

Lincoln High School Board of Trustees

Minutes of the Meeting held on Monday 28 November 2016 at 6 pm.

- Present:** Adrian Paterson (Chairperson), Kathy Paterson, Lisa Voorwinde, Rob Silcock, Andrew Marshall, Jemma Burgham, Fleur Neill.
- Apologies:** Paul Lancaster.
- In Attendance:** Stephen Rout (Deputy Principal), Tracy Roberts (Secretary), Barry Williamson (Business Manager).
- Welcome:** Adrian Paterson welcomed everyone.
- Minutes:** **31 October 2016 Minutes:**
Following the amendment (the removal of Stephen Rout’s name as he was not present), it was moved the Minutes of the 31 October 2016 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.
Paul Lancaster is also on the Kirkwood School BOT.

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
Health & Safety	The H&S toolkit and graphs were tabled. In Paul Lancaster’s absence, the Chairperson passed on an update regarding the height assessment and relevant training. Things are in progress.	Chairperson	Next Meeting
Self-Review	Teacher Performance Policy The draft policy, with some amendments, was tabled by Kathy Paterson. Some discussions followed and Kathy Paterson gave some clarification as and when required. Following discussions, it was decided: <ul style="list-style-type: none"> • to amend the wording in item 5 to include – “... the Principal, or the person nominated by the Principal, and the Teacher.” • Kathy Paterson to add a rationale. The draft policy will be resubmitted at the next Board meeting.	Kathy Paterson Chairperson	ASAP Next Meeting
Strategic Planning	Adrian Paterson gave a verbal outline of some future plans possibly involving Brent Ingram and will send out, by email, more information.	Chairperson	ASAP

Chairperson's Report	Adrian Paterson tabled his report. It was moved to accept the Chairperson's report: Moved: Adrian Paterson Carried.	Chairperson	Next Meeting
Principal's Report	The Principal's Report was tabled by Kathy Paterson who gave some verbal information relating to the student numbers and the recent Graduation survey. Some discussions took place and Kathy Paterson gave clarification as and when required. It was agreed that next year a comparison of the attendance data, over a few years, will be done. It was moved to accept the Principal's Report: Moved: Kathy Paterson Seconded: Lisa Voorwinde Carried.	Kathy Paterson Kathy Paterson	Next Meeting Early next year.
Student's Report	Owing to the NCEA formal exams, no Student Report was tabled.	N/A	N/A
Sports, Academic & Cultural Fund Application	An application was received from the Junior Girls' A Volleyball Team. Kathy Paterson offered some recommendations, discussions took place and the following was decided: It was moved to decline the application and no funds were awarded: Moved: Andrew Marshall Seconded: Lisa Voorwinde Carried.		
Student Proposal – Facial Hair	Kathy Paterson tabled the original survey, which had been circulated to the students before the BOT's involvement, and gave a verbal outline. Following detailed discussions, it was decided that a full review of the non-uniform dress code would take place. This would involve an official wider survey, engaging the LHS community and covering facial hair, tattoos, piercings etc. This will take place in 2017 after the new uniform has settled in. It was also agreed that a letter of thanks, and the above decision, will be sent to the student who submitted the original proposal.	Kathy Paterson Kathy Paterson	2017 ASAP
Marlborough Principal's Association	Kathy Paterson tabled an email and gave a verbal overview. Following discussions, it was agreed that a more personal gesture, by LHS, to a specific school/area would be more appropriate. Kathy Paterson to investigate and organise.	Kathy Paterson	ASAP
Arson Season	The Chairperson passed on some verbal information regarding the risk of fire and mentioned the school bins. He also informed the Board of an email received from the Mahoe 'Friends' regarding	N/A	N/A

	their displeasure of the area being abused during the day by students. Discussions followed and all agreed that this was an on-going issue and, although staff presence is a used initiative, staff cannot be there all day.		
Correspondence for Consideration	Transitional Transport re opening of Rolleston College Kathy Paterson tabled a letter which, following their instructions, had been sent to the MOE. It was agreed that the relevant information will be included in our newsletter at least twice a year.	Kathy Paterson	Start of and later in the year.
Other Correspondence	The summary was tabled.	N/A	N/A
Financial	Financial Report – Period to 31 October 2016 The above financial report was tabled by Lisa Voorwinde who gave a verbal outline. General discussions took place and it was agreed that, as the International Budget is too conservative, Kathy Paterson would request an amended budget. The new uniform debtors are currently reported separately. However, Barry Williamson informed the Board that, in future, the new uniform sales will not be reported on separately. It is expected that the curriculum budget will be presented to the Board in February next year and the main budget (with capital expenditure) in March. It was moved to accept the Finance report: Moved: Lisa Voorwinde Seconded: Rob Silcock Carried.	Lisa Voorwinde Kathy Paterson	Next Meeting ASAP
Property	Property Report Rob Silcock tabled the report and gave a verbal overview, including: <ul style="list-style-type: none"> • New build <ul style="list-style-type: none"> ○ Walls appearing and steel work due to take 8 days to fit. ○ Forecasting, at this stage, to be ahead of schedule. • Budget Meeting – recommendation to allow for: <ul style="list-style-type: none"> ○ Auditorium – conceptual designs etc and feasibility studies. Suggest \$20000 to be budgeted for the conceptual design stage. • Careers Hub – may be delayed. • Carpets – work in progress. • F7 removal – May be used re weather tightness. • 5YAs – it was agreed to keep moving forward. It was moved to accept the Property report: Moved: Rob Silcock Seconded: Andrew Marshall	Rob Silcock	Next Meeting

	<p>Carried.</p> <p>School Access Plan An amended School Access Plan was tabled by Kathy Paterson and some discussion followed. It was noted that the plan does not need to be sent of the MOE. Barry Williamson will send the amended plan to DD urgently and table the plan at the next property meeting.</p> <p>It was moved to accept the School Access Plan: Moved: Andrew Marshall Seconded: Jemma Burgham Carried.</p>	Barry Williamson	ASAP
In Committee	<p>It was moved by Adrian Paterson at 7.16 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. Financial Matters <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>	Relevant documents tabled and verbal reports given by Adrian Paterson and Kathy Paterson	
Resolution to move out of committee	<p>The Chairperson proposed the Board move out of Committee at 8.14 pm: Moved: Chairperson Carried.</p>		
Meeting Closed	8.15 pm.		
Next Meeting	Special Strategic Plan Meeting: Wednesday 14 December 2016	Chairperson	ASAP

Chairperson: _____

Dated: _____