

Lincoln High School Board Minutes of the Meeting held on Monday 16 September 2024 at 6 pm

Present: Ben Olijkan (Presiding Member), Nicky Hiku (Deputy Chair), Adrian Fastier (Principal), Andrew Marshall, Barry Donaldson, Brad Macdonald, Shantal Jones and Ivy Ding. Adam Gard’ner via Teams remotely.

Apologies: Steve Rosling.

In Attendance: Marama Lynch (Associate Principal) and Tracy Roberts (Secretary).

Welcome: The Presiding Member welcomed all, including Rachel Austen (HOLA Languages) and then handed over to Rachel for her presentation.

Presentation: **Rachel Austen – HOLA Languages**
Rachel gave a presentation of the Languages Department. This included information regarding:

- The different languages taught
- Confucius Institute
- Celebrations and challenges
- Collaboration between other schools and countries

A question and answer session followed. The presentation was well received by the Board and Rachel then left the meeting at 6.18 pm.

Minutes: **Monday 5 August 2024 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: None.

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
Matters Arising from a previous meeting.	After Hours Access for Art Students The Principal verbally confirmed to the Board the following: <ul style="list-style-type: none"> • Insurance cover is in place and would be fine. • The Principal met with the students and the HOD Art a couple of weeks ago – all is going well. 	N/A	N/A

<p>Financial</p>	<p>Financial Report and Management Summary Report – for period ended 31 July 2024 The above financial reports were tabled by Ben Olijkan who gave a verbal outline.</p> <p>It was then moved to accept the Finance Reports: Moved: Ben Olijkan Ayes given Carried.</p> <p>Finance Committee Motion – Unbudgeted Expenditure – Principal’s Threshold The Finance Committee motion was tabled.</p> <p>It is moved that the Principal’s threshold for authorising unbudgeted expenditures is increased from \$6,000 to \$10,000 per month: Moved: Ben Olijkan Seconded: Brad Macdonald Ayes given Carried.</p> <p>Update Only – Donation from Tait Foundation</p> <ul style="list-style-type: none"> • A donation of \$40,000 was received from Tait Foundation in May 2024. • These funds will be allocated towards a capital expenditure for the science laboratory fit out and will be added to the school fixed assets register. <p>The Board acknowledged Willem Tolhoek’s (HOLA Science) work regarding the donation. The Principal informed the Board that Willem has applied for a Prime Minister’s Science Teacher Award.</p>	<p>Presiding Member</p> <p>N/A</p> <p>N/A</p>	<p>Next Meeting</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>The Principal informed the Board that the data includes the new split of existing medical reporting as previously requested by the Board.</p> <p>It was then moved to accept the H&S reports: Moved: Adrian Fastier Seconded: Nicky Hiku Ayes given Carried.</p>	<p>Principal</p>	<p>Next Meeting</p>
<p>Self-Review</p>	<p>Policies for Review</p> <p>1. Term 3, 2024 – SchoolDocs Policies for review online:</p> <ol style="list-style-type: none"> a. Policies Review Spreadsheet – Feedback. b. Concerns & Complaints Policy. 	<p>N/A</p>	<p>N/A</p>

