

Lincoln High School Board of Trustees

Minutes of the Meeting held on Monday 28 May 2018 at 6 pm.

- Present:** Adrian Paterson (Chairperson), Lisa Voorwinde, Kathy Paterson, Rob Silcock, Andrew Marshall, Paul Lancaster and Maria Connolly
- Apologies:** None.
- In Attendance:** Stephen Rout (Deputy Principal), Tracy Roberts (Secretary), Barry Williamson (Business Manager) and Linda Chapman – HOD Guidance
- Welcome:** Adrian Paterson welcomed everyone to the meeting and introduced Linda Chapman to the Board.
- Minutes:** **26 March 2018 Minutes:**
It was moved the Minutes of the 26 March meeting be taken as read and accepted as a true and accurate record:
Moved: Adrian Paterson
Carried.
- HOD Presentation:** At the beginning of the meeting, Linda Chapman gave a verbal overview of the Guidance Department. This included information relating to her role, the roles of her staff, the department, challenges faced and the different support options available to students and staff within the Guidance Department and via outside agencies. During and after the presentation questions were asked by the Board and Linda Chapman gave clarification as and when required.
- The presentation was very well received, and the Board thanked Linda Chapman who then left the meeting at 6.27 pm.
- Some discussions followed, and all agreed how difficult but crucial the work of the Guidance Department staff is.
- Disclosure of Interest:** None.

Business of the Meeting

Subject	Resolution/Detail	To Be Actioned By	Date To Be Completed
Matters Arising from last meeting	There were no matters arising from the last meeting.		
To Hold Over	There were no items held over.		
Health & Safety	H&S Toolkit Data & Graphs Kathy Paterson tabled the data and graphs.		

	Some discussions followed, and a Board member passed on his concerns relating to some poor/faded signs that need replacing. It was agreed that the Board member would pass a list on to the Business Manager who would then arrange for them to be replaced.	Paul Lancaster	ASAP
Self-Review	There were no policies due for review.		
Strategic Planning	Guidance Department Some reflections took place regarding the earlier HOD Presentation (Guidance Department). Due to sensitivity, details are included in the confidential 'In-committee' section.		
Digital Citizenship	Refer to Principals report.		
Kāhui Ako Update	<p>Kāhui Ako – May 2018 Report</p> <p>Kathy Paterson tabled the report and gave a verbal overview including:</p> <ul style="list-style-type: none"> • The written confirmation relating to the Achievement Challenges has still not been received • The recent Kāhui Ako retreat was very positive • Change Manager <ul style="list-style-type: none"> ○ Kathy Paterson is confident the Change Manager may enable progress regarding the Kāhui Ako vs Cluster • John Parsons visits including parent evenings and staff sessions • TOD Conference Day <ul style="list-style-type: none"> ○ Over 200 staff attending ○ Speakers; Lucy Hone and Rob Callaghan ○ Conference theme is 'Wellbeing' ○ Workshop sessions in the afternoon <p>Cluster Principals Report</p> <p>Kathy Paterson verbally passed on some information which had been circulated to the Cluster schools and via the LHS Newsletter.</p> <p>Kathy Paterson informed the Board that the LHS website now has a new 'Kāhui Ako' tab on it. Previously circulated information is now on it.</p> <p>The recent information evening was very positive – although not many Principals were present.</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"> • PB4L is progressing very well. Kathy Paterson thanked Stephen Rout • Open Day went well and was well received 	Kathy Paterson	Next Meeting

	<ul style="list-style-type: none"> • Mandarin and Chinese delegations recently used Wai Ora – great venue • The new Reporting system is going well – simple process • Rotary Youth Driver Awareness Programme (RYDA) <ul style="list-style-type: none"> ○ Targets drivers and passengers and is more than the usual defensive driving course ○ Unfortunately, only 40 students have signed up for the programme – disappointing interest ○ The programme will still go ahead as is very important to LHS ○ Next year sponsorship may be looked at to include Yr 12s <p>It was moved to accept the Principal’s Report: Moved: KPA Seconded: Paul Lancaster Carried.</p>		
Student’s Report	None.	N/A	N/A
2018 Charter	The 2018 final Charter was tabled and well received by the Board.	N/A	N/A
LHS BOT Email addresses	All BOT will use a school email address and Kathy Paterson tabled the relevant instructions. Some discussions took place.		
2019 Term Dates	Kathy Paterson tabled the 2019 term dates.	N/A	N/A
Early Finishes	Kathy Paterson tabled the information relating to early finishes.		
Intellectual Property for Educational Publications	<p>Kathy Paterson tabled the draft Intellectual Property for Educational Publications documents. Discussions followed, and some amendments suggested:</p> <p>Draft Intellectual Property for Educational Publications Checklist:</p> <ul style="list-style-type: none"> • Q2 – Re Staff: <ul style="list-style-type: none"> ○ List any LHS staff involved in the process ○ Describe their involvement • Q2 – Re Students <ul style="list-style-type: none"> ○ List any LHS students involved in the process ○ Describe their involvement <p>Permission Letter for Publication of Students’ work or Photographs:</p> <ul style="list-style-type: none"> • The contact email address for the staff member asking permission to be included <p>No need for the amended documents to be resubmitted to the Board.</p>	Board Secretary	

