

## Lincoln High School Board of Trustees

### Minutes of the Meeting held on Monday 16 May 2016 at 6 pm.

**Present:** Douglas Marshall (Chairperson), Kathy Paterson, Adrian Paterson, Lisa Voorwinde, Jemma Burgham, Rafael Clarke and Bryan Pidwerbesky.

**Apologies:** Rob Silcock arrived 6.10 pm.

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

**Welcome:** Douglas Marshall welcomed everyone to the last BOT meeting of the current members before the upcoming elections. Douglas Marshall also informed the Board that Gill Worth had resigned from the BOT so would not be present and Jemma Burgham is confirmed as the new Staff Trustee. The Board passed on their congratulations to Jemma Burgham.

**Minutes:** **11 April 2016 Minutes:**  
It was moved the Minutes of the 11 April 2016 meeting be taken as read and accepted as a true and accurate record:  
Moved: Bryan Pidwerbesky  
Seconded: Rafael Clarke  
Carried.

**Disclosure of Interest:** Adrian Paterson who is the Chairperson of the Lincoln Primary BOT.  
Douglas Marshall re Agenda Item 15(A) 3 – Selwyn Community Spaces Need Analysis 2016 – he is an employee of Selwyn District Council.

#### Business of the Meeting

Subject	Resolution/Detail	Date To Be Completed
<b>LHS New Uniform Presentation</b>	<p>At 6.01 pm the Board members went through to the staffroom to view the presentation of the new LHS uniform (including the different options and formal wear) which was modelled by some LHS students.</p> <p>After the uniform presentation, at 6.26 pm the Board members returned from the staffroom, discussions ensued and the following noted:</p> <ul style="list-style-type: none"> <li>• The consensus of the Board was that the uniform is stunning and has the wow factor.</li> <li>• It is very different and sharp – much better than the existing uniform.</li> <li>• The ‘models’ (students) looked comfortable and at ease wearing it.</li> </ul> <p>Kathy Paterson informed the Board of some sudden, unexpected pricing information regarding the website ‘shop’ costs. Detailed</p>	

	<p>discussions took place and Kathy Paterson is going to meet with Barbara Lee Holdings urgently to discuss the matter. The Board noted that whatever web based software package is used for uniform ordering by parents etc, it must be developed and supported by an organization with a proven track record with such a product. It is important to do so at a reasonable cost but service and ease of use for users has a higher priority than the lowest cost.</p> <p>The following points were also noted:</p> <ul style="list-style-type: none"> <li>• 2017 all Yr 9 students will be in the new uniform             <ul style="list-style-type: none"> <li>○ No facility for second hand uniform.</li> <li>○ LHS will put zero markup on the new uniform and will absorb the markup.</li> <li>○ If the price is an issue for low income families, there may be a payment option available.</li> <li>○ Rolleston College will only have their new uniform so expectations are similar.</li> </ul> </li> </ul> <p>The Board acknowledged and supported the above.</p>	Kathy Paterson	ASAP
<b>To Hold Over</b>	<p><b>Insurance Renewals</b></p> <p>Barry Williamson informed the Board that it is too early yet. However as far as he is aware there are no issues and LHS is in a safe 'insurance' position.</p>	Business Manager	Later in the year
<b>Health &amp; Safety</b>	<p><b>Health &amp; Safety Joint Principal/BOT Chairperson Report</b></p> <p>Kathy Paterson tabled the first joint Health &amp; Safety report and gave a verbal overview. Kathy Paterson also informed the Board that N block decking had been re-carpeted for winter. Some discussions were had and Kathy Paterson gave clarification as and when required.</p> <p>The report was well received and it was moved to accept the new Health &amp; Safety report:          Moved: Douglas Marshall          Carried.</p> <p><b>Health &amp; Legislation – Part 2</b></p> <p>Part 2: 'Breaking the legislation down' was tabled by Douglas Marshall and some discussion followed.</p> <p>Kathy Paterson informed the Board that some students had unlawfully accessed the pool at 1.30 am. Discussions followed and the following noted:</p> <ul style="list-style-type: none"> <li>• Kathy Paterson and Barry Williamson to arrange for some new appropriate warning signage.</li> <li>• An item to be put in the school Newsletter regarding prohibited out-of-hours pool access.</li> </ul>	Chairperson & Principal	Next Meeting

