

Lincoln High School Board of Trustees

Minutes of the Meeting held on Monday 30 March 2015 at 6 pm.

- Present:** Douglas Marshall (Chairperson), Kathy Paterson, Gill Worth, Matthew Fraser, Adrian Paterson, Tracy Rohan and Rob Silcock.
- Apologies:** Lisa Voorwinde and Blake Derks-Wyatt. Bryan Pidwerbesky arrived at 6.09 pm.
- In Attendance:** Stephen Rout, Deputy Principal and Tracy Roberts, Secretary.
- Welcome:** Douglas Marshall welcomed everyone, including Willem Tolhoek (HOLA Science).
- HOLA Presentation:** Before the start of the meeting, Willem Tolhoek gave a short presentation on the Science Department’s vision and goals. After the presentation a question and answer session followed. The presentation was very well received and the Board thanked Willem Tolhoek who then left.
- Minutes:** Douglas Marshall moved the Minutes of the February 23 meeting be taken as read and accepted as a true and accurate record.
Moved: Douglas Marshall
Carried.
- Disclosure of Interest:** None.

Business of the Meeting

Subject	Resolution/Detail	Date To Be Completed
Committee Structure	<p>Review of Operational Procedures</p> <p>The Chairperson tabled an amended copy of the Operational Procedures. This included a name change of the document from Operational Procedures to BOT Governance Structure Policy. The Chairperson read out a text received from Lisa Voorwinde regarding a suggestion of a change of name for the Marketing Committee to Strategic Committee. Lengthy and detailed discussions following, particularly relating to the sub committees and the following was noted:</p> <ul style="list-style-type: none"> • The Finance and Property committees would not be joined. • The Marketing committee would possibly change to Communications Strategic Group. • The Sustainability committee would remain. <ul style="list-style-type: none"> ○ Some information relating to the Sustainability committee to be included in the Policy. • Possible committee members: <ul style="list-style-type: none"> ○ Finance – Douglas Marshall, Gill Worth, Rob Silcock and Lisa Voorwinde. ○ Property – Adrian Paterson and Bryan Pidwerbesky. 	

	<ul style="list-style-type: none"> ○ Communications Strategic Group – Tracy Rohan, Adrian Paterson and Douglas Marshall. ○ Sustainability – Gill Worth and Matthew Fraser. ○ Self Review – Gill Worth and Lisa Voorwinde. <p>The document would be amended accordingly and tabled again at the next meeting.</p>	Douglas Marshall	Next Meeting
Health & Safety	The Health & Safety Report was tabled.	Kathy Paterson	Next Meeting
Self Review	This document was tabled again with changes. Some discussions followed and it was moved to accept the changes and approve the plan: Moved: Rob Silcock Seconded: Bryan Pidwerbesky Carried.	N/A	N/A
Māori School Statement	Whāia te Ararirā – Seek the strong pathway Tracy Rohan informed the Board that the above Māori school statement was gifted to the school and is therefore of great significance and something that LHS should treasure.	N/A	N/A
Strategic Plan	The Strategic Plan was tabled again and was accepted as final.	N/A	N/A
Sustainability Committee	Stephen Rout tabled the Sustainability Report and gave a verbal outline of it. Discussions took place and the following was noted: <ul style="list-style-type: none"> • More and more things are emailed rather than posted. • The postage costs have reduced significantly. • BYOD – direct changes in paper use within the classroom. <p>It was moved to accept the Sustainability Report: Moved: Adrian Paterson Seconded: Gill Worth Carried.</p>	N/A	N/A
Strategic Plan	Strategic Relationships Kathy Paterson gave a verbal overview of her recent visit to Lincoln Primary school and the students’ MLE survey. Data to follow.	Kathy Paterson	Next Meeting
Chairperson’s Report	The Chairperson tabled his report and some discussions followed. It was moved to accept the Chairperson’s Report: Moved: Douglas Marshall Carried.	N/A	N/A
Principal’s Report	Kathy Paterson tabled her report and gave a verbal outline. Some discussions followed regarding: <ul style="list-style-type: none"> • The updated NCEA figures. • The Gifted Programme. <p>Kathy Paterson gave clarification as and when required.</p>	N/A	N/A

