

## Lincoln High School Board of Trustees

### Minutes of the Meeting held on Monday 23 February 2015 at 6 pm.

- Present:** Craig McDowell (Outgoing Chairperson), Douglas Marshall (New Chairperson), Kathy Paterson, Gill Worth, Lisa Voorwinde, Matthew Fraser, Adrian Paterson, Tracy Rohan and Rob Silcock.
- Apologies:** Blake Derks-Wyatt and Bryan Pidwerbesky. Ian McLeod arrived at 6.06 pm.
- Absent:** Natalie Iles.
- In Attendance:** Stephen Rout, Deputy Principal and Tracy Roberts, Secretary.
- Welcome:** Craig McDowell welcomed everyone, including the new BOT member, Rob Silcock. Craig McDowell also informed the Board of the conflict for the Student Representative with his Volleyball commitments and clashes with this and the next meeting.
- Minutes:** Craig McDowell moved the Minutes of the February 16 meeting be taken as read and accepted as a true and accurate record.  
Moved: Craig McDowell  
Carried.
- Disclosure of Interest:** None.
- Craig McDowell:** This is Ian McLeod’s last BOT meeting. Craig McDowell acknowledged and thanked Ian McLeod for his services to the BOT, including his support as Deputy Chairperson and support with financial matters. Ian McLeod was presented with some gifts.
- Ian McLeod:** Ian McLeod accepted the gifts and thanked Craig McDowell for his support during his time with the Board.
- Craig McDowell:** Craig McDowell stepped down as Chairperson of the Board.
- Kathy Paterson:** Kathy Paterson sincerely thanked Craig McDowell for his tower of strength and support and wished him well for the future. Craig McDowell was presented with some gifts.
- Douglas Marshall:** Douglas Marshall also thanked Craig McDowell for all his work on the Board.
- Craig McDowell:** Craig McDowell accepted the gifts and thanked everyone.

#### Business of the Meeting

Subject	Resolution/Detail	Date To Be Completed
<b>Election of Officers</b>	Following the resignation of Craig McDowell, the BOT Secretary asked for nominations for Chairperson. Douglas Marshall was nominated: Moved: Adrian Paterson Seconded: Kathy Paterson	

	<p>The BOT Secretary asked for any other nominations and there were none. Carried.</p> <p>New LHS BOT Chairperson is Douglas Marshall.</p> <p>The Chairperson asked for nominations for Deputy Chairperson. Adrian Paterson was nominated: Moved: Douglas Marshall Seconded: Gill Worth. Carried.</p> <p>It was decided that the sub-committees would be discussed and actioned at the next meeting, including the possibility of a new Marketing/Strategic sub-committee.</p>	Douglas Marshall	Next Meeting
<b>Health &amp; Safety</b>	<p>The Health &amp; Safety report was tabled. Douglas Marshall requested that graphs/trend lines be presented at the next meeting.</p> <p>Kathy Paterson gave a verbal overview of the recent Health &amp; Safety meeting.</p>	Kathy Paterson	Next Meeting
<b>Self Review</b>	<p><b>Review Plan</b> <b>Re Item 1 – Major Strategic Plan review to be completed by September 2015:</b> Discussions were had and it was decided that September was too early.</p> <p><b>Re Item 6 – Personnel:</b> It was decided to move the Principal’s appraisal from November to September.</p> <p><b>Re Item 7 – Annual self review:</b> This is not a formal one. Craig McDowell gave some clarification and asked the Board to consider all three points of item 7.</p> <p><b>Re Item 8 – Learning Areas:</b> It was decided that each Head of Learning Area (HOLA) would give a 10 to 15 minute presentation to the Board. Kathy Paterson will make the necessary arrangements.</p> <p><b>Re Item 9 – Areas of Particular Interest:</b> Discussions were had why Māori was not included. Clarification and explanation was given by Kathy Paterson regarding areas on this list not being specifically included in the Annual Targets. Māori is included in the Annual Targets.</p> <p><b>Re Item 10 – Uniform:</b> Following discussions, it was decided that there would be a full review of the LHS uniform in 2015.</p>		