	<p>BOT Officers insurance was discussed. It was agreed that a report on Trustees insurance will be tabled at the next meeting.</p> <p><b>Health &amp; Safety Data</b>                  Kathy Paterson tabled the data and some discussion followed and it was suggested that a trend line be included in the future graphs. Kathy Paterson will trial the trend line at the next meeting.</p>	<p>Business Manager</p> <p>Kathy Paterson</p>	<p>Next Meeting</p> <p>Next Meeting</p>
<p><b>Self Review</b></p>	<p><b>Police Vetting Policy</b>                  The Policy was resubmitted, discussions ensued and the following noted:</p> <ul style="list-style-type: none"> <li>• Item 9 – “Homestay Families ...” to be moved up to be Item 3.</li> <li>• Vetting of volunteers is not a compulsory requirement and LHS volunteers will be police vetted, depending on the situation and as seen necessary:                         <ul style="list-style-type: none"> <li>○ Kathy Paterson to consider the wording regarding volunteers and discretion – Eg If the volunteer will be working/helping one on one then the volunteer will be police vetted.</li> </ul> </li> <li>• Contractors – LHS will not routinely carry out police vetting on contractors. However:                         <ul style="list-style-type: none"> <li>○ Verbal checks will be made with contractors before commencement of work.</li> <li>○ To be added to the Policy:                                 <ul style="list-style-type: none"> <li>▪ All contractors with any ‘With Results’ Police Vets must be brought to the attention of the Principal prior to commencement of work, so that the Principal can make the decision with regard to the relevance of the results.</li> </ul> </li> </ul> </li> <li>• Reader/Writers are already police vetted.</li> <li>• Further consideration about extending police vetting to include someone with the care/supervision when in isolation with opportunities with students:                         <ul style="list-style-type: none"> <li>○ Kathy Paterson to consider and, if necessary, amend the Policy.</li> </ul> </li> </ul> <p>Following the amendments, a tracked copy of the Policy will be submitted to the Board at the next meeting.</p> <p><b>Timetable Policy</b>                  Kathy Paterson tabled the document and discussions took place, particularly the word ‘average’. Following discussions and clarification the word ‘average’ was agreed to be acceptable.</p> <p>Kathy Paterson informed the Board that, before ratification, she would like to make the Policy available to the general staff. It will be presented to the Board again at the next meeting.</p>	<p>Kathy Paterson</p> <p>Kathy Paterson</p> <p>Kathy Paterson</p>	<p>Next Meeting</p> <p>Next Meeting</p> <p>Next Meeting</p>

	<p><b>Smokefree Policy</b>                  The Smokefree Policy was tabled and discussed. It was agreed to:</p> <ul style="list-style-type: none"> <li>• Delete item 2.</li> <li>• Kathy Paterson will add the rationale.</li> </ul> <p>Once the above amendments have been done, it was moved to approve the Policy:                  Moved: Jemma Burgham                  Seconded: Lisa Voorwinde                  Carried.</p>	Kathy Paterson	ASAP
<p><b>Chairperson's Report</b></p>	<p>Douglas Marshall tabled his report and gave a verbal overview. He also stated that LHS BOT is a fantastic Board to be involved with. Some discussion followed and it was moved to accept the Chairperson's report:                  Moved: Douglas Marshall                  Carried.</p>	N/A	N/A
<p><b>Principal's Report</b></p>	<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"> <li>• Attendance drop – as yet, no explanation and investigations will continue.</li> <li>• Doing Good Day:                         <ul style="list-style-type: none"> <li>○ Suggested name change to Doing Good for the School Day.</li> <li>○ Drinking fountains or planting of trees around the edge of the field are the main choices of students.</li> <li>○ Suggest an aim/theme for future days – eg aim to get three x drinking fountains.</li> </ul> </li> <li>• Assemblies                         <ul style="list-style-type: none"> <li>○ Ideally two full school assemblies per term.</li> <li>○ Difficulty with the number of students and lack of suitable venue.</li> <li>○ Suggestion re the next major long term project:                                 <ul style="list-style-type: none"> <li>▪ Removal of existing hall and the building of a new Performing Arts auditorium.</li> </ul> </li> <li>○ After Ball parties – the information from the Police has been passed onto the wider community.</li> </ul> </li> </ul> <p>It was moved to accept the Principal's Report:                  Moved: Lisa Voorwinde                  Seconded: Rafael Clarke                  Carried.</p>	Kathy Paterson	Next Meeting
<p><b>Student's Report</b></p>	<p>No Student Report. Rafael Clarke verbally confirmed that everything appears to be running smoothly.</p>	N/A	N/A

