

Lincoln High School

Board Minutes of the Meeting held on Monday 26 February 2024 at 6 pm

Present: Ben Olijkan (Acting Presiding Member), Kathy Paterson (Principal), Adam Gard'ner, Barry Donaldson, Brad Macdonald, Steve Rosling, Nicky Hiku, Shantal Jones and Ivy Ding

Apologies: Andrew Marshall

In Attendance: Marama Lynch (Associate Principal), Mitzi Ajero (Finance Manager) and Carol Greenwood (Secretary)

Welcome: The Acting Presiding Member (Ben Olijkan) welcomed everyone and opened the meeting at 6.10pm.

Opening Ko Rangī The opening Karakia was said.

Following the Karakia, the Acting Presiding Member handed over to the Board Secretary for the Election of Officers.

Election of Officers:

Presiding Member
Nominated: Nicky Hiku
By whom: Ben Olijkan
Seconded: Shantal Jones
Secretary asked if all was in agreement - Ayes given
Carried

Deputy Chair
Nominated: Ben Olijkan
By whom: Shantal Jones
Seconded: Kathy Paterson
Ayes given
Carried

The Acting Presiding Member, Ben Olijkan, then took over the meeting.

Board Committees
It was moved to accept the committee be maintained in its current state
Moved: Ben Olijkan
Seconded: Steve Rosling
Ayes given
Carried.

Board Committee	Committee Presiding Member	Other Members
Finance	<ul style="list-style-type: none"> • Ben Olijkan 	<ul style="list-style-type: none"> • Nicky Hiku • Barry Donaldson • Ben Olijkan • Principal • Finance Manager
Property	<ul style="list-style-type: none"> • Andrew Marshall 	<ul style="list-style-type: none"> • Andrew Marshall • Brad Macdonald • Steve Rosling • Principal • Property Manager
Sustainability	<ul style="list-style-type: none"> • Adam Gard'ner 	<ul style="list-style-type: none"> • Adam Gard'ner • Principal • Associate Principal • Student Trustee
Health & Safety	<ul style="list-style-type: none"> • Property Manager 	<ul style="list-style-type: none"> • Shantal Jones • Principal • Property Manager
Kāhui Ako – LHS Stewardship Board Representative		<ul style="list-style-type: none"> • Adam Gard'ner
Staff Discipline	N/a	All board members except Staff and Student Trustees
Student Discipline	N/a	All board members except Student Trustee
Principal's Appraisal	N/a	All board members except Principal, Staff and Student Trustees
NB: Personnel is now covered under 'Staff Matters'		

Minutes:

Monday 4 December 2023 Minutes:

It was moved the Minutes of the above meeting be taken as read and accepted as a true and accurate record:

Moved: Ben Olijkan

Ayes given

Carried.

Disclosure of Interest: Nil

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
Finance	<p>Financial Report and Management Summary Report – for period ended 31 December 2023 The above financial reports were tabled.</p> <p>General discussions took place; the Finance Manager confirmed accounts had been provided to Solutions and Services and need to be with the Auditor by the 31st March.</p> <p>It was moved to accept the Finance Reports: Moved: Barry Donaldson Seconded: Nicky Hiku Ayes given Carried.</p> <p>Finance Committee Motions</p> <p>Motion 1: 2024 Operating and Capital Expenditure Budget</p> <ul style="list-style-type: none">• Approve 450k deficit for 2024• \$100,000 removed from CAPEX included Vape Sensors of \$23,000 <p>It was moved to accept and approve the 2024 Operating and Capital Expenditure Budget: Moved: Ivy Ding Seconded: Nicky Hiku Ayes given Carried</p> <p>Motion 2: Approval of the \$20 flat rate per day per student for the recovery of the teacher day relief cost for sport tournaments General discussions took place, and it was clarified that this is for all sports trips – not only tournaments. This will be reviewed at the end of the year and may increase to \$25.</p>	<p>Presiding Member</p> <p>Finance Manager</p>	<p>Next Meeting</p> <p>November or December Meeting</p>

