve Personal Academic Excellence' ○ Previous targets to 'L2 NCEA and higher' ○ Keeping options open for as long as possible ○ Combine columns 3 & 4 'Level 2 NCEA & UE' then add a new 4th column 'Other Values Added' ○ Ways of measuring Leavers' Data to be looked into ● Strategic Goal 3: <ul style="list-style-type: none"> ○ 'Student Engagement' Co-curricular sport. Check if this covers other/outside things: <ul style="list-style-type: none"> ▪ Cultural Activities ▪ All other non-academic things ▪ House Events ▪ Value added ● Strategic Goal 4: <ul style="list-style-type: none"> ○ LHS Foundation: <ul style="list-style-type: none"> ▪ Do we want an alumni foundation? ▪ This year explore viability of it ▪ Difficult to set up – independent board ▪ Step 1: Bringing people in and then following where the conversations go 		
Principal's Report	<p>The Principal's Report was tabled by Adrian Fastier who gave a verbal outline and clarification as and when required. The following noted:</p> <ul style="list-style-type: none"> ● Curriculum Review: The Principal confirmed that the interim immediate change of including a full year of study in Literacy/Numeracy had taken place. And this will line up well with the 2026 Yr 9s' new structure (non-NCEA) <p>It was moved to accept the Principal's Report:</p> <p>Moved: Adrian Fastier Seconded: Adam Gard'ner Ayes given Carried.</p>	Principal	Next Meeting
Staff Trustees Report	<p>The Presiding Member gave a verbal overview regarding the rationale of having a Staff Trustees Report. Good, honest feedback from the staff perspective would be welcomed and beneficial to the Board.</p> <p>The Staff Trustee, Anna Knowles, confirmed that the report would need to add value.</p> <p>Some discussions took place and the following suggested as possible topic points:</p>		

	<ul style="list-style-type: none"> • Teaching and learning highlights • Wellbeing • Professional Development • Curriculum Review Feedback • Equity and inclusion in practice • Student behaviour • Operational challenges from a staff's point of view • Across group collaboration • Celebrations of staff success <p>The Presiding Member proposed that a Staff Trustee Report goes ahead and then assessed in about three or four meetings time.</p> <p>It was agreed that the first Staff Trustee Report will be tabled at the September board meeting.</p>	Staff Trustee	Next Meeting
Student's Report	<p>Harrison James tabled his report and gave a verbal outline. Discussions took place and the following noted:</p> <ul style="list-style-type: none"> • Surveys and lack of responses <ul style="list-style-type: none"> ◦ Student voice is really important ◦ Need to gatekeep them better ◦ Wellbeing survey: <ul style="list-style-type: none"> ▪ Currently, termly. Twice/year suggested ▪ Some questions could be rephrased or merged ◦ Incentives were mentioned <p>It was moved to accept the Student's Report:</p> <p>Moved: Harrison James Seconded: Andrew Marshall Ayes given Carried.</p>	Student Trustee	Next Meeting
International Department Matters	<p>International Students' Driving Proposal</p> <p>The Principal tabled the driving proposal and outlined to the Board the need for a consistent approach. The following noted:</p> <ul style="list-style-type: none"> • Driving would be a useful skill for long-term students planning to go to University • It could be enforced by making it a condition of homestay accommodation and then if breached, could affect enrolment. Also provides protection against liability • An agreement between the student and LHS <p>It was then moved to accept the proposal:</p> <p>Moved: Adrian Fastier Seconded: Nicky Hiku Ayes given (unanimous) Carried.</p>	N/A	N/A

