

Lincoln High School Board of Trustees

Minutes of the Meeting held on Monday 31 October 2016 at 6 pm.

- Present:** Adrian Paterson (Chairperson), Kathy Paterson, Andrew Marshall, Paul Lancaster, Jemma Burgham, Fleur Neill. Rob Silcock arrived at 6.05 pm.
- Apologies:** Lisa Voorwinde and Stephen Rout (Deputy Principal).
- In Attendance:** Tracy Roberts (Secretary), Barry Williamson (Business Manager), Rachel Watson (Teacher/ICT & Learning Systems Co-ordinator) and Carl Hogan (Teacher/Director of Digital Strategy).
- Welcome:** Adrian Paterson welcomed everyone and introduced the new Student Trustee to the Board. The Chairperson also welcomed Rachel Watson and Carl Hogan.
- Department Presentation:** At the beginning of the meeting, Carl Hogan and Rachel Watson gave a presentation on the ICT/Digital Department’s operation, future direction and goals. During the presentation any questions were answered by Rachel or Carl. The following key points were noted:
- A major shift from buying ‘stuff’ to providing services.
 - Significant budget implications for 2017.
 - A major goal of providing a permanently manned ‘Student Help Desk’ to provide immediate support to students.
- The presentation was very well received and the Board thanked Rachel Watson and Carl Hogan who then left the meeting at 6.37 pm.
- Minutes:** **12 September 2016 Minutes:**
It was moved the Minutes of the 12 September 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
Hold Over Items	Weather tightness It was agreed that Kathy Paterson would contact the MOE and chase things up.	Kathy Paterson	ASAP
	Student Proposal – Yr 13 Facial Hair It was agreed that Kathy Paterson would make contact with the student and chase things up.	Kathy Paterson	ASAP
	Strategic Planning – Outside Facilitator The Chairperson confirmed that he was waiting to hear back from someone and suggested the possibility of an additional Strategic	Chairperson	ASAP

	Planning meeting to be held before the end of the year – to be confirmed.		
Health & Safety	<p>The Health & Safety data and graphs were tabled.</p> <p>The new Health & Safety Checklist for Visitors and Students was tabled and was well received.</p>	Chairperson	Next Meeting
Self-Review	<p>Financial Management and Accountability Policy The above policy was tabled by Kathy Paterson with some minor amendments. Following discussions, it was moved to accept the changes and approve the amended policy: Moved: Adrian Paterson Carried.</p> <p>Online Publication of Student Images and Work Policy The above Policy, together with support guidelines, were tabled by Kathy Paterson with some minor amendments. Following discussions, it was moved to accept the changes and approve the amended policy and supporting guidelines: Moved: Adrian Paterson Carried.</p> <p>NB: Kathy Paterson was given permission to re-draft the guidelines so that they are less specific and more general (future proofed re technology) and to include Facebook.</p> <p>Credit Card Procedures The Credit Card Procedures was tabled by Kathy Paterson and some general discussion followed. It was decided to amend the wording slightly:</p> <ul style="list-style-type: none"> • ‘Cardholder Responsibilities’ – Item 1 – ‘the Principal’s nominee’ will be replaced by ‘a person nominated by the Principal’ <p>It was moved to accept the above changes and approve the amended document: Moved: Adrian Paterson Carried.</p> <p>The Chairperson confirmed that the above do not need to be resubmitted.</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"> • The recent Police dog visit was a very good educational one. Rolleston Police, Lincoln Police and Hornby Youth Education Officer were present. The interaction between the Officers, dog and students was very positive. The Police are keen to hold a parent evening and Kathy 	Kathy Paterson	Next Meeting