	<p>It was moved to accept and approve the \$20 flat rate per day per student for the recovery of the teacher day relief cost for sports tournaments: Moved: Brad Macdonald Seconded: Steve Rosling Ayes given Carried.</p> <p>Sports, Academic & Culture Fund Transactions The Sports, Academic & Culture Fund Transactions for 2023 were tabled, and has a budget amount of \$5,000 for 2024 at the discretion of the Principal.</p>	N/A	N/A
Health & Safety	<p>H&S Toolkit data and graphs The H&S Toolkit Data and Graphs relating to 06.11.23 to 04.12.23, 05.12.23 to 02.01.24 & 03.01.24 to 31.01.24 were tabled by the Principal.</p> <p>Kathy mentioned that all aspects of Health and Safety are steady. Kathy also confirmed that Tag and Test was always carried out on electrical appliances by one of the caretakers.</p> <p>It was then moved to accept the H&S reports: Moved: Kathy Paterson Seconded; Shantal Jones Ayes given Carried.</p>	Principal	Next Meeting
Self-Review	<p>Policies for Review A discussion took place regarding the review of the policies outlined below. This is all electronic now and any updates need to be electronic through the “add comments” section via SchoolDocs. It was decided to carry forward until the next meeting to ratify changes.</p> <p>NB: These will be reviewed via SchoolDocs:</p> <ul style="list-style-type: none"> • Board’s Governance Structure Policy • Te Tiriti o Waitangi • Board Responsibility Section • Documentation and Self-review Policy 	All Board Members	Next Meeting
Strategic Planning	Kāhui Ako Update (included in the Principal’s Report)	N/A	N/A
Principal’s Report	<p>The Principal’s Report was tabled by the Principal who gave a verbal outline. General discussions took place, and the Principal gave clarification as and when required. The following were noted:</p> <ul style="list-style-type: none"> • Athletics Day and Year 12 Market Day combined • Year 12 Award Ceremony – Top Scholar Michelle Yang who has started University this year • Staff Meeting – InsideOut 	Principal	Next Meeting

	<ul style="list-style-type: none"> Classroom Practices Team (CPT) meeting clarification <p>It was moved to accept the Principal's Report: Moved: Kathy Paterson Seconded: Brad Macdonald Ayes given Carried.</p>		
Student's Report	<p>The Student Trustee tabled her report and gave a verbal outline including:</p> <ul style="list-style-type: none"> Athletics Day Valentines Day Non uniform days <p>It was moved to accept the Student's Report: Moved: Ivy Ding Seconded: Barry Macdonald Ayes given Carried.</p>	N/A	N/A
To Table	<p>St Ambrose Anglican Church A letter of thanks, from St Ambrose Anglican Church, was tabled.</p>	N/A	N/A
2024 International Marketing Plan	Clarification needed around if this needs to be approved by the Board or if the information is all that is needed.	Principal	Next Meeting
Trip Updates	<p>The following trip updates were tabled:</p> <ol style="list-style-type: none"> China – April 2024 New Caledonia – October 2024 Japan – December 2024 History Trip USA – April 2025 	Principal	Next Meeting
Nepal Trip	<p>The final report was tabled.</p> <p>NB: A section was discussed in-committee later tonight.</p>	N/A	N/A
Secondary School Employer Partnerships (SSEP) Board Report	The SSEP Board Report was tabled by the Principal who gave a verbal overview of Science in junior schools.	N/A	N/A
Property	<p>Property Report The report was tabled, and the Principal gave a verbal overview, including:</p> <ul style="list-style-type: none"> News item today regarding enquiry into school property and the amount being spent on extras One design that is able to be replicated in many schools <p>It was moved to accept the Property report: Moved: Ben Olijkan</p>	Principal	Next Meeting

	Ayes given Carried.		
Community Engagement	It was suggested that the following, from tonight's meeting, will be shared with the LHS community: <ul style="list-style-type: none"> • Athletics Day – inclusive and fun day • PB4L • Information around restorative practices • Stand Downs and Suspensions explanation 	Principal	ASAP
Resolution to take a break	The Acting Presiding Member proposed the Board take a break at 7 pm. Shantal Jones blessed the food.		
The meeting resumed at 7.10 pm			
In Committee	It was moved by the Acting Presiding Member at 7.10 pm that the public be excluded from the following part of the proceeding of this meeting: <ol style="list-style-type: none"> 1. Minutes from previous meeting 2. Alternative Education Students 3. Stand downs and suspensions 4. Ombudsman Letter 5. Boundary Road Property 6. Nepal Trip – Final Report 7. Student Matters 8. Staff Matters 9. 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 Presiding Member and Kathy Paterson	
Resolution to move out of committee	The Acting Presiding Member proposed the Board move out of Committee at 8.07 pm: Moved: Presiding Member Ayes given Carried.		
Meeting Closed	8.07 pm		
Closing Karakia	The closing Karakia was said.		

Next Meeting	Monday 25 March 2024 at 6pm		
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Acting Presiding Member: _____

Dated: _____