## Lincoln High School Board of Trustees Minutes of the Meeting held on Monday 26 March 2018 at 6 pm.

Present: Adrian Paterson (Chairperson), Lisa Voorwinde, Kathy Paterson, Rob Silcock, Paul Lancaster

and Gabriel Clarke. Andrew Marshall arrived at 6.06 pm.

**Apologies:** Maria Connolly.

In Attendance: Stephen Rout (Deputy Principal), Tracy Roberts (Secretary), Barry Williamson (Business

Manager) and Fiona Bamford (HOD Careers & Pathways).

**Welcome:** Adrian Paterson welcomed everyone to the meeting and introduced Fiona Bamford to the

Board.

Minutes: 26 February 2018 Minutes:

The following amendment was agreed upon:

o Election of Chairperson

o Adrian Paterson was nominated by Rob Silcock.

It was then moved that the amended Minutes of the 26 February 2018 meeting be taken as read and accepted as a true and accurate record:

Moved: Adrian Paterson

Carried.

Disclosure of Interest: None.

**HOD Presentation:** At the beginning of the meeting, Fiona Bamford gave a presentation on the Careers &

Pathways Department. The presentation included information relating to her role, the roles of her staff, the department and the different opportunities/options available to the students within the Careers Hub. During and after the presentation questions were asked by the Board

and Fiona Bamford gave clarification as and when required.

The presentation was very well received and the Board thanked Fiona Bamford who then left

the meeting at 6.32 pm.

Some discussions followed and all agreed how worthwhile the Careers Hub is – and how well

used it is by students.

## **Business of the Meeting**

Subject	Resolution/Detail		Date To Be
			Completed
Matters arising	There were no matters arising from the last meeting.		
from the last			
meeting			
To Hold Over	There were no items held over.		
Structure of BOT	A document showing the previous BOT Committees was tabled and	N/A	N/A
Committees	discussed. It was then agreed to keep the Committees as is.		

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Health & Safety	H&S Toolkit Data & Graphs	Kathy	Next
	Kathy Paterson tabled the data and graphs.	Paterson	Meeting
	Toolleit 105 Poored Powert		
	Toolkit 10F – Board Report		
	An amended draft relating to the inclusion of ambulance attendances was tabled and discussed. It was then moved to		
	accept the amended document:		
	Moved: Paul Lancaster		
	Seconded: Lisa Voorwinde		
	Carried.		
Self-Review	There were no policies due for review.	N/A	N/A
Strategic Planning	This is a regular agenda item – but there was nothing to discuss.	N/A	N/A
Digital Citizenship	This is a regular agenda item – but there was nothing to discuss.	N/A	N/A
Principal's Report	The Principal's Report was tabled by Kathy Paterson who gave a	Kathy	Next
	verbal outline. General discussions took place and Kathy Paterson	Paterson	Meeting
	gave clarification as and when required.		
	Kathy Paterson also tabled some collective notes following her		
	recent attendance at a Sir Ken Robinson seminar.		
	It was moved to accept the Principal's Report:		
	Moved: Kathy Paterson		
	Seconded: Andrew Marshall		
	Carried.		
Student's Report	Gabriel Clarke tabled his report and gave a verbal outline.	N/A	N/A
	It was moved to assent the Student's Paparts		
	It was moved to accept the Student's Report:  Moved: Gabriel Clarke		
	Seconded: Lisa Voorwinde		
	Carried.		
Sports, Academic	Applications were received from:		
& Cultural Fund	Volleyball		
Application	Senior A Girls		
Application	<ul><li>Senior A dins</li><li>Senior A Boys</li></ul>		
	• Futsal		
	Senior A Boys		
	<ul><li>Junior A Boys</li></ul>		
	O Juliol A Boys		
	Detailed deliberations took place regarding the above applications		
	and the following noted:		
	The lack of needing to qualify		
		1	I
	<ul> <li>It was agreed that the need to qualify for an event</li> </ul>		
	<ul> <li>It was agreed that the need to qualify for an event sets a standard</li> </ul>		
	sets a standard		
	<ul><li>sets a standard</li><li>The BOT have already contributed to the teacher relief to</li></ul>		
	sets a standard		

