

Lincoln High School Board of Trustees Minutes of the Meeting held on Monday 21 February 2022 at 6 pm.

- Karakia:** Delivered by the Student Trustee who also blessed the food.
- Present:** Adrian Paterson (Chairperson), Kathy Paterson, Andrew Marshall, Ben Olijkan, Maria Connolly and Bobbie Hira. Troy Landrebe attended via Teams online.
- Apologies:** As indicated, Adam Gard’ner arrived at 8.03 pm.
- In Attendance:** Marama Lynch (Associate Principal), and Tracy Roberts (Secretary).
- Welcome:** Adrian Paterson welcomed everyone.
- Minutes:**
- Monday 6 December 2021 Minutes:**
It was moved the Minutes of the above meeting be taken as read and accepted as a true and accurate record:
Moved: Adrian Paterson
Ayes given
Carried.
- Monday 14 February 2022 – SP Meeting:**
It was moved the Minutes of the above meeting be taken as read and accepted as a true and accurate record:
Moved: Adrian Paterson
Ayes given
Carried.
- Disclosure of Interest:** No changes. The Chair suggested that the Record of Interests is reviewed once a year and will meet with the Secretary to discuss the process.

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
Held Over			
Financial	There were no Financial Reports to table at this meeting, they will be submitted at the next meeting.	Adrian Paterson	Next Meeting
Delegated Authorities	<p>The Delegated Authorities Policy was tabled with some suggested changes. Discussions took place and the following noted:</p> <ul style="list-style-type: none"> • Item 1 – wording to be ‘...Principals: one will be Acting Principal for Terms 1 & 2 and the other for Terms 3 & 4. The Associate Principals, or ...’ <p>It was then moved to accept and approve the Policy, with the suggested changes:</p>	Secretary	ASAP

	<p>Moved: Troy Landrebe Seconded: Andrew Marshall Ayes given Carried.</p> <p>2022 – Delegated Authority It was moved that the Principal (Kathy Paterson) has designated authority and, in her absence, Acting Principal (Marama Lynch) for Terms 1 & 2 2022 and Acting Principal (Blair Johnstone) for Terms 3 & 4 2022: Moved: Adrian Paterson Ayes given Carried.</p>		
Health & Safety	<p>Health & Safety Toolkit Data and Graphs The H&S data and graphs were tabled. Some discussion took place regarding COVID-19, and the Principal gave verbal information and clarification as and when required. The following was noted:</p> <ul style="list-style-type: none"> • Contact tracing is done by the school. • Classroom seating plans are done. • The MOE’s guidelines, processes and procedures are being followed. • The MOE provide staff masks but not masks for students. • Masks to be worn inside but not necessarily outside. <ul style="list-style-type: none"> ○ There has been a good take up of students wearing masks. • MOE are offering online meetings 2 or 3 times a week which are being attended by the Principal and/or SLT. • The usual routine cleaning is taking place. <p>It was then moved to accept the H&S Data & Graphs: Moved: Kathy Paterson Seconded: Andrew Marshall Ayes given Carried.</p> <p>Science Laboratory H&S Manual The above manual was tabled, and the Principal gave a verbal overview and discussions followed.</p> <p>Appointment of Laboratory Manager It was moved to appoint Willem Tolhoek as Laboratory Manager and, in his absence (Terms 1 & 2 2022) Russell Grieve: Moved: Kathy Paterson Seconded: Maria Connolly Ayes given Carried.</p>	Principal	Next Meeting

<p>Self-Review</p>	<p>Policies for Review</p> <p>Governance Structure Policy The Policy was tabled with some suggested changes. The Chair gave a verbal overview and confirmed that he and the Principal had met and worked on the document. Discussions took place. It was then moved to accept the Policy with the changes: Moved: Adrian Paterson Ayes given Carried.</p> <p>Statement of delivery of Health Education in the NZC (2007) The above was tabled, and the Principal gave a verbal overview and brief discussions took place. It was then moved to accept the Policy with changes: Moved: Ben Olijkan Seconded: Bobbie Hira Ayes given Carried</p> <p>Teaching & Learning Planning Checklist The above was tabled, and the Principal gave a verbal overview and the following noted:</p> <ul style="list-style-type: none"> • There is a buddy system within Learning Areas and back-up point of contacts. • Teachers have prepared extra blocks of work in preparation of online classes. • If online learning, there would still be some staff at school in case of critical worker parents. <p>Board Task Checklist – Term 1 2022 The above checklist was tabled, and all acknowledged it as an useful document.</p> <p>Regarding the section ‘Looking ahead for 2023’ it was agreed that, within the next few months, consulting with the community (What does the BOT need from the community?) would be considered.</p>	<p>Chairperson</p>	<p>2022</p>
<p>Strategic Planning</p>	<p>a. Motions required</p> <p>2021 Report on National Administrative Guidelines (NAGs) as tabled 14.02.2022 It was moved to accept the 2021 Report on NAGs which was tabled at the recent Strategic Planning meeting: Moved: Adrian Paterson Ayes given Carried.</p> <p>2022 Charter It was moved to accept the 2022 Charter:</p>		

