

Lincoln High School Board Minutes of the Meeting held on Monday 5 August 2024 at 6 pm

- Present:** Ben Olijkan (Presiding Member), Nicky Hiku (Deputy Chair), Adrian Fastier (Principal), Andrew Marshall, Barry Donaldson, Brad Macdonald, Steve Rosling, Adam Gard’ner, Shantal Jones and Ivy Ding.
- Apologies:** Tracy Roberts (Secretary).
- In Attendance:** Marama Lynch (Associate Principal).
- Welcome:** The Presiding Member welcomed all.
- Karakia:** The opening Karakia was said.
- Minutes:** **Monday 17 June 2024 Minutes:**
It was moved the Minutes of the above meeting be taken as read and accepted as a true and accurate record:
Moved: Nicky Hiku
Seconded: Steve Rosling
Ayes given
Carried.
- Disclosure of Interest:** None.
- Presentation:** Nicola Habbitts & Brigitte Goodchild (Shared Acting HOLAs Technology).
Nicola and Brigitte gave a presentation on the Technology Department. This was well received by the Board and then Nicola and Brigitte left the meeting.

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
Matters Arising from the previous meeting	This was discussed within the In-committee section of the meeting.	N/A	N/A
Financial	<p>Annual Financial Statements – for the year ended 31.12.23 Deloitte Audit Report – for the year ended 31.12.23 Financial Report and Management Summary Report – for period ended 30 June 2024</p> <p>The above financial reports were tabled.</p> <p>It was moved to accept the above Finance Reports: Moved: Barry Donaldson Seconded: Nicky Hiku Ayes given</p>	Presiding Member	Next Meeting

	<p>Carried.</p> <p>Finance Committee Motions Motion 1: 2024 Budget Statement of Financial Position & Cash Flow:</p> <p>It was moved to approve and accept the 2024 Budget Statement of Finance Position and Cash Flow: Moved: Ben Olijkan Ayes given Carried.</p> <p>Motion 2: Excess tournament/event funds payment application It was moved to approve and accept the excess tournament/event funds payment application: Moved: Ben Olijkan Ayes given Carried.</p> <p>Motion 3: School Uniform Supplier It was moved to approve to continue with Alinta as the school uniform supplier: Moved: Ben Olijkan Ayes given Carried.</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p>
<p>Health & Safety</p>	<p>H&S Toolkit Data and Graphs The H&S Toolkit Data and Graphs were tabled by the Principal.</p> <p>It was then moved to accept the H&S reports: Moved: Adrian Fastier Seconded: Andrew Marshall Ayes given Carried.</p> <p>Yr 13 Art Students After Hours Access Discussions took place and the following noted:</p> <ul style="list-style-type: none"> • Insurance cover to be checked to ensure that, should something happen, cover is in place • Students must not be alone in the school after hours • Check in/out system to be in place and monitored <p>Following discussions, it was moved to approve in principle (pending checking on insurance) after-hours access to the Yr 13 Art students, on condition that the agreement and checklists are adhered to: Moved: Adrian Fastier Seconded: Steve Rosling Ayes given Carried.</p>	<p>Principal</p> <p>Principal</p>	<p>Next Meeting</p> <p>ASAP</p>

