

Lincoln High School Board of Trustees

Minutes of the Meeting held on Monday 27 February 2017 at 6 pm.

Present: Adrian Paterson (Chairperson), Kathy Paterson, Lisa Voorwinde, Rob Silcock, Andrew Marshall, Paul Lancaster, Jemma Cattell, Fleur Neill.

Apologies:

In Attendance: Stephen Rout (Deputy Principal), Barry Williamson (Business Manager and Secretary).

Welcome: Adrian Paterson welcomed everyone.

Minutes: **28 November 2016 Minutes:**
The above meeting minutes were read and it was noted that under Financial Report, the reference to “uniform sales” should read “uniform debtors”. With this minor amendment, it was moved the Minutes of the meeting be accepted as a true and accurate record:
Moved: Adrian Paterson
Carried.

Disclosure of Interest: Adrian Paterson who has been co-opted onto the Lincoln Primary BOT.
Paul Lancaster is also on the Kirkwood School BOT.

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
Health & Safety	The H&S toolkit and graphs were tabled. The H&S PowerPoint presentation to students was noted. It was agreed that students should be required to acknowledge that they have seen this presentation.	Chairperson	Next Meeting
Self-Review	<p>Teacher Performance Policy The amended policy was considered and discussed.</p> <p>It was moved to accept the amended policy: Moved: Adrian Paterson Seconded: Paul Lancaster Carried.</p> <p>Statement of delivery of Health Education in NZC (2007) The statement was considered and discussed.</p> <p>It was moved to accept the amended policy: Moved: Adrian Paterson Seconded: Andrew Marshall Carried.</p>		

	<p>International Student Policies The following policies were tabled and discussed:</p> <ul style="list-style-type: none"> • International Group Policy and Procedures • International Students Fees Refund Policy • International Students Medical and Travel Insurance Policy • International Students Accommodation Policy • “International Students” Fees Protection Policy. <p>The following points were noted:</p> <ul style="list-style-type: none"> • All of the policies should form part of the schedule of policies approved by the Board of Trustees • As such, they should follow the more recent format of BOT approved policies and include a rationale and separately state the policies and the procedures. <p>It was agreed that all of the above policies would be revised and returned to the Board for consideration.</p>	<p>Kathy Paterson</p> <p>Chairperson</p>	<p>ASAP</p> <p>Next meeting</p>
<p>Strategic Planning</p>	<p>ERO Visit Kathy Paterson confirmed that she was working on the Charter and that it would be ready for the ERO visit. She confirmed that the necessary preparation for the ERO visit was in progress and would be ready for the first meeting with the ERO team on Monday 13 March. It was expected that ERO would be speaking to various groups and their objective would be to see if they were receiving a consistent message.</p> <p>The ERO visit would conclude with a brief meeting with the Board and the submission of a report.</p> <p>Vision and follow up from Strategy Meeting. This was discussed and it was concluded that the “Vision Think Tank” was helpful. It was agreed that progress is being made and that there was more awareness and ownership of the Vision, and that it had become a “living document” that people were thinking about. It was concluded that it would require more work over the rest of the year.</p> <p>Charter 2017 The Draft Charter was considered and discussed. Kathy confirmed that the completed document would be submitted to the MOE on Wednesday 1 March.</p> <p>Annual Targets 2017 The Annual Targets for 2017 were discussed and the following points were noted:</p> <ul style="list-style-type: none"> • The enrichment target in Target 2 was very important. • Target 3 relating to achieving excellent academic results requires concerted effort. • There is a greater need for staff ownership of the targets generally but also on specific areas such as male leavers. 	<p>Kathy Paterson</p> <p>Kathy Paterson</p> <p>Kathy Paterson</p> <p>Kathy Paterson</p>	<p>Next meeting</p> <p>Ongoing</p> <p>1 March</p> <p>Ongoing</p>

