

## Lincoln High School Board of Trustees

### Minutes of the Meeting held on Monday 24 November 2014 at 7 pm.

**Present:** Craig McDowell (Chairperson), Kathy Paterson, Gill Worth, Ian McLeod, Adrian Paterson, Karyn Wilson, Hirini Matunga, Bryan Pidwerbesky and Blake Derks-Wyatt.

**Apologies:** Natalie Iles. Douglas Marshall arrived at 7.14 pm.

**In Attendance:** Tracy Roberts, Secretary. Lisa Voorwinde (Parent)

**Welcome:** Craig McDowell welcomed Lisa Voorwinde and introduced her to the Board. Lisa Voorwinde is observing this meeting with a view of possibly joining the Board.

Lisa Voorwinde gave a verbal introduction of herself.

**Minutes:** Craig McDowell moved the Minutes of the October meeting be taken as read and accepted as a true and accurate record.

Moved: Craig McDowell

Carried.

**Disclosure of Interest:** None.

#### Business of the Meeting

| Subject                      | Resolution/Detail  | Date To Be Completed           |
|------------------------------|--|--------------------------------|
| <b>BOT Members – Leaving</b> | The Chairperson thanked Karyn Wilson and Hirini Matunga for their support and contribution to the Board. Karyn Wilson was presented with some flowers and a gift. A formal farewell, for Hirini Matunga, will be held in December.   |                                |
| <b>Red Cross Money</b>       | (Not on agenda). Kathy Paterson gave a verbal overview regarding the received Red Cross monies. The money is committed to cover counselling fees.  | N/A                            |
| <b>Swimming Pool</b>         | Detailed monitoring information is being recorded by the Caretaker. Kathy Paterson gave a verbal outline of the running costs for heating the swimming pool: <ul style="list-style-type: none"> <li>• Approximately 20c/kilowatt</li> <li>• It is fully functional and the heat pump has cost \$1000 to get pool ready for swimming.</li> <li>• Daily use variation – 14 – 433 kilowatts/day.</li> <li>• Temperature was set at 28°C, now down to 26°C and no complaints.</li> <li>• To date approximately \$1475 (approximately \$400/week) to run.</li> <li>• Monitoring will continue.</li> </ul> | Kathy Paterson<br>Next meeting |

|  |   |   |  |
|--|---|---|--|
| <b>Tanzania School – Future Relationship</b> | This was held over until March 2015.  | The Chairperson                                       | March 2015                               |
| <b>Health &amp; Safety</b>                   | The Health & Safety report was tabled and discussed. Kathy Paterson gave a verbal overview of some uneven floor surfaces around the school. It was agreed to have the floor surfaces rectified. Kathy Paterson to arrange.  | Kathy Paterson  | ASAP                                     |
| <b>Self Review</b>                           | <p><b>Self Review Plan</b><br/>LHS Self Review Plan was tabled and Craig McDowell gave a verbal overview. Some discussions ensued and the following changes were agreed upon:</p> <ul style="list-style-type: none"> <li>• Item 1 – Last sentence to be amended to read <b>“Major Strategic Plan review to be completed by September 2015.”</b></li> <li>• Item 5 – replace first sentence with <b>“Finalisation of the budget to be agreed by February.”</b></li> <li>• Item 6 – Amend the second sentence to read <b>“Check that the Performance Management System is undertaken and evidence has been supplied.”</b></li> <li>• Item 9 – Amend the whole section to read: <ul style="list-style-type: none"> <li>○ International Students annually in March</li> <li>○ Sports review annually in March</li> <li>○ Asia readiness</li> <li>○ Gifted &amp; Talented</li> <li>○ Modern Learning Environment</li> <li>○ Lincoln Cluster Schools</li> <li>○ Lincoln Hub</li> <li>○ Bring Your Own Device (BYOD)</li> </ul> </li> <li>• Item 10 – Remove the whole section and replace with <b>“Reviews to take place, as and when required.”</b></li> </ul> <p>The document will be amended accordingly and tabled again at the next meeting.</p> <p><b>BOT Tasks by Month</b><br/>The document was tabled. Kathy Paterson will check it over and the document, for 2015, will be tabled and discussed again at the next meeting.</p> | Tracy Roberts<br>Craig McDowell<br><br>Kathy Paterson | ASAP<br>Next Meeting<br><br>Next Meeting |
| <b>Surveys</b>                               | (Not on agenda.) Discussions were had regarding the stance of the Ash & Bullying surveys. Kathy Paterson to check and report back to the Board.   | Kathy Paterson  | Next Meeting                             |
| <b>Strategic Planning</b>                    | <b>Narrative Launch Platform</b><br>Craig McDowell gave a verbal update. Re websites, two quotations have been received and are being processed. Some discussions followed and Kathy Paterson gave verbal clarification where needed.   | Craig McDowell  | Next Meeting                             |