<b>Operational Procedures</b>	The document was tabled again and some discussions took place.		
<b>In Committee</b>	The Chairperson requested the meeting go into committee at 6.30 pm.		
<b>Resolution to move out of Committee</b>	The Chairperson proposed the Board move out of Committee at 6.31 pm: Moved: Chairperson Carried.		
<b>Operational Procedures (Continued ...)</b>	<p>Re Staff discipline sub-committee:</p> <ul style="list-style-type: none"> <li>The first bullet point would be amended to read 'Will be chaired by the Chairperson or, in his absence, the Deputy Chairperson of the Board of Trustees.'</li> <li>The last bullet point would be removed.</li> </ul> <p>This is still a working in progress document and will be tabled again, with the changes, at the next meeting.</p>	Douglas Marshall	Next Meeting
<b>Strategic Plan</b>	<p>The Strategic Plan document was tabled again and detailed discussions ensued. Following these discussions, the following was decided.</p> <ul style="list-style-type: none"> <li><b>Re: Goal 1:</b> <ul style="list-style-type: none"> <li>Target 2 - There would be a new Target 2, associated with Māori only. New Indicators would be included.</li> <li>Target 3 – This would be associated with cultures of the diverse peoples of New Zealand. New indicators would be included.</li> <li>Target 4 – This would be associated with Sustainability (the original Target 3).</li> </ul> </li> <li><b>Re: Goal 4:</b> <ul style="list-style-type: none"> <li>Discussions had regarding the indicators and future possible inclusions including: <ul style="list-style-type: none"> <li>A retention statement.</li> <li>Impact of Rolleston High School.</li> </ul> </li> <li>It was decided that this would be considered further at the next meeting (in relation to the sub-committee structures).</li> </ul> <p>The amended document will be tabled again at the next meeting.</p> <p>It was suggested that investigations be made into the significance of the Māori school statement; Whāia te Ararirā. If gifted to LHS then it would be of great significance. Tracy Rohan will investigate and report back to the Board.</p> </li></ul>	Douglas Marshall  Tracy Rohan	Next Meeting  Next Meeting

<b>ERO Self Audit</b>	Kathy Paterson gave a verbal overview of the voluntary procedure. After some discussions, it was decided that Kathy Paterson, Gill Worth and Adrian Paterson would work together on this.		
<b>Actions following up from 2012 ERO Report</b>	Kathy Paterson gave a verbal overview of the progress. Last year HOD/TIC staff held meetings to discuss the Junior process and measures. Kathy Paterson confirmed that good progress had been made.  It was decided that Kathy Paterson, Gill Worth and Adrian Paterson would report back to the Board again at the June BOT meeting.	Kathy Paterson	June Meeting
<b>Delegated Authorities</b>	This document was tabled and it was agreed to accept this Delegated Authorities.	N/A	N/A
<b>Academic, Sport and Cultural Support Fund 2014</b>	A report was tabled and discussed. Douglas Marshall gave a verbal overview and Kathy Paterson gave some clarification as and when required.	N/A	N/A
<b>Strategic Planning</b>	<b>Narrative Launch Pad Platform</b> Kathy Paterson gave a verbal outline of a recent 'Latitude' meeting and confirmed that there is no further update. Some discussions followed and it was agreed that the Narrative Launch Pad Platform would not be included on future agendas.  <b>Strategic Relationships – Building Relationships</b> Some discussions followed and it was agreed that this is of significant importance and will be considered further.	N/A  Douglas Marshall	N/A  Next Meeting
<b>Principal's Report</b>	Kathy Paterson tabled her report and gave a brief outline. Discussions took place regarding: <ul style="list-style-type: none"> <li>• Roll numbers and variations.</li> <li>• Academic Excellence achievements.</li> </ul> Kathy Paterson and Stephen Rout gave clarification as and when required.	N/A	N/A
<b>Events requiring BOT response</b>	None.		
<b>Student Report</b>	The student report was tabled and discussed.		
<b>Searches Policy</b>	The current Policy and Student Search Checklist was tabled and discussed.	Douglas Marshall	Next Meeting
<b>IES Meeting</b>	Regarding the IES meeting on 24 March 2015, new details were given out. It was also decided that Kathy Paterson, Douglas Marshall, Adrian Paterson, Gill Worth, Tracy Rohan and Lisa Voorwinde will attend. Kathy Paterson to RSVP.	Kathy Paterson	ASAP

