

## Lincoln High School Board of Trustees Minutes of the Strategic Planning Meeting held on Monday 16 February 2015 at 6 pm.

- Present:** Craig McDowell (Chairperson), Kathy Paterson, Douglas Marshall, Gill Worth, Ian McLeod, Lisa Voorwinde, Matthew Fraser and Tracy Rohan.
- Apologies:** Natalie Iles. Bryan Pidwerbesky arrived at 6.06 pm, Blake Derks-Wyatt arrived at 6.17 pm and Adrian Paterson arrived at 6.25 pm
- In Attendance:** Stephen Rout, Deputy Principal and Tracy Roberts, Secretary. Rob Silcock (Parent).
- Welcome:** Craig McDowell welcomed the new BOT members and Rob Silcock and introduced them to the Board. Rob Silcock is observing this meeting with a view of possibly joining the Board.
- Rob Silcock gave a verbal introduction of himself.
- Matthew Fraser introduced himself and expressed his privilege to be part of the Board.
- Minutes:** Craig McDowell moved the Minutes of the November meeting be taken as read and accepted as a true and accurate record.  
Moved: Craig McDowell  
Carried.
- Disclosure of Interest:** None.
- Chairperson:** The Chairperson welcomed everyone and outlined the aim of this particular Strategic Planning meeting. The purpose is to discuss any strategic issues and their priorities.

### Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
Self Review	<p><b>Operational Procedures</b> Craig McDowell tabled the Operational Procedures document and discussions ensued regarding the following:</p> <p>Personnel sub-committee - It was suggested that all relevant personnel matters continue to be brought to the board, under 'Staff Matters' and the above mentioned section be removed from the document.</p> <p>Staff discipline sub-committee – The first bullet point will be amended to read “Will be chaired by the Chairperson or an agreed delegate.”</p> <p>It was also suggested that an objective or scope be created, for each committee. This will be discussed again in the near future.</p>	The Chairperson	Next Meeting

	<p><b>2014 Personnel Compliance Report</b>                  Kathy Paterson tabled the above report and gave clarification as and when needed. It was moved to accept the report:                  Moved: Craig McDowell                  Seconded: Gill Worth                  Carried.</p>	N/A	N/A
<p><b>NCEA Interim Results</b></p>	<p>The NCEA Interim results were tabled.</p> <p>Lengthy and detailed discussions took place regarding the following:</p> <ul style="list-style-type: none"> <li>• Comparisons of LHS / National / Decile 8-10 were made.</li> <li>• The Māori results.</li> <li>• The boys’ results.</li> <li>• Scholarships – Previous scholarship figures have been requested.</li> <li>• Endorsements.</li> </ul> <p>Kathy Paterson gave clarification as and when required. Kathy Paterson also informed the Board that NCEA interventions are currently taking place and these should have a positive effect on the figures.</p> <p>NB: the final figures should be available by the end of February.</p>	Kathy Paterson	March Meeting
<p>Strategic Planning</p>	<p>Craig McDowell outlined the parts of the Strategic Plan and Charter and explained that following discussions the aim was to identify:</p> <ul style="list-style-type: none"> <li>• Critical Success Factors</li> <li>• Key issues to be addressed.</li> </ul> <p><b>What’s Changed Internally and Externally?</b>                  An open brainstorming session followed. Please refer to the attached table for the results.</p> <p><b>Strengths, Weaknesses, Opportunity and Threats (SWOT)</b>                  Focusing on the above, additional discussions took place. Please refer to the attached table for the results.</p> <p><b>Critical Success Factors</b>                  Please refer to the attached Critical Factors Summary. It was suggested that relationships, Clusters/Hub, be added.</p> <p>After further thorough discussions, all agreed that the following were noted and highlighted to be considered for the Charter for 2015:</p>		