<p><b>Overseas Trip Proposals</b></p>	<p><b>New Caledonia Trip</b>                  Kathy Paterson tabled the New Caledonia trip proposal and discussions followed.</p> <p>It was agreed that the BOT accept the concept of the trip but the risks need to be itemized and comprehensive, documented processes put in place.</p> <p>It was then moved to allow planning for the trip to proceed, subject to the following:</p> <ul style="list-style-type: none"> <li>• Full and complete plans must be presented to the BOT for final approval.</li> <li>• Insurance position to be clarified and confirmed.</li> <li>• NB: BOT decisions may change depending on risk management and the BOT reserve the right to cancel the trip at any time.</li> </ul> <p>Moved: Rob Silcock                  Seconded: Bryan Pidwerbesky                  Carried.</p> <p><b>Year 13 Classics Trip to Greece and Italy</b>                  Kathy Paterson tabled a more detailed proposal and gave a verbal overview, including her positive support of the teachers involved regarding safety. Updated reports will be provided as part of the ongoing preparation for this proposed trip.</p>		
<p><b>Correspondence for Consideration</b></p>	<p><b>ASH</b>                  The ASH letter, showing some good results, was tabled.</p> <p><b>SDC – Eastern Selwyn Community Spaces Need Analysis 2016</b>                  The SDC letter was tabled and discussed. It was noted that the survey had not been received and Douglas Marshall will chase it up.</p>	<p>Chairperson</p>	<p>ASAP</p>
<p><b>Other Correspondence</b></p>	<p>The summary was tabled and some discussion followed regarding the relevance of this summary document. Kathy Paterson to consider.</p>	<p>Kathy Paterson</p>	<p>Next Meeting</p>
<p><b>Financial</b></p>	<p><b>Financial Reports</b>                  The following reports were tabled by Rob Silcock who gave a verbal overview:</p> <ul style="list-style-type: none"> <li>• The Finance Report</li> <li>• Income &amp; Expenditure – for the period to end of April 2016</li> </ul> <p>Lengthy discussions took place and all agreed the reports are a good step forward. The following were noted:</p> <ul style="list-style-type: none"> <li>• Queries from the Auditors are being worked through – Barry Williamson gave verbal clarification as and when required.</li> <li>• The Finance Committee are now reviewing journals on a monthly basis and controls for future are being looked at.</li> <li>• A policy relating to the maximum % regarding investment with any one bank to be explored.</li> </ul>	<p>Rob Silcock</p>	<p>Next Meeting</p>

	<ul style="list-style-type: none"> <li>• Overseas Student Income is significant and a more clarified system/process is needed going forward:             <ul style="list-style-type: none"> <li>○ Income in advance – a method needs to be determined about the process for the International staff to follow:                 <ul style="list-style-type: none"> <li>▪ How much?</li> <li>▪ Who for?</li> <li>▪ For what period?</li> </ul> </li> </ul> </li> </ul> <p>The Principal commended and thanked Barry Williamson for his work.</p> <p>It was moved to accept the Financial Reports:          Moved: Rob Silcock          Seconded: Rafael Clarke          Carried.</p>		
<p><b>Property</b></p>	<p><b>Property Report</b></p> <p>Adrian Paterson tabled the report and gave a verbal overview. Discussions followed including:</p> <ul style="list-style-type: none"> <li>• New build – things seemed to have halted.</li> <li>• Heat pumps – correct specifications being sent off by Barry Williamson.</li> <li>• Open Afternoon:             <ul style="list-style-type: none"> <li>○ carpet tiles will be down in the hall</li> <li>○ some temporary heating will be in place</li> </ul> </li> <li>• Major School Production – hall heating problem will be solved.</li> <li>• Project Manager for Board builds – previous experience needed. Larger firm will have more resources.</li> <li>• Boundary Road property – still being investigated</li> </ul> <p>It was moved to accept the Property report:          Moved: Adrian Paterson          Seconded: Douglas Marshall          Carried.</p>	<p>Adrian Paterson</p>	<p>Next Meeting</p>
<p><b>In Committee</b></p>	<p>It was moved by Douglas Marshall at 8.29 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. International Report Summary</li> <li>5. Guidance Report Summary</li> <li>6. Student Matters</li> <li>7. Staff Matters</li> <li>8. Staff Award</li> <li>9. Principal’s Performance Appraisal</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</p>	<p>Relevant documents tabled and verbal reports given by Douglas Marshall and Kathy Paterson</p>	

	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.		
<b>Resolution to move out of committee</b>	The Chairperson proposed the Board move out of Committee at 9.01 pm: Moved: Chairperson Carried.		
<b>Meeting Closed</b>	9.02 pm.		
<b>Next Meeting</b>	Monday 20 June 2016 at 6 pm		

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

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