	NB: Topic may be covered by the Copyright Act and may be included as part of the 'Online Publication of Student Images and Work Policy'.		
Uniform – LHS Beanie	Kathy Paterson showed the LHS Beanie to the Board and gave a verbal overview behind the proposal to include it as part of the LHS uniform. Following discussions, it was moved to accept the black beanie, with the official school logo on, to the school uniform as an optional item: Moved: Lisa Seconded: Rob Carried.		
Planned School Trip Updates	Kathy Paterson tabled the following trip updates: <ul style="list-style-type: none"> • World Challenge Nepal • Japan • Samoa Discussions took place particularly regarding what would happen should a major event (eg earthquake, terrorist attack) occur within a few days prior to the start of the trip: <ul style="list-style-type: none"> • Would the trip be cancelled or changed? • Insurance cover? • Impact on students/families? Kathy Paterson to look into this and report back to the Board.	Kathy Paterson	Next Meeting
France 2019 Trip Proposal	Kathy Paterson tabled the France 2019 trip proposal, discussions took place and the following noted: <ul style="list-style-type: none"> • Presently there are lots of opportunities for students to travel but, going forward, not all students will have the same opportunities during their time at LHS It was then moved that the BOT supports, in principle, this trip to France in 2019: Moved: Maria Connolly Seconded: Andrew Marshall Abstained: Lisa Voorwinde Carried.		
Funding Overseas Travel Using Crown Funding Checklist	Kathy Paterson tabled the Funding Overseas Travel Using Crown Funding checklist and gave a verbal overview. Some discussions followed, and it was agreed that this form would be included as part of any future trip proposals.		

Sports, Academic & Cultural Fund Application	<p>Two Sports, Academic & Cultural Fund Applications were received:</p> <p>Brain Bee The application was tabled, and discussions took place. It was then moved to award \$500 to the Brain Bee group: Moved: Lisa Voorwinde Seconded: Maria Connolly Carried.</p> <p>Nepal World Challenge – Staff Vaccinations The application was tabled, and lengthy deliberations took place and the following noted:</p> <ul style="list-style-type: none"> • Such costs should be part of the trip cost to students • Such costs/requests are not part of this fund <p>It was then moved to decline this application: Moved: Adrian Paterson Carried. NB: Rob Silcock abstained from all discussions on the matter.</p> <p>However, the Board acknowledges the huge commitment of the attending staff/leaders and suggest there maybe another avenue of support from the school management. KPA to investigate.</p>	Kathy Paterson	ASAP
Out of Zone Enrolments	<p>It was moved, by email, that due to a reduction in roll over the last two years influenced by the opening of Rolleston College, the BOT instructs the Principal to accept up to 20 'Priority 6' students for Year 9 in 2019 to help mitigate the decline in the school roll over this transitional period: Moved: Adrian Paterson Carried.</p>		
Staff Training – Parent Conferences	<p>It was moved, by email, that due to the limited number of staff meetings this term and the already booked John Parsons visit (which takes up a staff meeting) we propose school finishes at 2.15 pm on 31 May 2018 for teachers to begin preparing for the conferences. (All 5 periods will run but we will have Wednesday period times.) We would have a Linc teacher training session from 2.15 pm until 3.45 pm: Moved: Kathy Paterson Seconded: Adrian Paterson Carried.</p>		
Correspondence for Consideration	None received.		
Other Correspondence	The summary was tabled.	N/A	N/A
Resolution to take a break	The Chairperson proposed the Board take a break at 7.39 pm.		

Meeting resumed at 7.45 pm			
Financial	<p>Financial Report - period to end 30.04.2018 The Financial report, including revenue and expense, was tabled and Lisa Voorwinde gave a verbal overview.</p> <p>Draft Independent Auditors Report – year ended 31.12.2017 The above Auditors report was tabled by Lisa Voorwinde who gave a verbal outline. Some discussions were had, and Barry Williamson gave clarification as and when required.</p> <p>Draft Financial statements – Year ended 31.12.2017 The Draft financial papers were tabled, and some discussions followed.</p> <p>It was then moved to accept all the above-mentioned reports and statements: Moved: Lisa Voorwinde Seconded: Rob Silcock Carried.</p>	Lisa Voorwinde	Next Meeting
Property	<p>Property Report Rob Silcock tabled the report and gave a verbal overview. Discussions ensued and the following noted:</p> <ul style="list-style-type: none"> • MOE - Schoolwide business case seems to be progressing and LHS will keep pushing • 5YA <ul style="list-style-type: none"> ○ Finishes next year ○ It was agreed to go ahead and progress with works ○ A Project Manager for the second 5YA will be needed <p>It was moved to accept the Property report: Moved: Rob Seconded: Andrew Marshall. Carried.</p>	Rob Silcock	Next Meeting
In Committee	<p>It was moved by Adrian Paterson at 7.54 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. BOT resignation 5. Cluster and CoL update 6. Overseas students / International Department 7. Part time teachers 8. Official Information Act request 9. MOE Appendix C: Funding Overseas Travel Using Crown Funding Checklist 	Relevant documents tabled and verbal reports given by Adrian Paterson and Kathy Paterson	

	<p>10. Student Matters 11. Staff Matters 12. Staff Award 13. Governance v Management for BOT (Closed Meeting)</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>		
Resolution to move out of committee	The Chairperson proposed the Board move out of Committee at 8.57 pm: Moved: Chairperson Carried.		
Meeting Closed	8.57 pm.		
Next Meeting	Monday 25 June 2018 at 6 pm		

Chairperson: _____

Dated: _____