

Lincoln High School Board of Trustees

Minutes of the Meeting held on Monday 18 May 2015 at 6 pm.

- Present:** Douglas Marshall (Chairperson), Kathy Paterson, Gill Worth, Matthew Fraser, Adrian Paterson, Tracy Rohan, Lisa Voorwinde and Rob Silcock.
- Apologies:** Bryan Pidwerbesky.
- In Attendance:** Tracy Roberts, Secretary.
- Welcome:** Douglas Marshall welcomed everyone, including Mikaele Tuu'u (HOLA Science) and Carl Hogan (Director of Digital Strategy).
- HOLA Presentation:** Before the start of the meeting, Mikaele Tuu'u gave a brief presentation on the Physical Education/Health Department's vision and goals. The presentation was very well received and a question and answer session followed. The Board thanked Mikaele Tuu'u who then left.
- Minutes:** Douglas Marshall moved the Minutes of the March 30 meeting be taken as read and accepted as a true and accurate record.
Moved: Douglas Marshall
Carried.
- Disclosure of Interest:** Adrian Paterson who is also the Chairperson of the Lincoln Primary BOT.

Business of the Meeting

Subject	Resolution/Detail	Date To Be Completed
Casual Vacancy - BOT Members	<p>After consultation with NZSTA and in order to readdress the balance of the BOT members, it was moved, by email, to fill the BOT parent elected vacancies by selection. The result was unanimous and a 'Casual Vacancy' advertisement was placed in the Selwyn Times on 10 March 2015.</p> <p>Following a nil response from the above mentioned advertisement, it was proposed that:</p> <ul style="list-style-type: none"> • Bryan Pidwerbesky and Lisa Voorwinde would become Parent Trustees. • Rob Silcock will remain a Co-opted Trustee. <p>Moved: Douglas Marshall Carried.</p>	
LHS Branding Presentation	<p>Kathy Paterson introduced Carl Hogan to the Board and gave a brief outline of the huge work involved regarding the 'branding' project. Kathy Paterson also acknowledged and thanked Carl Hogan</p>	

	<p>for his vast involvement. The LHS staff have already seen the branding presentation.</p> <p>Carl Hogan delivered a presentation of the proposed new LHS branding and gave a verbal overview of the procedure so far.</p> <p>The presentation was very positively received. Lengthy, detailed discussions followed. The following was noted:</p> <ul style="list-style-type: none"> • The overall style was modern and attractive. • The font, colour and style was liked. • The LHS ‘green’ was more of a teal colour. <p>It was agreed by all to proceed with the Prospectus etc using the new branding.</p> <p>Discussions also took place regarding the LHS website. This should be included in the new branding and the implications of more relative costs associated to the website upgrade (\$20000) was discussed. All agreed that this was important, and needed, and the Principal was instructed to go ahead with the remarketing as required – the Board fully supports the Principal in this matter.</p> <p>The Principal will provide the Board with a report outlining the implementation process of the new branding.</p> <p>It was also mentioned that the new branding would involve Facebook/Twitter etc and this would be looked at in the future.</p> <p>NB: A board member asked the Principal if a SOLO presentation, may be given in the near future. This was acknowledged by the Principal.</p>	Kathy Paterson	Next meeting
Health & Safety	The Health & Safety Report was tabled.	Kathy Paterson	Next Meeting
Policy on Consumption of Alcohol at LHS Events	<p>The Consumption of Alcohol at LHS Events Policy was tabled and discussed. The following was decided:</p> <ul style="list-style-type: none"> • These words be added in the first paragraph ‘... at school or non-school events...’ • The general formatting would be improved. • Once the changes were made to the Principal’s satisfaction, it was moved to approve and accept the Policy: <p>Moved: Matthew Fraser Seconded: Lisa Voorwinde Carried.</p>	N/A	N/A

