

## Lincoln High School Board of Trustees

### Minutes of the Meeting held on Monday 12 September 2016 at 6 pm.

- Present:** Adrian Paterson (Chairperson), Kathy Paterson, Lisa Voorwinde, Andrew Marshall, Paul Lancaster, Jemma Burgham and Rafael Clarke.
- Apologies:** Rob Silcock
- In Attendance:** Stephen Rout (Deputy Principal), Tracy Roberts (Secretary), Barry Williamson (Business Manager), Fiona Bamford (HOD Careers & Pathways) and Andrew Hudson (Yr 13 Student).
- Welcome:** Adrian Paterson welcomed everyone and introduced Fiona Bamford and Andrew Hudson to the Board.
- Student Proposal:** At the start of the meeting, Andrew Hudson (Yr 13 student) submitted a 'Yr 13 - facial hair' proposal to the BOT for consideration. A PowerPoint presentation was given, followed by a question and answer session. Andrew Hudson gave clarification as and when required. The Chairperson thanked Andrew Hudson for his presentation, who then left the meeting at 6.19 pm.
- HOLA Presentation:** Fiona Bamford then gave a presentation on the Careers & Pathways department's vision and goals. During the presentation any questions were answered by Fiona Bamford. The presentation was very well received and the Board thanked Fiona Bamford who then left the meeting at 6.46 pm.
- Minutes:** **8 August 2016 Minutes:**  
It was moved the Minutes of the 8 August 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
<b>Health &amp; Safety</b>	<b>H&amp;S Toolkit Data and Supporting Graphs</b> Kathy Paterson tabled the data and graphs and gave a verbal overview.	N/A	N/A
	<b>Other H&amp;S Matters</b> Paul Lancaster tabled a report of a recent H&S site tour of LHS. Discussions took place and the Chairperson acknowledged the report contents.	N/A	N/A

	The matter of an electronic sign-in tick box of LHS's terms and conditions for visitors was held over until the next meeting.	KPA	Next Meeting
<b>Self Review</b>	<p><b>Fundraising Policy</b> An amended version of the Fundraising Policy was tabled by Kathy Paterson. Discussions followed and the following decided:</p> <ul style="list-style-type: none"> <li>• The last part of the rationale "... <b>and be sanctioned by the administration.</b>" will be deleted.</li> <li>• Following the above additional amendment, it was moved to accept and approve the Policy: Moved: Adrian Paterson Carried.</li> </ul>	N/A	N/A
	<p><b>Principal's Professional Leadership and Annual Performance Review and Principal's Review: Procedure for staff input</b> The reviews were resubmitted and the changes noted. Following discussions, the following was agreed:</p> <ul style="list-style-type: none"> <li>• Procedure for Staff Input: <ul style="list-style-type: none"> <li>○ 1(b) will become 1(c) and 1(c) will become 1(b).</li> </ul> </li> <li>• Following the amendments, it was moved to accept and approve the Policies: Moved: Adrian Paterson Carried.</li> </ul>	N/A	N/A
<b>Strategic Planning</b>	<p><b>Looking Forward</b> With regard to Strategic Planning, Adrian Paterson gave a verbal outline of looking forward - Eg Strengths, Weaknesses, Opportunities and Threats (SWOT).</p> <p>Discussions followed and the following suggested:</p> <ul style="list-style-type: none"> <li>• The importance of having a separate Strategic Planning meeting.</li> <li>• Kathy Paterson informed the new BOT members of the current procedure of two BOT meetings in February (one specifically for Strategic Planning). However, this timing clashes with the preparation of the Charter and Kathy Paterson suggested an alternative earlier time.</li> <li>• The appointment of an outside facilitator. The Chairperson will investigate associated costs and availability of a facilitator and report back to the Board.</li> </ul>	Chairperson	ASAP
	<p><b>Zoning</b> Adrian Paterson showed a PowerPoint presentation of some zoning data and then some discussion followed.</p>	N/A	N/A
<b>Principal's Report</b>	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. Regarding the attendance data, it was agreed that Kathy Paterson would look at September 6 <sup>th</sup> (previous years) and report back to the Board.	Kathy Paterson	Next Meeting

	<p>It was moved to accept the Principal's Report:  Moved: Kathy Paterson  Seconded: Lisa Voorwinde  Carried.</p>		
<b>Student's Report</b>	<p>Rafael Clarke tabled his last report. The Board took a few minutes to read the report and then discussions followed. Rafael gave clarification as and when required. Rafael Clarke also thanked the Board for the opportunity of serving on the Board.</p> <p>It was moved to accept the Student's Report:  Moved: Rafael Clarke  Seconded: Andrew Marshall  Carried.</p> <p>On behalf of the Board, Adrian Paterson thanked Rafael for his contribution to the Board and presented him with a gift.</p>	N/A	N/A
<b>Travel Insurance Renewals</b>	Barry Williamson tabled a report.	N/A	N/A
<b>BOT Code of Conduct</b>	<p>The BOT Code of Conduct was tabled again. The following was agreed:</p> <ul style="list-style-type: none"> <li>• The Code of Conduct is not a policy.</li> <li>• All the members are happy to sign it.</li> </ul> <p>The Board Secretary will amend the document and send out (via the next BOT meeting packs). The members will bring their signed documents to the next meeting.</p>	All members	Next Meeting
<b>Te Taumutu Runanga Trustee</b>	<p>Kathy Paterson gave a verbal outline of her recent conversations with the Te Taumutu Runanga who are, unfortunately, unable to provide a replacement Trustee. However, they are happy to be involved on an advisory nature as and when required. Discussions ensued and the following agreed upon:</p> <ul style="list-style-type: none"> <li>• The Board will not replace the Te Taumutu Runanga Trustee.</li> <li>• The Board will continue to approach Te Taumutu as and when required for help and/or assistance.</li> </ul>	N/A	N/A
<b>Community of Learning (CoL)</b>	<p>Adrian Paterson gave a verbal outline of a recent CoL celebration which was held at Tai Tapu school.</p> <p>There are two posts which need to be filled by BOTs and Kathy Paterson gave some verbal information:</p> <ul style="list-style-type: none"> <li>• Selection Panel <ul style="list-style-type: none"> <li>○ the main task is to appoint a Lead Principal and then Lead Teachers.</li> </ul> </li> </ul>	N/A	N/A

