

Lincoln High School Board of Trustees

Minutes of the Meeting held on Monday 19 October 2015 at 6 pm.

Present: Douglas Marshall (Chairperson), Kathy Paterson, Gill Worth, Adrian Paterson, Lisa Voorwinde, Rob Silcock and Bryan Pidwerbesky.

Apologies: Tracy Rohan and Jemma Burgham. Rafael Clarke arrived at 6.04 pm.

In Attendance: Stephen Rout (Deputy Principal), Tracy Roberts (Secretary) and Simon Childs (HOLA Technology).

Welcome: Douglas Marshall welcomed everyone, including Simon Childs (HOLA Technology) and Rafael Clarke.

HOLA Presentation: At the beginning of the meeting, Simon Childs gave a presentation on the Technology Department’s vision and goals. Simon Childs issued the members an open invitation to visit the department. The presentation was very well received and a question and answer session followed. The Board thanked Simon Childs who then left at 6.43 pm.

Minutes:

21 September 2015 Minutes:
It was moved the Minutes of the September 21 meeting be taken as read and accepted as a true and accurate record:
Moved: Bryan Pidwerbesky
Seconded: Lisa Voorwinde
Carried.

12 October 2015 Property Minutes:
It was moved the Minutes of the October 12 Property meeting be taken as read and accepted as a true and accurate record:
Moved: Adrian Paterson
Seconded: Rob Silcock
Carried.

Disclosure of Interest: Adrian Paterson who is the Chairperson of the Lincoln Primary BOT.
Tracy Rohan who is on the Evaluation Panel of the Board of Rolleston South Primary School.

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
Professional Development by Tracy Rohan	Re Bi-cultural competence and confidence None as Tracy Rohan absent.		
Entrance/Exit Driveway	Kathy Paterson informed the Board that the proposed driveway is actually 0.5 m wider than the existing one and that the issue is not with the width but with the turning curve. Therefore the width of		

	4.5 m still stands but a better turning angle will be explored. Kathy Paterson to discuss further with Rob Watson.	Kathy Paterson	ASAP
Hold Over Items	<p>Rolleston College – Grandparenting Clause and Zoning Request Letter</p> <p>Kathy Paterson informed the Board that the Grandparenting Clause will happen and that there is a Zoning Committee meeting soon as LHS is now ready to proceed. Kathy Paterson also gave a verbal overview of the MOE’s indications.</p>		
Health & Safety	<p>Health & Safety Report</p> <p>The Health & Safety Report was tabled and there was nothing to report.</p>	Kathy Paterson	Next Meeting
Self Review	<p>Health & Safety Policy</p> <p>The amended Health & Safety Policy and Hazard Reporting Procedures document were tabled and discussed.</p> <p>It was then moved to accept the changes and approve the Policy: Moved: Gill Worth Seconded: Rafael Clarke Carried.</p> <p>It was also decided that the Policy would be reviewed again in March 2016, following new legislation and to include a ‘Rationale’.</p>	Douglas Marshall	Next Meeting
Chairperson’s Report	None.	N/A	N/A
Principal’s Report	<p>The Principal’s Report was tabled by Kathy Paterson who gave a verbal overview. General discussions took place and Kathy Paterson gave clarification as and when required. The following were noted:</p> <p>Yr 13 Graduation</p> <p>The Senior Leadership Team are looking into the Yr 13 Graduation being tied into school attendance. More to follow.</p> <p>Smokefree Signage</p> <p>Following some discussion, it was decided to remove the signage from the entrance-ways, which may or may not be erected elsewhere on the school site.</p> <p>Asian Language</p> <p>In response to some news items, Kathy Paterson informed the Board that LHS are struggling with numbers of students studying Asian languages – too few.</p> <p>New Timetable</p> <p>Kathy Paterson informed the Board that the new timetable starts from Week 5 and the new ‘mentoring’ process will begin.</p>	Kathy Paterson	Next Meeting
		Kathy Paterson	Next Meeting
		Kathy Paterson	ASAP
		N/A	N/A
		N/A	N/A

	<p>It was moved to accept the Principal's Report: Moved: Kathy Paterson Seconded: Adrian Paterson Carried.</p>		
Student's Report	<p>Rafael Clarke tabled his first Student Report and gave a verbal overview of the structure of his report being based on LHS's values.</p> <p>It was moved to accept the Student's Report: Moved: Rafael Clarke Seconded: Douglas Marshall Carried.</p>	N/A	N/A
Resolution to take a break	The Chairperson proposed the Board take a break at 7.30 pm.		
The meeting resumed at 7.37 pm			
Sustainability Report	<p>Stephen Rout tabled the Sustainability Report and gave a verbal outline. Discussions took place regarding the Annual Budget request going towards the F Block new build. However, it was decided that, as sustainability is already included with the F Block new build finances, any other suggestions for a sustainability project be forwarded to Stephen Rout.</p> <p>It was also decided to try and get LHS Enviroschool reinstated and Stephen Rout will investigate and report back to the Board.</p> <p>It was moved to accept the Sustainability Report: Moved: Rob Silcock Seconded: Bryan Pidwerbesky Carried.</p>	Stephen Rout	ASAP
Uniform Review	<p>The Consultation Process sheet and the BOT Report – Phase 1 booklet were tabled. The Board acknowledged the 'clear cut' review and welcomed the information received.</p> <p>Lengthy and robust discussions took place and the following was decided:</p> <p>It was moved to appoint Barbara Lee & Lee Arthur Holdings Ltd for the design stage, at a cost of \$2000 plus GST:</p> <ul style="list-style-type: none"> • NB: any requested 'mock up' sample garments would be an additional cost • Consideration of a Yr 13 uniform not to be included at this stage 	Kathy Paterson	ASAP

	<p>Moved: Lisa Voorwinde Seconded: Gill Worth Carried.</p> <p>It was also agreed that, with regard to Yr 13 and mufti-wear, further detailed discussions need to take place and the multitude of opinions will be taken into account and carefully considered. All acknowledged that Yr 13 mufti-wear is a complex and challenging topic and one not to be rushed.</p>	Douglas Marshall	Next Meeting
BOT Contact List	An updated BOT Contact List was tabled.	N/A	N/A
Correspondence for Consideration	None received.		
Other Correspondence	The summary was tabled.	N/A	N/A
Financial	<p>Financial Report – January 2015 to 30 September 2015 The above financial report was tabled by Rob Silcock who gave a verbal outline.</p> <p>Detailed discussions followed, and the following were noted:</p> <p>Students Council Account A resolution regarding the mandate/responsibility will be given at the next meeting.</p> <p>Ball Refund A \$15 per ticket refund is currently being processed.</p>	Douglas Marshall	Next meeting
Property	<p>10YPP Kathy Paterson informed the Board that the 10YPP has not yet been signed off by the MOE.</p> <p>New Six Classrooms Block Douglas Marshall showed the Board some photos of other schools exhibiting examples of coloured panels.</p> <p>It was also decided that the new classroom block would not be a separate item on future agendas.</p>	Tracy Roberts	Future Agendas
In Committee	<p>It was moved by Douglas Marshall at 8.15 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. Succession planning 5. Student Matters 6. Staff Matters 7. Staff Award 	Relevant documents tabled and verbal reports given by Douglas Marshall and Kathy Paterson	

	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.		
Resolution to move out of committee	The Chairperson proposed the Board move out of Committee at 8.23 pm: Moved: Chairperson Carried.		
Meeting Closed	8.23 pm.		
Next Meeting	Monday 23 November 2015 at 6 pm in J Block Meeting Room.		

Chairperson: _____

Dated: _____