|                                      |   |  |                                     |
|--------------------------------------|---|--|-------------------------------------|
|                                      | <p><b>Informal 'Cluster' Evening</b><br/>Craig McDowell gave a verbal overview of the planned evening and informed the Board that all were welcome to attend.</p>   | N/A  | N/A                                 |
| <b>Principal's Report</b>            | The report was tabled and Kathy Paterson gave a verbal overview. Detailed discussions followed. It was decided that letters of congratulations, from the BOT, would be sent out to two high-achieving students.   | Tracy Roberts  | ASAP                                |
| <b>Student Report</b>                | Blake Derks-Wyatt tabled his first student report and gave a verbal overview. The report was well received by the Board.  | N/A  | N/A                                 |
| <b>2015 BOT Meeting Dates</b>        | The 2015 meeting dates were tabled and discussed. Following discussions, it was agreed that the meetings would start at 6 pm.   | N/A  | N/A                                 |
| <b>Election of Returning Officer</b> | It was moved, by email, that Jan Brittenden be elected as Returning Officer for the Staff Trustee election.<br>Carried.   | N/A  | N/A                                 |
| <b>Policies for Review</b>           | <p><b>Gifted &amp; Talented Policy</b><br/>This policy, with amendments, was tabled and discussed. The following was agreed:</p> <p>Craig McDowell moved to accept the specified changes:<br/>Moved: Craig McDowell<br/>Seconded: Gill Worth<br/>Carried.</p> <p><b>Complaints Policy</b><br/>This policy, with amendments, was tabled and discussed. The following was agreed:</p> <p>Douglas Marshall moved to accept the specified changes and correction with the bullet points:<br/>Moved: Douglas Marshall<br/>Seconded: Bryan Pidwerbesky<br/>Carried.</p> <p><b>Harassment Policy</b><br/>This policy, with amendments, was tabled and discussion. The following was agreed:</p> <p>Gill Worth moved to accept the specified changes and, in the second to last bullet point on the flow chart, change the word <b>'form'</b> to <b>'from'</b>:<br/>Moved: Gill Worth<br/>Seconded: Karyn Wilson<br/>Carried.</p> | <p>Tracy Roberts</p> <p>Tracy Roberts</p> <p>Tracy Roberts</p> | <p>ASAP</p> <p>ASAP</p> <p>ASAP</p> |

|   |   |  |  |
|---|---|--|--|
|   | <p><b>Conducting of Searches Policy</b><br/>This policy was tabled. It was decided to hold it over for review until February 2015. Relevant guidelines and associated checklist will also be provided at the February meeting.</p>  | Craig McDowell   | February Meeting   |
| <b>IES Initiative</b>                               | Craig McDowell gave a verbal update. More information will be given as and when available.  | Craig McDowell   | Next Meeting   |
| <b>Musical Grant Application</b>                    | <p>An amended musical grant application was tabled. The following was decided.</p> <p>Douglas Marshall moved that a request, for \$18557.00, be made to Canterbury Community Trust, at the discretion of the Principal, for the purchase of music department instruments, equipment, computers with training and recording software:</p> <p>Moved: Douglas Marshall<br/>Seconded: Bryan Pidwerbesky<br/>Carried.</p>  |  |  |
| <b>Rolleston High School</b>                        | <p>Kathy Paterson gave a verbal outline of the recently held zone meeting and a zoning document was tabled. It was a positive meeting and the Rolleston Establishment Board are happy with LHS's zoning request. Adrian Paterson gave some clarification as and when required.</p> <p>Some general discussions followed concerning the future zoning involving Halswell and Hillmorton. Further discussions will take place at a later date.</p> <p>It was also agreed that further discussions will take place regarding the Grandparented clause.</p> | <p>N/A</p> <p>Kathy Paterson</p> <p>Craig McDowell</p> | <p>N/A</p> <p>Term 1 2015</p> <p>February 2015 Meeting</p> |
| <b>PDC Documentation</b>                            | The current PDC documentation was tabled and detailed discussions followed. Karyn Wilson acknowledged the positive results/comments she had received from staff who had already had their PDCs.   | N/A  | N/A  |
| <b>Lincoln Primary 150<sup>th</sup> Anniversary</b> | (Not on agenda.) In 2016 Lincoln School (now Primary but was, at one time, the only Lincoln school) will be celebrating its 150 <sup>th</sup> anniversary. The Primary school are organising a committee. Discussions will take place regarding whether LHS will be represented on the committee.   | Craig McDowell   | February 2015 Meeting                                      |
| <b>Other Correspondence – Summary</b>               | This document was tabled.   | N/A  | N/A  |

