

Lincoln High School Board of Trustees Minutes of the Meeting held on Monday 25 September 2017 2017 at 6 pm.

Present: Adrian Paterson (Chairperson), Kathy Paterson, Lisa Voorwinde, Rob Silcock, Andrew Marshall, Paul Lancaster and Maria Connolly. Fleur Neill arrived at 6.08 pm.

Apologies:

In Attendance: Stephen Rout (Deputy Principal), Tracy Roberts (Secretary), Barry Williamson (Business Manager).

Welcome: Adrian Paterson welcomed everyone.

Minutes: **28 August 2017 Minutes:**
It was moved the Minutes of the 28 August 2017 meeting be taken as read and accepted as a true and accurate record:
Moved: Adrian Paterson
Carried.

Disclosure of Interest:

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
HOL Presentation	<p>Stephen Rout gave a presentation on Positive Behaviour for Learning (PB4L). PB4L is a framework which focuses on the personal characteristics and social skills that are needed to be successful in all aspects of life.</p> <p>PB4L is a corrective approach rather than a punitive one. A Behaviour Curriculum is developed and the identified behaviour expectations are actively taught. Stephen Rout tabled the behaviour curriculum.</p> <p>Some discussions followed and Stephen Rout gave clarification as and when required.</p> <p>The PB4L presentation was very well received and the Board thanked Stephen Rout.</p> <p>The PB4L programme is currently funded by the MOE. It was decided that, re sustainability and going forward, the Finance Committee would investigate the possibility of the Board being able to continue to fund it once MOE funding stops.</p>	Finance Committee	ASAP
Hold Over Items	School lockers – Sports gear storage solution suggestions.		

	Kathy Paterson informed the Board that the Physical Education Department are looking into the matter and some suggestions should be available for the next meeting.	Kathy Paterson	November Meeting
Health & Safety	Kathy Paterson tabled the Health & Safety data and graphs. It was moved to accept the Health & Safety Report: Moved: Kathy Paterson Seconded: Paul Lancaster Carried.	N/A	N/A
Self-Review	<p>Investment Policy and supporting documents The above policy was tabled and discussed. The following was agreed:</p> <ul style="list-style-type: none"> • An Investment Policy is still needed • A rationale is required • 'Ringfenced' fund <ul style="list-style-type: none"> ○ The purpose is the 'Ringfenced' fund is to preserve the financial capital of the school and to ensure prudent spending ○ Better terminology is needed ○ The Financial Committee will look at this and recommend relevant terminology changes <p>Following any amendments or recommendations, the Investment Policy will be resubmitted to the Board.</p> <p>Financial Strategies A draft document was tabled, discussed and the following decided:</p> <ul style="list-style-type: none"> • The document will go to the Finance Committee for tidying up and then resubmitted to the Board <p>Delegated Authorities This policy has recently been reviewed and no further changes are needed.</p> <p>Financial Management & Accountability</p> <ul style="list-style-type: none"> • A rationale is needed <p>Following the addition of a rationale, the policy will be resubmitted to the Board.</p>	<p>Finance Committee</p> <p>Kathy Paterson</p> <p>Finance Committee</p> <p>N/A</p> <p>Kathy Paterson</p>	<p>ASAP</p> <p>November Meeting</p> <p>ASAP</p> <p>N/A</p> <p>November Meeting</p>
Strategic Planning	<p>Strategic Intent Kathy Paterson tabled a one-page draft document and gave a verbal outline. Some discussions took place. The following was agreed:</p> <ul style="list-style-type: none"> • The order of the values to be amended • Goal 4 will be changed to reflect staff and student wellbeing 	Kathy Paterson	ASAP