Chairperson's Report	<p>The Chairperson tabled his report and some discussions ensued regarding the BOT Governance Structure Policy:</p> <ul style="list-style-type: none"> In item 5 (BOT committees), it was agreed to replace the words 'three standing' with 'the following'. <p>After these changes, it was agreed to accept and adopt the above Policy: Moved: Adrian Paterson Seconded: Rob Silcock Carried.</p>		
Principal's Report	<p>Kathy Paterson tabled her report and gave a verbal outline. Some comprehensive discussions were had particularly regarding timetabling and the possible future options currently being explored and considered.</p> <p>Kathy Paterson gave clarification as and when required.</p> <p>It was moved to accept the Principal's Report: Moved: Gill Worth Seconded: Tracy Rohan Carried.</p>	N/A	N/A
Student's Report	<p>Blake Derks-Wyatt tabled his report and gave a brief verbal overview.</p> <p>It was moved to accept the Student's Report: Moved: Lisa Voorwinde Seconded Matthew Fraser Carried.</p>	N/A	N/A
Resolution to take a break	The Chairperson proposed the Board take a break at 7.45 pm.		
The meeting resumed at 7.54 pm			
PGG Wrightson – Fundraising	Kathy Paterson gave a brief outline of her recent meeting with a representative from PGG Wrightson in relation to a possible fundraising opportunity. Some discussions followed and it was decided not to proceed with the venture.	N/A	N/A
Tanzania – Future Relationship	It was decided to put this matter on hold until the next meeting.	Kathy Paterson	Next meeting

<p>MOE – Roll Return Electronic Sign-off Trial</p>	<p>An email from the MOE was tabled and discussed. It was moved to proceed with the Roll Return Electronic Sign-off Pilot Trial: Moved: Kathy Paterson Seconded: Adrian Paterson Carried.</p>	<p>N/A</p>	<p>N/A</p>
<p>Other Correspondence</p>	<p>The summary was tabled.</p>	<p>N/A</p>	<p>N/A</p>
<p>Financial</p>	<p>Finance Committee Report The Finance Report and 2015 Budget worksheet were tabled and Rob Silcock gave a verbal overview. Discussions followed regarding:</p> <ul style="list-style-type: none"> • The Fixed Assets and it was moved that the Board agree to removal of classroom furniture less than \$1000.00 in residual value from the fixed asset register and that these items be expensed: Moved: Rob Silcock Seconded: Gill Worth Carried. • Further future discussions will take place regarding the Asset Management Policy. • Budget for 2015 and it was moved to accept the budget deficit of \$77761.00 and to adopt the budget for 2015: Moved: Rob Silcock Seconded: Douglas Marshall Carried. • It was moved to accept the Finance Committee Report: Moved: Douglas Marshall. Carried. 	<p>N/A</p>	<p>N/A</p>
<p>In Committee</p>	<p>It was moved by Douglas Marshall at 8.09 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 5. Student Matters 6. Staff Matters 7. Staff Award 8. To hold over <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>	

Resolution to move out of committee	The Chairperson proposed the Board move out of Committee at 8.22 pm: Moved: Chairperson Carried.		
Property	<p>Property Report A report was tabled and Adrian Paterson gave a verbal overview of the report. Discussions followed and Kathy Paterson gave some verbal information and clarification relating to the on-going delays with the 10YPP.</p> <p>LHS Plans Some A3 plans of the master plan were tabled by Kathy Paterson and Douglas Marshall for the Board to discuss and consider.</p> <p>An outline of the concept plan for the 2-storey (9 classroom) building was given by Kathy Paterson. Lengthy, detailed discussions followed regarding the present and future needs in relation to the spaces offered by Option B. It was agreed to move forward with a project that offered some open/user friendly common areas.</p> <p>It was also agreed that a kitchenette facility would be very useful if added.</p>	Kathy Paterson	Next Meeting
Meeting Closed	9.17 pm.		
Next Meeting	Monday 22 June 2015 at 6 pm.		

Chairperson: _____

Dated: _____