Prebbleton New School	<p>Consultation on New Primary School in Prebbleton</p> <ul style="list-style-type: none"> Submission from LHS Board <p>The MOE letter and draft submission from LHS was tabled by the Presiding Member and discussions followed.</p> <p>The Board then signalled their support of the letter and agreed it should be sent.</p>	Presiding Member	ASAP
Sponsorship – Extra Curricular Proposal	<p>Sponsorship – Extra Curricular Sponsorship Guidelines</p> <ul style="list-style-type: none"> Traffic Light System <p>The draft guidelines were tabled by the Principal. Discussions took place.</p> <p>Concerns were voiced about using the word 'green', possible ethical connotations.</p> <p>It was then moved to accept the Extra Curricular Guidelines:</p> <p>Moved: Brad Macdonald Seconded: Harrison James Ayes given (unanimous) Carried.</p>	N/A	N/A
National Education and Learning Priorities (NELPS)	<p>The Principal tabled the mid-cycle NELPS report.</p> <p>It was moved to accept the mid-cycle NELPS report:</p> <p>Moved: Adrian Fastier Seconded: Andrew Marshall Ayes given Carried.</p>	N/A	N/A
International Trips	<p>Timing of international trips – clarification required</p> <p>The Board were asked to clarify the required minimum time between overseas trips. During discussions, the following was noted:</p> <ul style="list-style-type: none"> Subjects: (eg Classics, History) – every two years Every cohort to have the opportunity of a course/subject trip World Challenge type trips – every three years <p>Trip Proposal - Nepal Trip Proposal (updated Risk Assessment)</p> <p>The above Nepal trip proposal, with an updated Risk Assessment, was tabled. Detailed and robust discussions were had, and the following noted:</p> <ul style="list-style-type: none"> The updated risk assessment was acknowledged and accepted Concerns of the previous WC trip issues were voiced The mahi of the teachers/staff involved with the trips was acknowledged 	N/A	N/A

	<ul style="list-style-type: none"> • Concerns about: <ul style="list-style-type: none"> ○ Possible lack of equity: <ul style="list-style-type: none"> ▪ If only funded by fundraising, then acceptable ▪ If funded by whānau, then not equitable to all ○ Magnified risks if an overseas trip vs domestic trip ○ NZ trips/experiences – not being offered and would be available to more students <p>It was then moved to accept and approve the trip to Nepal: Moved: Nicky Hiku Seconded: Adrian Fastier Ayes given Against: Adam Gard'ner Carried.</p> <p>Trip Update – Poland, France & Germany – July 2026 The above trip update was tabled and taken as read.</p>		
Property	<p>Property Report Andrew Marshall tabled the report.</p> <p>It was moved to accept the Property report: Moved: Andrew Marshall Seconded: Adam Gard'ner Ayes given Carried.</p> <p>Science Block Build Regarding the Science Block Build, it was moved to accept and approve the recommendation of a budget of up to \$200,000 to allow completion of this part of stage 1: Moved: Andrew Marshall Seconded: Barry Donaldson Ayes given Carried.</p>	Andrew Marshall	Next Meeting
Resolution to take a break	The Presiding Member proposed the Board take a break at 7.41 pm.	N/A	N/A
The meeting resumed at 7.55 pm			

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"> • Board nominations 	Principal	ASAP
In Committee	<p>It was moved by the Presiding Member at 7.55 pm that the public be excluded from the following part of the proceedings 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. Financial Matters 5. Student Matters 6. Staff Matters 7. 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 proceedings 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 8.32 pm:</p> <p>Moved: Presiding Member Carried.</p>		
Board Members	<p>Following some brief discussions, the Presiding Member confirmed he would arrange an evening out before the upcoming elections for the current board.</p> <p>The following were also suggested:</p> <ul style="list-style-type: none"> • Following the elections, but before the first board meeting, an informal meeting/get-together with any new board members – way of introduction • The first 30 minutes of the new board's meeting, 'old/new' members meet • The first 20 minutes of September's board meeting will be for discussing option/arrangements for the new Board • Onboarding new members: Adam Gard'ner offered to help upskill before they start 	Presiding Member	ASAP
Meeting Closed	8.37 pm.	Presiding Member	Next Meeting

Closing Karakia	The closing Karakia was said.		
Next Meeting	Monday 8 September 2025 at 6 pm		

Presiding Member: _____

Dated: _____