	Once amended, the draft document will be passed to Plato for finalising.		
Principal's Report	<p>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.</p> <p>Kathy Paterson informed the Board of two recent media communications:</p> <ul style="list-style-type: none"> • Star and Selwyn Times re facial hair • Selwyn Times re an additional local alcohol licensing application to Selwyn District Council. <ul style="list-style-type: none"> ○ The Chairperson confirmed that he had, on behalf of the school, submitted two submissions relating to the alcohol applications <p>Kathy Paterson tabled some information regarding Strategic Goal 2 ('Global Competencies' – Asia Ready) and gave some verbal information.</p> <p>Kathy Paterson tabled a document 'Summary of effective practices' and gave a verbal outline. Some discussion followed and it was agreed 'Digital Citizenship' would be a regular agenda item going forward. The above mentioned summary will be discussed again at the next meeting.</p> <p>It was moved to accept the Principal's Report: Moved: Kathy Paterson Seconded: Lisa Voorwinde Carried.</p>	Kathy Paterson	Next Meeting
		Chairperson	November Meeting
Student's Report	<p>Fleur Neil gave student report verbally.</p> <p>This was Fleur Neill's last meeting as Student Trustee and Adrian Paterson thanked her for her efforts and contribution to the Board during her time. Adrian Paterson then presented Fleur Neill with a thank you card and gift.</p> <p>Fleur Neill thanked the Board for the '... amazing experience ...' and support given to her. Fleur Neill handed out thank you notes and presented the Board with some chocolates.</p>	N/A	N/A
Non-uniform Items	<p>Facial Hair Proposal</p> <p>Kathy Paterson tabled the Facial Hair Proposal results and gave a verbal overview. Some discussions ensued and the following decided.</p> <p>It was moved that:</p> <ul style="list-style-type: none"> • Facial hair must be clean, groomed and tidy to avoid patches and no longer than 3 cm in length. 		

	<ul style="list-style-type: none"> • Hair is permitted on the face only and must be groomed so as not to extend onto the neck. • During the trial period the Board retains the right to amend the wording of the facial hair policy. • Exemptions may be given for medical or cultural reasons. <p>Moved: Fleur Neill Seconded: Lisa Voorwinde Carried.</p>		
Planned School Trips Updates	<p>Kathy Paterson tabled some reported updates related to the following trips:</p> <ul style="list-style-type: none"> • Classical Studies • Japan • Samoa • World Challenge – Nepal <p>The reports were well received by the Board and the template was acknowledged as a good tool to use going forward. The Board asked Kathy Paterson to pass on their thanks to the relevant teaching staff.</p>	Kathy Paterson	ASAP
Sports Participation Survey	Kathy Paterson gave some verbal information and informed the Board that a more detailed breakdown will be provided at the next meeting.	Kathy Paterson	November Meeting
NZSTA	<p>The Chairperson shared some information verbally about a recent Governance meeting.</p> <p>Lisa Voorwinde will report on her recent conference at the next meeting.</p>	Lisa Voorwinde	November Meeting
Correspondence for Consideration	None received.		
Other Correspondence	The summary was tabled.	N/A	N/A
Financial	<p>Financial Report – 1 January to 31 August 2017</p> <p>The above financial report, including the Income & Expenditure, was tabled by Rob Silcock who gave a verbal outline.</p> <p>General discussions took place.</p> <p>It was moved to accept the Financial Report: Moved: Rob Silcock Seconded: Lisa Voorwinde Carried.</p>	Lisa Voorwinde	Next Meeting
Property	<p>Property Report</p> <p>Rob Silcock tabled the report and gave a verbal overview, including:</p> <ul style="list-style-type: none"> • Careers Hub being launched to students next week 	Rob Silcock	Next Meeting

	<ul style="list-style-type: none"> • Learning Support is moving into the Guidance area recently vacated by Careers • Positive feedback being received re the new Wai Ora block • Pool area surround • Field student seating to start in the holidays <p>It was moved to accept the Property report: Moved: Rob Silcock Seconded: Andrew Marshall Carried.</p>		
In Committee	<p>It was moved by Adrian Paterson at 7.40 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. Student Matters 5. Staff Matters 6. Staff Award <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	
Resolution to move out of committee	<p>The Chairperson proposed the Board move out of Committee at 8.03 pm: Moved: Chairperson Carried.</p>		
Meeting Closed	8.04 pm.		
Next Meetings	<ul style="list-style-type: none"> • Special short Strategic Intent meeting <ul style="list-style-type: none"> ○ Wednesday 1 November 2017 at 6 pm • Routine BOT Meeting <ul style="list-style-type: none"> ○ Monday 27 November 2017 at 6 pm 		

Chairperson: _____

Dated: _____