	<p>Moved: Adrian Paterson Ayes given Carried.</p> <p>b. Kāhui Ako</p> <p>Event – Terms 1 & 3 2022 The Principal informed the Board that this event has now been cancelled.</p> <p>Presentation Slides The presentation slides from T4 2021’s event have been provided for the Board’s information.</p> <p>Stewardship Representative The Principal informed the Board that Adam Gard’ner is still happy to be LHS’s Stewardship Representative. All acknowledged their agreement.</p> <p>2022 Support Principal It was moved that the Board supports Kathy Paterson to take on the Kāhui Ako Support Principal role for 2022 to manage finances: Moved: Andrew Marshall Seconded: Ben Olijkan Ayes given Carried.</p>		
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 noted:</p> <ul style="list-style-type: none"> • Slight increase in roll growth, compared to last year. • School Councils have settled in. • School Camp has been postponed until November/December. Marama Lynch shared some verbal information. <p>Volleyball Trip to Palmerston North Detailed discussions were had regarding concerns raised by the Principal relating to the trip during this time of increasing COVID cases and possible distant isolation and large additional associated costs.</p> <p>The Board supports the decision of the Principal and SLT to withdraw from the Volleyball school trip. It was then moved that all trips out of the South Island are not viable at this time until further notice: Moved: Adrian Paterson Ayes given – unanimous decision Carried.</p>	Kathy Paterson	Next Meeting

	<p>It was moved to accept the Principal's Report: Moved: Kathy Paterson Seconded: Maria Connolly Ayes given Carried.</p> <p>LHS Data Analysis The Data Analysis was tabled, and discussions took place, details below:</p> <p>Yr 9 Male Achievement in Numeracy & Literacy The Data Analysis was tabled, and the Principal gave a verbal outline of the data. The Principal also informed the Board that although only two areas are a focus within the Charter, others are still reported on in-house.</p> <p>Māori Data Māori students are succeeding, and the data is good compared to other schools.</p> <p>Yr 8 Entrance Tests The Principal shared some verbal information relating to some issues and suggested that the Kāhui Ako could work together to improve future Yr 8 students.</p> <p>During the general discussions, reasoning skills were mentioned:</p> <ul style="list-style-type: none"> • Reasoning and Mathematics. • Reasoning and English. 		
Student's Report	<p>Congratulations were given to Bobbie Hira who is the 2022 Youth MP for Selwyn.</p> <p>Bobbie Hira tabled her report and gave a verbal outline and the following noted:</p> <ul style="list-style-type: none"> • Lots of student (COVID safe) involvement. • Students are really compliant regarding mask wearing. <p>The Principal mentioned that the four new Head Students are working well together and shared some verbal information.</p> <p>It was moved to accept the Student's Report: Moved: Bobbie Hira Seconded: Andrew Marshall Ayes given Carried.</p>	Student Trustee	Next Meeting
Tabled	<p>Ladbrooks School Final Enrolment Scheme The above enrolment scheme was tabled.</p>	N/A	N/A

	<p>BAYM Letter The BAYM letter was tabled.</p> <p>St Ambrose Anglican Church The above letter was tabled and is a celebration of some work of our students.</p>	N/A	N/A
		N/A	N/A
ERO BOT Assurance	The Principal confirmed, for the Board's information, that the ERO BOT assurance with regulatory and legislative requirements report was filed in December 2021.	N/A	N/A
Sponsorship on Uniforms	<p>The Principal gave a verbal overview of a proposal received from a potential sponsor. Lengthy, detailed discussions followed. Marama Lynch shared information regarding the cycle of uniforms (circulation timeframe).</p> <p>The Board supported the Principal's and SLT's aim to retain the integrity/consistency of the uniforms within LHS branding.</p> <p>However, it was acknowledged that there could be more flexibility with sponsorship and training gear.</p>		
Uniform: Tights Review	<p>The Principal gave a verbal outline regarding the end of the two-year trial regarding compulsory tights and a request from students for an update. Discussions took place.</p> <p>It was then moved that tights would be an optional uniform item: Moved: Ben Olijkan Seconded: Maria Connolly Ayes given Carried.</p>		
Resolution to take a break	The Chairperson proposed the Board take a break at 7.38 pm.		
The meeting resumed at 7.49 pm			
Property	<p>Property Report Andrew Marshall tabled the report and gave a verbal overview, including:</p> <ul style="list-style-type: none"> • Boundary Road project – no start date yet. • A Block quad – looking good (difficult project). • Hall has now been repaired. • Modular buildings/Admin building/teaching spaces – awaiting consent. • First design meeting (Masterplan) due end of March. <p>It was moved to accept the Property report: Moved: Andrew Marshall Seconded: Adrian Paterson Ayes given Carried.</p>	Andrew Marshall	Next Meeting

	The Principal informed the Board that LHS is under real pressure for carparking and the delay with Boundary Road parking is not helping.		
In Committee	<p>It was moved by Adrian Paterson at 8.02 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 Adrian Paterson and Kathy Paterson	
Resolution to move out of committee	The Chairperson proposed the Board move out of Committee at 8.44 pm: Moved: Chairperson Carried.		
Meeting Closed	8.44 pm.		
Next Meeting	Monday 28 March 2022 at 6 pm.		

Chairperson: _____

Dated: _____