	<ul style="list-style-type: none"> <li>• Marketing:             <ul style="list-style-type: none"> <li>○ Objective - Investigate the number of secondary students, in LHS zone, who leak into other schools, eg to private schools.                 <ul style="list-style-type: none"> <li>▪ Why not LHS?</li> <li>▪ How do we improve?</li> <li>▪ Re 90% retention. What are we doing right? How do we improve?</li> </ul> </li> </ul> </li> <li>• Pedagogy and property, including possible help with financing from the Board.</li> <li>• Staffing             <ul style="list-style-type: none"> <li>○ Information relating to the percentage of fixed term teaching staff. Uncertainty for some staff re not having a permanent position.</li> <li>○ International Department and future changes.</li> <li>○ High percentage of teaching staff have 5 years or less teaching experience.</li> <li>○ Mentoring – of Canterbury University Masters of Teaching Programme.</li> </ul> </li> <li>• Sporting             <ul style="list-style-type: none"> <li>○ Where should LHS focus?</li> <li>○ Encouragement of students and staff.</li> <li>○ Comparisons made between LHS and city schools, including sporting achievements.</li> <li>○ LHS or club teams.</li> </ul> </li> <li>• Arts             <ul style="list-style-type: none"> <li>○ No 2015 major production - It was suggested that parents are informed of the reasoning behind the decision.</li> </ul> </li> <li>• Cluster Schools             <ul style="list-style-type: none"> <li>○ The funding has been extended.</li> </ul> </li> <li>• Asia Awareness – Kathy Paterson gave a verbal overview of a recent unplanned China delegation visit to the school.</li> <li>• LHS – Rural Perception             <ul style="list-style-type: none"> <li>○ Possible weakness as LHS is alongside other city schools re aspirations and opportunities.</li> <li>○ Opportunities of a large urban school.</li> <li>○ Transport – limited public buses.</li> </ul> </li> <li>• Achievement Tail – includes both females and males.</li> <li>• Taumutu Report – Treaty of Waitangi training for the BOT.</li> </ul> <p><b>Goal 1:</b>  <b>Target 2, Indicator 2</b>            The wording to be changed to read “... of Māori and Pasifika plans.”</p> <p><b>Goal 2:</b>  <b>Target 2, Indicator 3</b>            The wording to be changed to read “Successful integration of BYOD.”</p>	<p>Tracy Roberts</p> <p>Tracy Roberts</p>	<p>ASAP</p> <p>ASAP</p>
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<b>Property Planning</b>	<p><b>Masterplan</b> Kathy Paterson tabled some masterplan documents and gave a verbal overview. Discussions followed and Kathy Paterson asked the Board if they would help with regard to Stage 1 and 3 Modern Learning Areas (MLE). This would then mean the MOE provide 6 MLE’s and LHS the 3 MLE’s.</p> <p>Conceptually all the Board agreed. The final decision would depend on figures etc.</p> <p><b>Landscaping</b> Kathy Paterson tabled some landscaping plans and gave a verbal overview, including the involvement of ‘Workday’ raised money. After some discussions, Kathy Paterson moved to enable the project to move forward by obtaining the price of the landscaping and new entranceway as per the plans:</p> <p>Moved: Kathy Paterson Seconded: Adrian Paterson Carried.</p>	<p>Kathy Paterson</p> <p>Kathy Paterson</p>	<p>Next Meeting</p> <p>ASAP</p>
<b>IES Meeting</b>	<p>Kathy Paterson informed the Board of an IES meeting: 24 March 2015 Wigram Manor - Ballroom 6.30 pm to 7.45 pm - Graham Stoop 8 pm to 8.50 pm - NZEI and PPTA 9.15 pm – Quick supper.</p>	N/A	N/A

<b>Teacher Professional Learning</b>	Kathy Paterson verbally informed the Board of the current system used regarding 'late start' sessions and the possibility of changing to 'early finish' sessions. Discussions followed and Kathy Paterson moved to change from the 'late start' to 'early finish': Moved: Kathy Paterson Seconded: Gill Worth Carried.	Kathy Paterson	ASAP
<b>Chairperson</b>	Craig McDowell thanked Rob Silcock and the Board.		
<b>BOT Succession</b>	It was moved, by email, that Rob Silcock has been co-opted onto the Board from February 23 2015: Moved: Craig McDowell Seconded: Lisa Voorwinde Carried.		
<b>In Committee</b>	There was no In Committee meeting held.		
<b>Meeting Closed</b>	8.53 pm		
<b>Next Meeting</b>	Monday 23 February 2015 at 6 pm. To include the Election of Officers.  Apologies from Bryan Pidwerbesky who will not be able to attend.		

*Chairperson:* \_\_\_\_\_

*Dated:* \_\_\_\_\_