LHS BOT Minutes	In the second of the total Mellin Lelling Periods and the Late		
	It was then moved that the Volleyball applications would be declined:		
	Moved: Andrew Marshall		
	Seconded: Rob Silcock		
	Carried.		
	It was then moved that the Futsal applications would be declined: Moved: Lisa Voorwinde Seconded: Gabriel Clarke		
	Carried.	Kathy	ASAP
	Kathy Paterson to inform the relevant teams.	Paterson	AJAI
Trip Updates	The following trip updates were tabled:		
	World Challenge		
	Classical Studies		
	• Japan		
	Chine     Samaa Revised trip report		
	Samoa – Revised trip report		
	Kathy Paterson gave some verbal information relating to the revised Samoa trip.		
	All agreed the trips appeared to be well organized and thorough.		
	Kathy Paterson verbally informed the Board of a new request for a one-off trip to France in 2019.		
Resolution to take a break	The Chairperson proposed the Board take a break at 7.30 pm.		
The meeting resumed at 7.42 pm			
Trip Updates	Kathy Paterson tabled the France trip request. The Board took a		
Continued	few minutes to read the documentation and some discussions followed.		
	Some concerns were voiced regarding the possible impact a France trip would have on the current existing relationship with New Caledonia (annual trips).		
	It was agreed, in principle, that the Board would consider a trip to France. However, final decision would be subject to a full risk analysis and impact consideration re New Caledonia.		

Correspondence

for Consideration

Correspondence

Other

None received.

The summary was tabled.

N/A

N/A

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Financial	Financial Report – to 31 December 2017  The above financial report, including Income & Expenditure was tabled by Lisa Voorwinde who gave a verbal overview. Some discussions ensued and the following noted:  • The expected deficit is now a small surplus  • Final audit is current ongoing – due before 31 May 2018  It was then moved to accept the Financial Report:  Moved: Lisa Voorwinde  Seconded: Rob Silcock  Carried.	Lisa Voorwinde	Next Meeting
	Budget Report – Year Ending 31 December 2018 Lisa Voorwinde tabled the Budget Report and gave a verbal overview. Rob Silcock also gave some additional verbal information.		
	Detailed discussions took place regarding the proposed deficit of \$362793 and the following noted:  • Much of this relates to extra staffing costs:  • Flexible Learning teachers  • International students – additional teachers  • Payment to part time teachers re non-contact time		
	All currently agreed that the proposed deficit is justified and is of benefit to all.		
	It was then moved to accept the 2018 Income and Expenditure Budget (with a deficit of \$362793): Moved: Lisa Voorwinde Seconded: Rob Silcock Carried.  The Principal was asked to provide a breakdown of the figures	Kathy Paterson	Next Meeting
	associated with the part time teachers re non-contact time at the next Board meeting.		
	Capital Expenditure Budget Lisa Voorwinde tabled the Capital Expenditure Budget who gave a verbal overview. Discussions took place and the following noted:  • \$165000 will be split between:  ○ Fence alignment (including the demolition of a building)  ○ Carparking and asphalting  ○ Storage for sports equipment  (It is possible that some of the above may come out of the 5YA instead.)		
	<ul> <li>\$132000 has been allocated for specific buildings but may be used to paint/maintain a different block if required</li> </ul>		

	It was then moved to accept the 2018 Capital Expenditure Budget of \$621220:  Moved: Lisa Voorwinde Seconded: Rob Silcock Carried.		
Property	Property Report Rob Silcock tabled the report and gave a verbal overview, including a new update related to the MOE schoolwide review. Discussions had and the following noted:  • Tentative timeframes and dates received. The review will take up most of the year  • Maintenance/painting  • Case by case basis – check with Laura (MOE) before proceeding  • All agreed to proceed with the 5YA projects  • Wider community to be informed about the MOE review – probably at the start of Term 2 via Newsletter  • Reasonable amount of upheaval expected over the next couple of years  • The Business Manager to contact Schools Support Services re project management support  It was moved to accept the Property report: Moved: Rob Silcock Seconded: Andrew Marshall Carried.	Rob Silcock	Next Meeting
In Committee	It was moved by Adrian Paterson at 8.28 pm that the public be excluded from the following part of the proceeding of this meeting:  1. Minutes from previous meeting 2. Alternative Education Students 3. Stand downs and suspensions 4. Roll Growth Projections 5. Student Matters 6. Staff Matters 7. Staff Award  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 Adrian Paterson and Kathy Paterson	

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Resolution to	The Chairperson proposed the Board move out of Committee at	
move out of	9.17 pm:	
committee	Moved: Chairperson	
	Carried.	
Meeting Closed	9.17 pm.	
Next Meeting	Monday 28 May 2018	

Chairperson:		
Dated:		