<p>Self-Review</p>	<p>Term 3, 2024 – Policies for Review via SchoolDocs by Board Members</p> <ul style="list-style-type: none"> • Concerns & Complaints Policy • Performance Management • Protected Disclosure <p>Discussions took place and the following noted:</p> <ul style="list-style-type: none"> • In particular Concerns and Complaints – SchoolDocs have made some tweaks based on legal advice. These should be revised by the Board before they go out to the community <p>Policy Reviews:</p> <p>Adam Gard’ner clarified that the above three policies would go out to the community for review, but they would be reviewed by the Board first.</p>	<p>Adam Gard’ner</p> <p>N/A</p>	<p>Next Meeting</p> <p>N/A</p>
<p>Principal’s Report</p>	<p>The Principal’s Report was tabled by Adrian Fastier who gave a verbal outline. General discussions took place and Adrian Fastier gave clarification as and when required. The following were noted:</p> <ul style="list-style-type: none"> • Enrolments on track for about 300 next year • Yr 9 students; lots of transfers. Adrian is looking at how to better resource the Junior Deaning next year <p>It was moved to accept the Principal’s Report: Moved: Adrian FASTER Seconded: Brad Macdonald Ayes given Carried.</p>	<p>Principal</p>	<p>Next Meeting</p>
<p>Student’s Report</p>	<p>Ivy Ding tabled her report and gave a verbal outline.</p> <p>It was moved to accept the Student’s Report: Moved: Ivy Ding Seconded: Adam Gard’ner Ayes given Carried.</p>	<p>Student Trustee</p>	<p>Next Meeting</p>
<p>Tabled</p>	<ul style="list-style-type: none"> • Tait Foundation <ul style="list-style-type: none"> ○ The Tait Foundation Donation Advice Notice was tabled. The Principal will arrange with the Finance Manager to ensure record-keeping is in place around the costs being attributed to one classroom ○ A letter of thanks, to the Tait Foundation, was tabled for the Board’s reference • An email, from Kylie Horgan, was tabled regarding the notification process following a trip proposal request. <ul style="list-style-type: none"> ○ Following a brief discussion, it was suggested that a more formal or written approach be adopted when an application is declined by the Board 	<p>Principal</p> <p>Board</p>	<p>ASAP</p> <p>As and when</p>

<p>PPTA Matters</p>	<ul style="list-style-type: none"> • The Principal and the Board inform members of the status of LHS with regard to charter schools. There are currently no plans for Lincoln High School to become a charter school. • That the branch seeks clarification on acceptable use & procedures for all non-contact periods under the new STCA. As a general guide, while the student timetable is operating, it is expected that teachers are onsite. However, we recognise there will be occasions where a teacher may need to attend an off-site meeting or appointment during a non-contact period. Where the teacher has no other school responsibility during that time, teachers can leave the school to attend these. <p>When this occurs, a teacher should sign out on the board provided in the office, and as a courtesy, let their HOLA or HOD know. It is expected these times are on the odd occasion, as the school operates the 'flexi-non' system for teachers who wish to select a regular non-contact period to be off-site.</p> <p>It was then moved that the above responses are submitted: Moved: Adrian FASTER Seconded: Nicky Hiku Ayes given Carried.</p>	<p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p>
<p>Planned Trips Updates</p>	<p>The following Trip Updates were tabled:</p> <ul style="list-style-type: none"> • Japan – December 2024 • Europe Social Sciences Trip – 2025 	<p>Principal</p>	<p>Next Meeting</p>
<p>Property</p>	<p>Property Report Andrew Marshall gave a verbal update on property matters, the following noted:</p> <ul style="list-style-type: none"> • The Ministry had a briefing on all projects nationally and Lincoln is listed online as continuing as planned regarding the Science Block <p>It was moved to accept the verbal Property Report: Moved: Andrew Marshall Seconded: Barry Donaldson Ayes given Carried.</p> <p>Property Motion – 5YA Plan It was moved to accept the 5YA Proposal as per the summary tabled: Moved: Adrian Fastier Seconded: Andrew Ayes given Carried.</p>	<p>Andrew Marshall</p> <p>N/A</p>	<p>Next Meeting</p> <p>N/A</p>

	<p>Insurance Renewals</p> <p>The Property Manager has requested prices from three insurance companies.</p>	N/A	N/A
Resolution to take a break	The Presiding Member proposed the Board take a break at 7.02 pm.		
The meeting resumed at 7.18 pm			
Community Engagement	<p>It was suggested that the following, from tonight's meeting, will be shared with the LHS community:</p> <ul style="list-style-type: none"> • Tait Foundation funding for the Science Block • Wellbeing survey information 	Principal	ASAP
In Committee	<p>It was moved by the Presiding Member at 7.18 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. Summary of Feedback 5. Student Matters 6. Staff Matters 7. 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 Ben Olijkan and Adrian Fastier	
Resolution to move out of committee	<p>The Presiding Member proposed the Board move out of Committee at 8.01 pm:</p> <p>Moved: Presiding Member</p> <p>Carried.</p>		
Meeting Closed	8.03 pm.		

Closing Karakia	The closing Karakia was said.		
Next Meeting	Monday 16 September 2024 at 6 pm.		

Presiding Member: _____

Dated: _____