

Lincoln High School Board of Trustees
Minutes of the Meeting held on
Monday 30 November 2020 at 6pm.

Present: Adrian Paterson (Chairperson), Kathy Paterson (Principal), Andrew Marshall, Troy Landrebe, Adam Gard'ner and Poppy Cuthbert.

Apologies: Maria Connolly

In Attendance: Stephen Rout (Associate Principal), Mitzi Ajero (Finance Manager) and Carol Greenwood (Secretary)

Meeting started at: 6.04 pm

Welcome: Adrian Paterson welcomed everyone.

Minutes: It was moved that the minutes of the 19 October 2020 meeting were approved.
Moved – Adrian Paterson
Ayes
Carried

Disclosure of Interest: No changes.

Matters Arising: There were no matters arising from the previous minutes.

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
Held Over	None		N/A
Financial	<p>Financial Report and Management Summary Report – for period ended 30 October 2020</p> <p>The above financial reports were tabled by the Finance Manager who gave a verbal outline.</p> <p>General discussions took place and the following was noted:</p> <ul style="list-style-type: none"> • Current deficit is \$97K • Projected EOY deficit is \$339K • \$125K remainder from International • Parent donations is at 94%, tracking \$8K more than 2019 <p>It was noted that the school is in the same ballpark as 2019, only a small variance although there has been a lot of adjustments</p> <p>It was moved to accept the above Financial Report and Management Summary Report – for period ended 30 October 2020: Moved: Adrian Paterson Ayes Carried</p> <p>Capital Expenditure was reduced to \$119K, includes \$35K for a new school van, down from \$270K in 2019</p> <p>A discussion was had regarding the Business Interruption Insurance and if It is worthwhile for the school and what would it cover?</p>	Adrian Paterson	Next Meeting

Strategic Planning	The Strategic Plan documents were tabled, and a brief discussion followed.	N/A	N/A
Principals Report	<p>The Principals Report was tabled by Kathy Paterson who gave a verbal outline. General discussion took place and Kathy Paterson gave clarification as and when required. The following were noted:</p> <p>LHS received the Bridgestone Excellence in Road Safety Award, there was a very positive article regarding this in the Selwyn Times.</p> <p>A discussion followed regarding the car parking on Boundary Road and the frustrating nature of trying to have this rectified by the Council and/or MOE.</p> <p>Year 13 Graduation is proposed to be held in Christchurch at the James Hay theatre for a variety of reasons including, set up and pack down time, more seating available for families, comfortable venue.</p> <p>It was moved to accept the Principal's Report: Moved: Kathy Paterson Seconded: Adam Gard'ner Ayes Carried</p> <p>It was moved to approve the Principal as a Support Principal in the Kāhui Ako in 2021: Moved: Troy Landrebe Seconded: Andrew Marshall Ayes Carried</p> <p>NCEA Data Analysis 2020 Internals The above was tabled and is tracking as expected.</p>	Kathy Paterson	Next Meeting
Student Report	<p>The student report was tabled by Poppy Cuthbert who then gave a verbal outline. Adam Gard'ner asked for some clarification on the Year 13 deck and its replacement once the buildings are removed that it is attached to. This is something of a landmark for the Year 13 students and it is wanted to be kept for future students.</p> <p>It was moved to accept the Student Report: Moved: Poppy Cuthbert Seconded: Andrew Marshall Ayes Carried</p>	N/A	Next Meeting
General Business	<p>1) Trip Reports:</p> <ol style="list-style-type: none"> a) Ecuador and Galapagos – December 2021, a report on this was tabled. 15 students confirmed for 2021. Destination confirmed mid-2021. b) Optional Social Sciences far North trip April 2021 – approved as a user pays trip <p>2) Privacy Act 2020 – Clarified that the Principal is the Privacy Officer for the school. Needs to be investigated as to</p>		

	<p>what/how much the board/school needs. Will look at other Privacy Policies.</p> <p>3) NELP documents tabled.</p> <p>4) NZCT Grant application for winter cycling jackets was put forward.</p> <p>It was moved that the NZCT Grant Application be approved: Moved: Adrian Paterson Ayes Carried</p> <p>5) Rata Foundation Grant application for school van replacement was put forward. It was moved that the Rata Foundation Application be approved: Moved: Adrian Paterson Ayes Carried</p> <p>6) 2021 Proposed BOT Meeting Dates It was decided to remove the October meeting date and push the September date to the 27th.</p>		
Correspondence for Consideration	The letter from Margaret Curnow on behalf of Speak Up for Women regarding unisex bathroom facilities was discussed. This is an MOE decision with regard to any new and upgraded building facilities. No response is required.		
Consideration	Summary Correspondence was tabled.		
Property	<p>Property Report Andrew Marshall tabled the above report and gave a verbal overview. Detailed discussions followed and the following items were noted.</p> <ol style="list-style-type: none"> a. Cyclical maintenance was approved in budget. b. The dividing wall in J12 needs building consent. c. A Block sliding doors to be replaced as they are unable to be moved and pose a fire risk. This will also make better use of teaching spaces. <p>It was moved that the indicative cost of \$97K for the dividing wall in J block and the sliding doors in A Block be approved from the 5YA budget: Moved: Andrew Marshall Seconded Troy Landrebe Ayes Carried</p> <p>It was moved that new toilet facilities be installed in K Block at an indicative cost of \$72K from the 5YA budget: Moved: Andrew Marshall Seconded: Adam Gard'ner Ayes Carried</p> <p>The Code of Compliance for K5 has expired, as this is a temporary building an extension will be sought.</p>	Andrew Marshall	Next Meeting

	<p>A further discussion was held on the Boundary Road carparking with regards to a council staff member and it is now hoped that the council are more educated on this subject. A meeting will follow with Kathy Paterson and Andrew Marshall.</p> <p>A discussion was had on Solar Panels in the school, these must go on buildings that are staying in the school long term and that are also structurally strong enough to hold the weight. These need to be checked with engineers before the solar contractors come in. There is potential to use SIP funding.</p>		
In Committee	<p>It was moved by Adrian Paterson at 7.55 pm that the public be excluded from the following part of the proceedings of this meeting.</p> <ol style="list-style-type: none"> 1. Minutes of the previous meeting 2. Alternative Education Students 3. Stand downs & Suspensions 4. Property 5. Staff Matters 6. Staff Award <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 8:45 pm: Moved: Chairperson Carried</p>		
Meeting Closed	8:45 pm		
Next Meeting	15 February 2021 – BOT SP Meeting		

Chairperson: _____

Dated: _____