|                                   |   |  |  |
|-----------------------------------|---|--|--|
| <b>Financial Matters</b>          | <p>The Finance Committee Report (18 November 2014) was tabled and Douglas Marshall gave a verbal overview. The report was well received and the some detailed discussions took place. It was acknowledged that a timing issue is still a concern. Kathy Paterson gave some verbal clarification regarding funding implications of the change in our decile rating from 9 to 10.</p> <p>The Budget Summary Worksheets for 2015 were tabled and discussed.</p> <p>Douglas Marshall moved that the Budget Summary worksheets for 2015 be accepted:<br/> Moved: Douglas Marshall<br/> Seconded: Gill Worth<br/> Carried.</p>  | N/A  | N/A  |
| <b>Property Matters</b>           | <p>The Property Report was tabled and Kathy Paterson gave a verbal overview.</p> <p><b>6 New Classrooms</b><br/> Nothing further to report at this time apart from the involvement of Greenstone Group and tight timelines.</p> <p><b>Masterplanning</b><br/> Discussions were had.</p> <p>It was moved, by email, that the BOT approves an additional \$6750 towards the cost of Jasmax’s fees for preparing the master plan:<br/> Moved: Craig McDowell<br/> Seconded: Bryan Pidwerbesky<br/> Declined: 1<br/> Carried.</p> <p>It was expressed at the meeting that email resolutions are not good practice and therefore should be limited. This was acknowledged.</p> <p><b>Weather Tightness/Engineering Evaluations</b><br/> Nothing further to report at this time.</p> <p><b>10YPP</b><br/> Nothing further to report at this time.</p> | <p>Kathy Paterson</p> <p>Kathy Paterson</p> <p>N/A</p> <p>Kathy Paterson</p> <p>Kathy Paterson</p> | <p>Next Meeting</p> <p>ASAP</p> <p>N/A</p> <p>Next Meeting</p> <p>Next Meeting</p> |
| <b>20.57 pm</b>                   | The visitor, Lisa Voorwinde thanked the Board and left the meeting.   |  |  |
| <b>Resolution to take a break</b> | The Chairperson proposed the BOT take a short break at 20.58 pm.  |  |  |
| <b>Meeting resumed at 9 pm</b>    |   |  |  |

|  |  |  |  |
|--|--|--|--|
| <b>In committee</b>                        | <p>It was moved by Craig McDowell at 9.03 pm that the public be excluded from the following part of the proceeding of this meeting:</p> <ol style="list-style-type: none"> <li>1. Minutes from previous meeting</li> <li>2. Alternative Education Students</li> <li>3. Stand downs and suspensions</li> <li>4. Financial Matters – deficit</li> <li>5. Student Matters</li> <li>6. Staff Matters</li> <li>7. Staff Award</li> </ol> <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 Craig McDowell and Kathy Paterson. |  |
| <b>Resolution to move out of Committee</b> | <p>The Chairperson proposed the Board move out of Committee at 9.28 pm:<br/> Moved: Chairperson<br/> Carried.</p>  |  |  |
| <b>Meeting Closed</b>                      | 9.30 pm  |  |  |
| <b>Next Meetings</b>                       | <p><b>Two Meetings:</b></p> <ol style="list-style-type: none"> <li>1. Special Strategic Planning meeting on Monday 16 February 2015 – 6 pm</li> <li>2. Election of Officers and routine BOT meeting on Monday 23 February 2015 – 6 pm.</li> </ol>  |  |  |

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

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