	<ul style="list-style-type: none"> <li>Stewardship Group</li> </ul> <p>Some discussion followed and Lisa Voorwinde volunteered for the Selection Panel and all agreed with her nomination as LHS BOT representative. It was decided that the Stewardship Group would be considered at a later date.</p>		
<b>School APP Proposal</b>	<p>Kathy Paterson tabled the proposal and gave a verbal outline of the budget implications and the potential benefits to the school. In particular, the improvement of communication with Parents/Caregivers and students. Some discussion followed and it was moved to accept and proceed with the proposal:</p> <p>Moved: Kathy Paterson Seconded: Paul Lancaster Carried.</p>	N/A	N/A
<b>Sports, Academic &amp; Cultural Fund Application</b>	<p><b>Mixed Touch Team</b></p> <p>An application was received from the Mixed Touch Team. Kathy Paterson offered some recommendations and, following some detailed discussions, it was moved to award the Mixed Touch Team \$1000 in total:</p> <p>Moved: Andrew Marshall Seconded: Rafael Clarke Carried.</p> <p>NB: Paul Lancaster abstained from voting.</p>	N/A	N/A
<b>Student Proposal – ‘Yr 13 Facial Hair’</b>	<p>Comprehensive and robust deliberations took place regarding whether to allow Yr 13 students to have facial hair. As a result of the lengthy discussions the following was agreed:</p> <ul style="list-style-type: none"> <li>The proposal will be acknowledged by a letter from the BOT Chairperson</li> <li>The BOT will have access to the detailed student survey and its feedback results</li> <li>An official BOT survey will be sent out to the wider community – ie Parents/Caregivers and staff</li> <li>Kathy Paterson will draft up the survey questions and distribute them to the Board members before setting up the survey – simple clear questions required</li> <li>The complete feedback (from students and the wider community) will then be considered at a future BOT meeting and the final decision made.</li> </ul>	<p>Chairperson</p> <p>Kathy Paterson</p> <p>Chairperson</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p>
<b>Correspondence for Consideration</b>	None received.		
<b>Other Correspondence</b>	The summary was tabled.	N/A	N/A

<b>Financial</b>	<p><b>Financial Reports:</b></p> <ul style="list-style-type: none"> <li>• Period ending 31 July 2016</li> <li>• Period ending 31 August 2016</li> </ul> <p>The above financial reports were tabled by Lisa Voorwinde. Some discussion followed and clarification was given by Lisa Voorwinde and Barry Williamson as and when required.</p> <p>It was moved to accept the July and August reports/figures:  Moved: Lisa Voorwinde  Seconded: Kathy Paterson  Carried.</p> <p><b>Disposal of Toyota Hiace TZ 5097</b>  Barry Williamson tabled a report and general discussions followed. It was moved to approve the disposal of the Toyota Hiace:  Moved: Lisa Voorwinde  Seconded: Jemma Burgham  Carried.</p> <p><b>Purchase of 20 ft Container</b>  Barry Williamson tabled a report and Kathy Paterson gave a verbal outline. Some general discussions followed. It was moved to approve the purchase of a single door container for storage purposes:  Moved: Lisa Voorwinde  Seconded: Paul Lancaster  Carried.</p> <p><b>Purchase of Etching Press for the Art Department</b>  Barry Williamson tabled a report and gave a verbal overview. Discussions were had and Kathy Paterson endorsed the request. Art Department will reduce their expenditures accordingly. It was moved to approve the purchase of an Etching Press for the Art Department:  Moved: Andrew Marshall  Seconded: Rafael Clarke  Carried.</p>	Lisa Voorwinde	Next Meeting
<b>Resolution to take a break</b>	The Chairperson proposed the Board take a break at 8.30 pm.		
<b>The meeting resumed at 8.38 pm</b>			
<b>Property</b>	<p><b>Property Report</b>  Adrian Paterson tabled the report, discussions ensued and the following noted:</p> <ul style="list-style-type: none"> <li>• New build site meetings will continue</li> <li>• Careers Hub</li> </ul>		

	<ul style="list-style-type: none"> <li>○ The building from Tai Tapu school will need to be removed during the Christmas holidays. Andrew Marshall to liaise with Rob Silcock</li> <li>● DD Architects Ltd <ul style="list-style-type: none"> <li>○ no contract signed yet</li> <li>○ BWI to arrange a pre-engagement meeting urgently and Andrew Marshall will attend.</li> </ul> </li> </ul> <p>It was moved to accept the Property report: Moved: Adrian Paterson Carried.</p>	Barry Williamson	Urgently
<b>In Committee</b>	<p>It was moved by Adrian Paterson at 8.48 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</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 Adrian Paterson and Kathy Paterson	
<b>Resolution to move out of committee</b>	<p>The Chairperson proposed the Board move out of Committee at 9.50 pm: Moved: Chairperson Carried.</p>		
<b>Meeting Closed</b>	9.50 pm.		
<b>Next Meeting</b>	Monday 31 October 2016		

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

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