	It was moved to accept the Principal's Report: Moved: Douglas Marshall Seconded: Matthew Fraser Carried.		
Student's Report	No report to table.	N/A	N/A
BOT Contact List	An up-to-date BOT contact list was tabled.	N/A	N/A
BOT Casual Vacancy	A copy of the advertisement was tabled.	N/A	N/A
Professional Learning & Development Policy	The Policy was tabled and it was moved to accept it as is (ie no changes needed): Moved: Gill Worth Seconded: Tracy Rohan Carried.	N/A	N/A
Japan Trip 2016 Request	A request was received and tabled, from a staff member, to take students (in April 2016) on a school trip to Japan. Deliberations followed and it was moved to approve the trip, subject to the usual regulations and policies: Moved: Tracy Rohan Seconded: Matthew Fraser Carried.	N/A	N/A
New Caledonia Trip 2016 Request	A request was received and tabled, from a staff member, to take students (in 2016) on a school trip to New Caledonia. Deliberations followed and it was moved to approve the trip, to take place in the April 2016 school holidays, subject to the usual regulations and policies: Moved: Gill Worth Seconded: Adrian Paterson Carried.	N/A	N/A
Resolution to take a break	The Chairperson proposed the Board take a break at 7.27 pm.		
The meeting resumed at 7.34 pm			
Sports, Academic and Cultural Support Fund	Woodwind and Strings Ensembles A request from the Lincoln High Woodwind Ensemble and Lincoln Strings Ensemble was received. Following discussions it was moved to award \$200 in total: Moved: Adrian Paterson Seconded: Rob Silcock Carried.	N/A	N/A

	<p>Student</p> <p>A request for funding for travel and accommodation costs to attend a conference was received. Following discussions it was moved to award \$300: Moved: Tracy Rohan Seconded: Douglas Marshall Carried.</p> <p>It was also agreed that a loan of an additional \$200, subject to an agreed repayment plan, would be granted: Moved: Tracy Rohan Seconded: Douglas Marshall Carried.</p> <p>The Board also requested that the Sports, Academic and Cultural Support Fund application form be changed to allow for details of any previous Board funding.</p>	Tracy Roberts	ASAP
MOE – Aidanfield Christian School	A letter from the MOE was tabled and it was agreed that, as per the Chairperson’s recommendation, no further action is needed. Aidanfield Christian School to be informed.	Kathy Paterson	ASAP
MOE – Review of Enrolment Scheme	An email from the MOE was tabled and discussed. Kathy Paterson verbally informed the Board of her conversations with the MOE. It was moved to follow the recommendations of the Principal and amend the home zone in the present scheme with regard to the establishment of Rolleston Secondary School: Moved: Douglas Marshall Carried.	N/A	N/A
Other Correspondence	The summary was tabled.	N/A	N/A
Financial	<p>The Finance Report and 2015 Budget worksheet were tabled and Gill Worth gave a verbal overview. Discussions followed and Kathy Paterson gave clarification, on the 2015 Budget, as and when required.</p> <p>With regard to the Budget, the Chairperson thanked Kathy Paterson for her work.</p> <p>It was moved to accept the Finance Committee Report: Moved: Douglas Marshall. Carried.</p> <p>The Principal tabled a proposal for some financial support for an additional teacher for ‘Home Room’ type support. Detailed discussions followed. The Principal was asked to provide some</p>	N/A	N/A

	<p>indicators to measure progress with this initiative and it was moved to recommend and support the implementation of a relevant personalised teaching programme until the end of 2016: Moved: Gill Worth Seconded: Matthew Fraser Carried.</p>		
Property	<p>Property Report A report was tabled and Kathy Paterson gave a verbal outline of the situation regarding the weather tightness. Discussions followed and all agreed the situation was very complicated.</p>	Kathy Paterson	Next Meeting
Lincoln Primary 150th Anniversary	<p>Kathy Paterson confirmed that a member of the staff would join the Lincoln Primary 150th Anniversary committee panel.</p>	N/A	N/A
In Committee	<p>It was moved by Douglas Marshall at 8.05 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. Financial Matters 5. Student Matters 6. Staff Matters 7. Staff Award 8. To hold over 9. Operational Procedures <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>	<p>Relevant documents tabled and verbal reports given by Douglas Marshall and Kathy Paterson</p>	
Meeting Closed	8.46 pm.		
Next Meeting	Monday 18 May 2015 at 6 pm.		

Chairperson: _____

Dated: _____