

Lincoln High School Board of Trustees

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

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

Apologies:

In Attendance: Stephen Rout (Deputy Principal), Tracy Roberts (Secretary), Barry Williamson (Business Manager) and Shantal Jones (HOD Learning Support).

Welcome: Adrian Paterson welcomed everyone and introduced Shantal Jones to the Board.

HOD Presentation: At the beginning of the meeting, Shantal Jones gave a presentation on the Learning Support Department including the role, vision and goals of the department. Following the presentation a question and answer session followed. The presentation was very well received and the Board thanked Shantal Jones who then left the meeting at 6.46 pm.

Minutes: **February 27 2017 Minutes:**
Following some minor amendments:

- Principal’s Report Section
 - Removal of : between Adrian: Paterson
- Property Section – 5YA
 - 6 February 2007 changed to 6 February 2017
- In-Committee minutes – see In-Committee for details

It was moved the Minutes of the 27 February 2017 meeting be taken as read and 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.
NB: Paul Lancaster is no longer on the Kirkwood School BOT.

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
Hold Over Items	Ten year attendance review. Following some discussion it was agreed to remove this item from the agenda.	N/A	N/A
Health & Safety	Kathy Paterson tabled the Health & Safety data and graphs. Discussions followed and Kathy Paterson gave verbal clarification as and when required. It was moved to accept the Health & Safety report: Moved: Adrian Paterson Carried.	Kathy Paterson	Next Meeting

<p>Self-Review</p>	<p>International Policies x 6:</p> <ul style="list-style-type: none"> • Accommodation Policy • Fees Protection Policy • Fees Refund Policy • Grievances and Complaints Policy • Medical and Travel Insurance Policy • International Group Policy <p>The amended International Polices were re-submitted to the Board. Discussions ensued. Following minor amendments relating to formatting it was moved to accept the International Policies: Moved: Paul Lancaster Seconded: Jemma Cattell Carried.</p> <p>The Chairperson acknowledged the work involved and asked Kathy Paterson to thank the International Department for their efforts and commitment.</p>	<p>Tracy Roberts</p>	<p>ASAP</p>
<p>Strategic Planning</p>	<p>Kathy Paterson confirmed that Boys education is now within the Charter.</p> <p>It is hopeful that the Positive Behaviour for Learning (PB4L) curriculum will benefit boys.</p>	<p>N/A</p>	<p>N/A</p>
<p>Principal's Report</p>	<p>Kathy Paterson tabled her report and gave a verbal overview. Following discussions, the following points were noted:</p> <ul style="list-style-type: none"> • Kathy informed the Board that the fleur de lis will be put on the windows of the new build. • Carpet tiles for the gym are not included in the next budget. Approximately \$20000 extra would be needed. • Kathy Paterson will monitor the attendance rates. <p>It was moved to accept the Principal's report: Moved: Kathy Paterson Seconded: Lisa Voorwinde Carried.</p>	<p>Kathy Paterson</p>	<p>Next Meeting</p>
<p>Student's Report</p>	<p>Fleur Neill tabled her report and gave a verbal outline.</p> <p>It was moved to accept the Student's Report: Moved: Fleur Neill Seconded: Paul Lancaster Carried.</p>	<p>N/A</p>	<p>N/A</p>
<p>General Business</p>	<p>Policy Schedule Following some changes, the Policy Schedule was tabled.</p>	<p>N/A</p>	<p>N/A</p>

	<p>HOLA/HOD Presentations Following the HOLA/HOD presentations, the Chairperson suggested a formal reflection takes place at the next BOT meeting. The Chairperson will prepare a working template and submit it at the next meeting.</p>	Chairperson	Next Meeting
Correspondence for Consideration	<p>The letter of thanks from a staff member was tabled and discussed. It was acknowledged by all that this particular trip was a unique, valuable and interesting one. The Chairperson and Kathy Paterson will discuss the matter further to determine how LHS capture and benefit from the experiences of the teacher involved.</p>	Chairperson	ASAP
Other Correspondence	<p>The summary was tabled. The relevance of capturing MOE emails on the summary was raised. The Chairperson and Kathy Paterson will discuss the matter further and report back to the Board.</p>	Chairperson	ASAP
7.24 pm	<p>Jemma Cattell briefly left the meeting and returned at 7.27 pm.</p>		
Financial	<p>Financial Report – January to 31 October The above financial report was tabled by Lisa Voorwinde who gave a verbal outline of concerns relating to the 2017 budget and the high deficit.</p> <p>Lengthy, detailed discussions took place and the following noted:</p> <ul style="list-style-type: none"> • It is important to recognise that it was a known intention to use \$500000 from the ‘ringfenced’ fund to cover some big ticket items - Eg new building enhancements, Careers Hub and landscaping. • The previous Board had passed \$400000 plus \$120000 spending on property. These are only now materializing as expenditure. • It is expected that the school will be in a different position next year. • ‘Ringfenced’ funds to be showed as reducing but only as a concept. • The use of ‘ringfenced’ funds to be recognised formally at Board meetings, including the breakdown. 	Rob Silcock	Next Meeting
7.39 pm	<p>Fleur Neill left the meeting and returned a few minutes later.</p>		
Financial Continued ...	<p>Landscaping Following comprehensive discussions relating to the \$10000 landscaping budget (for existing grounds), it was noted that the total landscaping budget needs to be \$80000 (\$30000 for plants re leasehold improvement). It was therefore agreed that the budget would be changed to allow sufficient funds (\$30000).</p> <p>Budget Resolutions It was moved that the Board accepts the capital budget expenditure of \$620000:</p>		

	<p>Moved: Lisa Voorwinde Seconded: Rob Silcock Carried.</p> <p>It was moved to accept the Income & Expenditure budget to be a deficit of \$487880. NB: Includes revised curriculum recoveries and expenditure:</p> <ul style="list-style-type: none"> • \$383749 recoveries • \$673252 expenses <p>Moved: Lisa Voorwinde Seconded: Rob Silcock Carried (none against).</p>		
Resolution to take a break	The Chairperson proposed the Board take a break at 7.46 pm		
The meeting resumed at 7.58 pm			
Property	<p>Property Report Rob Silcock tabled the report and gave a verbal overview. The following points were noted:</p> <ul style="list-style-type: none"> • Barry Williamson to obtain 3 relevant quotations relating to hard and soft landscaping. Suggestion that the brief to include for suitable planting in keeping with other areas. • The new build is now ahead of schedule, expected 8th May. A training day, involving teachers will be arranged. • The MOE will decide on the actual opening date/day. • The Property Committee will start to consider the next stage of property planning. The capital list 2018 will be tabled and discussed at the next meeting. • Barry Williamson gave some verbal information relating to the carpeting product to be used for the re-carpeting of J Block. <p>It was moved to accept the Property report: Moved: Rob Silcock Seconded: Andrew Marshall Carried.</p>	Rob Silcock	Next Meeting
In Committee	<p>It was moved by Adrian Paterson at 8.07 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 7. Principal’s Performance Appraisal 	Relevant documents tabled and verbal reports given by Adrian Paterson and	

	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.	Kathy Paterson	
Resolution to move out of committee	The Chairperson proposed the Board move out of Committee at 9.01 pm: Moved: Chairperson Carried.		
Meeting Closed	9.01 pm.		
Next Meeting	Monday 29 May 2017		

Chairperson: _____

Dated: _____