<b>Rolleston High School</b>	<b>Re Grandparent Clause</b> This will be considered at a future date.	Douglas Marshall	Future Meeting
<b>Lincoln Primary 150<sup>th</sup> Anniversary</b>	Adrian Paterson gave a verbal introduction of the event, including the following: <ul style="list-style-type: none"> <li>• What is the role of LHS regarding the celebration?</li> <li>• Should LHS be represented on the committee? If so, who by?</li> <li>• Is there any financial contribution from LHS?</li> <li>• What involvement, if any, for LHS?</li> </ul> <p>It was decided that the Marketing sub-committee would meet to discuss it and report back to the Board.</p>	Marketing sub-committee	Next Meeting
<b>Bullying Survey</b>	A report was tabled and Stephen Rout gave a verbal overview of the survey findings. Detailed and lengthy discussions took place and the following points were noted: <ul style="list-style-type: none"> <li>• Poor student perception – needs to be worked on.</li> <li>• More specific questions were needed for future surveys.</li> <li>• National comparisons to be investigated and reported to the Board.</li> <li>• <a href="http://www.wellbeingatschool.org.nz">www.wellbeingatschool.org.nz</a> may be a useful future tool.</li> <li>• Bullying is an important issue and is not acceptable at LHS.</li> </ul>	N/A	N/A
<b>Sports, Academic and Cultural Support Fund Application</b>	An application was received from Adventure Racing. After some discussions it was moved to decline the request: Moved: Douglas Marshall Seconded: Gill Worth More were against with only three ayes.  Additional robust detailed discussions took place and it was then moved to award \$400 to the Adventure Racing: Moved: Douglas Marshall Seconded: Kathy Paterson Declined: Gill Worth Carried.  Kathy Paterson to ensure the correct documentation is used for any future applications.		
<b>Accidental Damage Letter</b>	A letter from a parent regarding some accidental damage was tabled. Stephen Rout gave a verbal overview of the situation. Discussions took place and the following was agreed: <ul style="list-style-type: none"> <li>• Consistent practice will be respected.</li> <li>• Information regarding the \$500 liability will be put in the Newsletter and on the LHS website.</li> <li>• A letter of reply will be sent.</li> </ul>	Douglas Marshall	ASAP
<b>Selwyn District Council Letter</b>	A letter from the Selwyn District Council regarding designations and notices was tabled.	N/A	N/A

<b>Broadfield School Letter</b>	See In Committee Minutes.		
<b>Resolution to take a break</b>	The Chairperson proposed the Board take a break at 8.07 pm.		
<b>The meeting resumed at 8.11 pm</b>			
<b>Financial Matters</b>	<p>The budget worksheets and balance sheet were tabled. Douglas Marshall gave a verbal outline of the financial situation.</p> <p>The Finance Committee Report was tabled and a verbal overview was given by Douglas Marshall. Some discussions followed and Douglas Marshall gave clarification as and when required.</p> <p>It was moved to accept the Finance Committee Report:                  Moved: Douglas Marshall                  Seconded: Craig McDowell                  Carried.</p>		
<b>Property Matters</b>	<p><b>Property Report &amp; Six New Classrooms</b>                  A report was tabled and Adrian Paterson gave a verbal outline. Discussions followed regarding the facility of extra classrooms and the following:</p> <ul style="list-style-type: none"> <li>• Relocatables/transportables.</li> <li>• Lincoln Primary Hall.</li> <li>• Lincoln Events site – not possible.</li> <li>• All possible avenues being considered.</li> <li>• Lack of funding from the MOE.</li> <li>• Possible financial help from the Board – figures and timeframes to be submitted at the next meeting.</li> </ul> <p><b>Weather Tightness/Engineering Evaluations and 10YPP</b>                  Kathy Paterson gave some verbal information.</p> <p><b>SNUP</b>                  A verbal overview was given by Kathy Paterson and she informed the Board that work is underway and is carried out between 3 pm and 1 am.</p> <p><b>Data Verification Programme</b>                  A verbal overview was given by Kathy Paterson.</p>	Kathy Paterson	Next Meeting

<p><b>In Committee</b></p>	<p>It was moved by Douglas Marshall at 8.31 pm that the public be excluded from the following part of the proceeding of this meeting:</p> <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. Financial Matters</li> <li>5. Student Matters</li> <li>6. Staff Matters</li> <li>7. Staff Award</li> <li>8. To hold over</li> <li>9. Operational Procedures</li> </ol> <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>Relevant documents tabled and verbal reports given by Douglas Marshall and Kathy Paterson</p>	
<p><b>Meeting Closed</b></p>	<p>9.06 pm.</p>		
<p><b>Next Meeting</b></p>	<p>Monday 30 March 2015 at 6 pm. To include sub-committee structures.</p>		

*Chairperson:* \_\_\_\_\_

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