	<ul style="list-style-type: none"> The overall objective will be for students to achieve their full potential. <p>ICT Strategy – 2017 – 2019 The ICT Strategy was considered, discussed and accepted by the Chair.</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 were noted:</p> <ul style="list-style-type: none"> Her recent successful trip to Japan to visit Kun-ei Girls school highlighted the significant cultural differences between Japan and New Zealand. The higher excellent endorsements in Level 1 were noted. The poor scholarship results showed that more work is needed in this area to change the overall mindset. <p>It was moved to accept the Principal's Report: Moved: Adrian Paterson Seconded: Lisa Voorwinde Carried.</p>	Kathy Paterson	Next Meeting
Student's Report	<p>Fleur Neill tabled her report and gave a verbal outline. She thanked the Board for the opportunity to go on the Spirit of Adventure as a student representative and the valuable learning opportunities that flowed from that experience.</p> <p>It was moved to accept the Student's Report: Moved: Fleur Neil Seconded: Rob Silcock Carried.</p>	N/A	N/A
Board of Trustee Contact Details	The Board of Trustee Contact Details were noted.	N/A	N/A
Board of Trustee 2017 Meeting Dates	The Board of Trustee meeting dates for 2017 were noted.	N/A	N/A
Self-Review Plan 2017	The Self Review Plan for 2017 was considered and discussed. It was noted that this plan had a governance rather than an academic focus. The following minor changes were noted: For Financial and Property strategies, amend to read "2017 – 2018"	Kathy Paterson	N/A
BOT Monthly Tasks 2017	This report was noted and accepted	BOT	N/A
Policy Schedule 2017	The Schedule of Policies approved by the Board of Trustees was noted. It was agreed that the International Student Policies currently being considered would be added in due course.	Kathy Paterson	N/A

Personnel Compliance Report 2016	The Personnel Compliance report for 2016 was noted. Kathy Paterson noted some administrative issues with certain teacher registrations.	N/A	N/A
Report on NAGS	Kathy Paterson confirmed that the report on NAGS was embodied within the Charter.	N/A	N/A
Board of Trustees Governance Structure Policy	<p>The Board of Trustees Governance Structure Policy was considered and discussed and the following points were noted:</p> <ul style="list-style-type: none"> • Finance Committee – Delete the line referring to the Bursar’s notes. • Delete the heading “Communications Strategic Committee” and replace with Health & Safety Committee”. <p>With these changes the policy was: Moved: Adrian Paterson Carried.</p>		
Delegated Authorities Policy	<p>This policy was considered, discussed, and approved without amendment:</p> <p>Moved: Rob Silcock Seconded: Andrew Marshall Carried.</p>		
Sports, Academic & Cultural Fund Application	<p>An application was received from the NZSS Senior and Junior Boys Futsal 2017 team</p> <p>Kathy Paterson offered some recommendations and the following was decided:</p> <p>It was moved that \$450 would be awarded:</p> <p>Moved: Kathy Paterson Seconded: Adrian Paterson Carried.</p>	Kathy Paterson	March
Resolution to take a break	The meeting adjourned at 8.15pm and reconvened at 8.30pm.	N/A	N/A
Correspondence for Consideration	<p>NZSTA Email and flyer dated 8 February regarding upcoming events was noted.</p> <p>A card of appreciation from a staff member Lyn Elley for the opportunity to serve in the new uniform shop was noted.</p>	N/A	N/A
Other Correspondence	There was no other correspondence.	N/A	N/A