	<p>Paterson confirmed that the SLT are keen to have them back in the future.</p> <ul style="list-style-type: none"> • As a result of the new ‘Graduation Diploma’ there is a vast improvement in NCEA results to date. To achieve a Graduation Diploma, students have to: <ul style="list-style-type: none"> ○ Achieve Level 2 NCEA by end of Term 3 ○ Obtain a minimum of 70% of all internal NCEA credits that are assessed ○ Obtain an overall average attendance rate of 90% or more for all timetable periods, including Linc period <p>It was moved to accept the Principal’s Report: Moved: Kathy Paterson Seconded: Rob Silcock Carried.</p>		
<p>Student’s Report</p>	<p>Fleur Neill tabled her first report and gave a positive verbal outline.</p> <p>It was moved to accept the Student’s Report: Moved: Fleur Neill Seconded: Andrew Marshall Carried.</p>	<p>N/A</p>	<p>N/A</p>
<p>BOT Contact List</p>	<p>An updated BOT Contact List was tabled by the Chairperson. This is for information purposes only.</p>		
<p>Community of Learning Establishment Group (CoL)</p>	<p>The Chairperson gave a verbal outline of a recent informative meeting which was held at LHS and attended by the MOE. Lengthy conversations took place and Kathy Paterson gave a lot of verbal clarification and information. The following points were noted:</p> <ul style="list-style-type: none"> • Stewardship Group: <ul style="list-style-type: none"> ○ Representatives from each Board to attend a meeting relating to the Stewardship Group on Monday 21 November 2016 at 5.30 pm. ○ Decision to be made regarding which Principal will be the Lead Principal for the CoL for the first year. ○ Viv Butcher (Lincoln Primary) and Kathy Paterson (LHS) have discussed sharing the role. Kathy Paterson informed the Board that most of the smaller Primary School’s Principals have opted not to stand for the position of Lead Principal at this stage. ○ It is important for LHS to have a strong voice and representation. The CoL covers both Primary, Secondary and ECE. ○ Advantages include: <ul style="list-style-type: none"> ▪ better transition from Primary to Secondary ▪ Gifted and Talented Programme is currently through Primary and Secondary. ▪ PD opportunities: 		

	<ul style="list-style-type: none"> • funding available to cover costs associated with teacher release for projects covering High School, Primary School and ECE. • Opportunities for within school projects and across school projects. <ul style="list-style-type: none"> ○ The LHS SLT have had discussions regarding the sharing of roles within the SLT – all positive. ○ LHS is currently providing the financial support and the secretarial support for the Lincoln Cluster. <p>With regard to the establishment part, the Chairperson put himself forward and will therefore attend the first meeting. Once the establishment part is done then it is likely that Lisa Voorwinde will perhaps take over as she initially had voiced her interest in being involved.</p>		
Other Business	<p>Education Bill Changes The Chairperson verbally informed the Board of some possible future changes:</p> <ul style="list-style-type: none"> • The Boards currently report to STA re NAGs and NEG – these will be abolished and replaced with learning priorities. • School Charters will be abolished. • Risk of community voice being lost. • BOT Boards may be forced to merge more easily – not favourably received. • CoL to include Tertiary and ECE. <p>Much more information to come yet and the Chairperson will keep the Board informed.</p> <p>Food Act Plan It was agreed that Kathy Paterson would respond through the links and add comments.</p>	N/A	N/A
Correspondence for Consideration	None received.		
Other Correspondence	The summary was tabled.	N/A	N/A
Financial	<p>Financial Report – to 31 October 2016 The above financial report was tabled by Rob Silcock and Barry Williamson gave a short verbal outline.</p> <p>New Build (6 classroom) Payment General discussions took place regarding the monies requested by the MOE this year, rather than next year. Following discussions, it was moved for the BOT to approve the unbudgeted expenditure (relating to the new build) of \$175,259 (excluding GST) this year instead of 2017:</p>	Lisa Voorwinde	Next Meeting
		Kathy Paterson	ASAP

	<p>Moved: Rob Silcock Seconded: Kathy Paterson Carried.</p> <p>Insurance Renewal – Status Report The above document was tabled by the Chairperson for the Board’s information purposes only.</p>	N/A	N/A
<p>Property</p>	<p>Property Report Rob Silcock tabled the Property Report and the following noted:</p> <ul style="list-style-type: none"> • Andrew Marshal gave a verbal overview of the confirmed purchase of the ex-Tai Tapu school building. The engineer has visited and everything seems good. • The pool changing room drawings will be available soon. • Following an approach by SDC, some discussions took place regarding the wider use of the pool. It was decided to focus on the benefit to LHS and press on with the planned changes. Other considerations can be looked at in the future. • Temporary classrooms are needed. More to follow. • 5YA project – Rob Silcock tabled some documents and gave some verbal information. <p>It was moved to accept the Property report: Moved: Rob Silcock Seconded: Andrew Marshall Carried.</p> <p>Auditorium The auditorium is included in the masterplan re long term plans but funding options should be considered soon. It was decided that this will be discussed at the special proposed Strategic Planning meeting.</p>	Chairperson	Strategic Meeting
<p>In Committee</p>	<p>It was moved by Adrian Paterson at 7.56 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. Staff Matters 5. 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	The Chairperson proposed the Board move out of Committee at 8.36 pm: Moved: Chairperson Carried.		
Meeting Closed	8.37 pm.		
Next Meeting	Monday 28 November 2016		

Chairperson: _____

Dated: _____