<p>Financial</p>	<p>Financial Report – January to 31 December 2016 The above financial report was tabled by Lisa Voorwinde who gave a verbal outline.</p> <p>General discussions took place and the following points were noted:</p> <ul style="list-style-type: none"> • It was unnecessary to retain the detailed analysis behind the Curriculum Costs and Recoveries budget in the Board papers. • The financial statements presented reflected the interim results for the year and the net deficit would change because of year-end closing accounting entries and adjustments. <p>It was moved that financial report be accepted: Moved: Lisa Voorwinde Seconded: Rob Silcock Carried.</p> <p>It was further moved that 2017 Curriculum Costs and Recoveries Budget be accepted: Moved: Lisa Voorwinde Seconded: Rob Silcock Carried.</p>	<p>Lisa Voorwinde</p> <p>Kathy Paterson</p>	<p>Next Meeting</p> <p>ASAP</p>
<p>Property</p>	<p>Property Report Rob Silcock tabled the report and gave a verbal overview, including:</p> <ul style="list-style-type: none"> • New Classroom Block: <ul style="list-style-type: none"> ○ On schedule for completion early May 2017. ○ LHS has been invoiced by MOE for \$201,575 (inclusive of GST) as the BOT contribution to the cost of this project. This cost will be capitalized in 2017. ○ The school is working with MOE and the Project Team regarding BOT supplied furniture and equipment required to make the building fit for teaching as well as the associated landscaping. The MOE has contributed a \$52,000 capital grant towards this project but there will be residual costs for the school to bear. • Uniform shop: <ul style="list-style-type: none"> ○ The new uniform shop is complete. • Careers Hub – amended budget. <ul style="list-style-type: none"> ○ The Board noted that the Careers Hub preliminary estimates at \$230,000 and considerably higher than the budget of \$120,000 and currently efforts are being made to trim some costs out of that estimate. ○ DD Architects have presented a report on alternative tender prices and the Board accepted a verbal recommendation from the Property Committee to 	<p>Rob Silcock</p> <p>Barry Williamson</p>	<p>Next meeting</p> <p>ASAP</p>

	<ul style="list-style-type: none"> • To utilise up to \$17,000 of the 5YA provision of \$60,000 for the refurbishment of the Student Services building on re-carpeting. • To proceed with this project in two stages, the Counselling and common areas immediately and the balance of the area after the move of certain staff members to the Careers Hub building. <p>It was moved that the above resolution be accepted: Moved: Rob Silcock Seconded: Andrew Marshall Carried.</p> <p>Pool Surround Concept Plan:</p> <ul style="list-style-type: none"> • To accept the quotation from DD Architects to prepare a concept Plan for the Lincoln High pool surround at a cost of \$1987.50 exclusive of GST. <p>It was moved that the above resolution be accepted: Moved: Rob Silcock Seconded: Andrew Marshall Carried.</p> <p>Careers Hub</p> <ul style="list-style-type: none"> • To accept the quotation from Corbel Construction of up to \$160,000 exclusive of GST in total for the refurbishment of the Careers Block Cebus building purchased from Laings Construction. <p>It was moved that the above resolution be accepted: Moved: Rob Silcock Seconded: Andrew Marshall Carried.</p> <p>Pool Change Room Refurbishment</p> <ul style="list-style-type: none"> • To accept the quotation from Corbel Construction of up to \$120,000 exclusive of GST in total for the refurbishment of the pool change rooms. <p>It was moved that the above resolution be accepted: Moved: Rob Silcock Seconded: Andrew Marshall Carried.</p>		
Exited the meeting	Jemma Cattell left the meeting at 09.10pm		
In Committee	It was moved by Adrian Paterson at 9.15 pm that the public be excluded from the following part of the proceeding of this meeting: <ol style="list-style-type: none"> 1. Minutes from previous meeting 2. Alternative Education Students 	Relevant documents	

	<p>3. Stand downs and suspensions 4. Student Matters 5. Staff Matters 6. Staff Award 7. Principal’s Performance Appraisal</p> <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>	<p>tabled and verbal reports given by Adrian Paterson and Kathy Paterson</p>	
<p>Resolution to move out of committee</p>	<p>The Chairperson proposed the Board move out of Committee at 9.30 pm: Moved: Chairperson Carried.</p>		
<p>Meeting Closed</p>	<p>9.30 pm.</p>		
<p>Next Meeting</p>	<p>27 March 2017</p>		

Chairperson: _____

Dated: _____