	<p>c. Performance Management. d. Protected Disclosure.</p> <p>Adam Gard'ner gave a verbal overview of the review feedback and confirmed there was not any specific feedback to note. Adam then recommended that, unless there were any concerns, the policies can be moved to be accepted.</p> <p>It was then moved to approve and accept the above three policies Moved: Adam Gard'ner Seconded: Nicky Hiku Ayes given Carried.</p>		
Strategic Planning	<p>Wellbeing Focus – and how this aligns with the strategic approach Adam Gard'ner verbally requested that the Board keep 'wellbeing' at the top of mind going forward.</p> <p>Keep it as a regular focus on any/all strategic approach. To ensure 'wellbeing', how well the people who work here, students and the school environment are. All need to feel a sense of belonging, respected and looked after.</p>	N/A	N/A
Principal's Report	<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 noted:</p> <ul style="list-style-type: none"> • Improvements noticed in student behaviour. • Student wellbeing survey, second year of the questions and improvements noticed. • Reading/Writing achievement statistics: <ul style="list-style-type: none"> ○ Targets are based on the students who sit it but should be cohort based. <ul style="list-style-type: none"> ▪ A board member requested that both ways of reporting be done, and the Principal agreed. • Numeracy achievement statistics: <ul style="list-style-type: none"> ○ Semester 1 results give a 63% pass rate. Although LHS wants to improve this going forward, it is above the National average of 45%. <p>It was moved to accept the Principal's Report: Moved: Adrian Fastier Seconded: Barry Donaldson Ayes given Carried.</p>	Principal Principal	Next Meeting As and when
Student's Report	<p>Ivy Ding tabled her final report and gave a verbal outline.</p> <p>It was moved to accept the Student's Report: Moved: Ivy Ding</p>	N/A	N/A

	<p>Seconded: Shantal Jones Ayes given Carried.</p> <p>The Presiding Member, on behalf of the Board, warmly thanked Ivy for her service and contribution to the Board and presented her with a card/voucher.</p> <p>In order for some learning for the Board to establish the Student Rep's experience, it was agreed that an exit interview would take place.</p> <p>The Presiding Member and Adam Gard'ner would liaise with Ivy to arrange a time for the exit interview. Ivy also offered to help guide the next new Student Rep.</p>	Presiding Member & Adam Gard'ner	ASAP
Tabled	<p>Kāhui Ako Report The above report was tabled. Adam Gard'ner acknowledged Kylie Horgan's Leadership role and informed the Board that there is some really exciting strategic thinking going on.</p> <p>Adam also verbalised his disappointment that some primary schools are not attending the Stewardship Group meetings.</p> <p>Phone Ban Data Update The above data update was tabled, and the Principal confirmed things are trending in the right direction.</p> <p>The Associate Principal explained that the phone ban had been put in place before government actions and phones should be in students' bags and switched off.</p>	N/A N/A	N/A N/A
NELPS (mid-cycle update)	The Principal verbally informed the Board that the NELPS will not be reviewed at this time. As it will be part of the ERO process, it will be actioned then.	Principal	ERO Process
Review progress with ERO next steps	<p>The Principal gave a verbal update and the following noted:</p> <ul style="list-style-type: none"> • Our ERO Review Partner will be coming on: <ul style="list-style-type: none"> ○ 17 September 2024 to meet with the SLT and HOLAs. ○ 18 & 19 November 2024 to meet with staff and visit some classrooms. ○ They will also have a meeting sometime with the Board Presiding Member. • A report will be provided by the Directors of International Students. 		
Uniform	<p>Term 4, Yr 13 non-uniform & non-uniform day guidelines The Principal tabled the guidelines and gave a verbal overview and asked the Board if they were acceptable.</p>	N/A	N/A

	<p>The Board signalled their support/approval of the guidelines.</p> <p>Mid-layer and Long Winter Skirt – Update</p> <ul style="list-style-type: none"> • Halt on the introduction of a new mid layer due to the increasing demand and appetite for the existing sweater. • Request to get a long skirt mocked up The Board supported the request to proceed with the mockups of the long skirt and faitaga at the same time. 	N/A	N/A
Planned Trips Updates	<p>The following Tri Updates were tabled:</p> <ul style="list-style-type: none"> • Japan Trip – December 2024 <ul style="list-style-type: none"> ○ Family request re variation to the trip (discussed later, in-committee) • Europe Social Sciences – 2025 <p>The above trip updates were tabled.</p>	Principal	Next Meeting
Property	<p>Property Report Andrew Marshall tabled the report and gave a verbal overview. Some brief discussions took place.</p> <p>It was moved to accept the Property report: Moved: Andrew Marshall Seconded: Nicky Hiku Ayes given Carried.</p>	Andrew Marshall	Next Meeting
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"> • Newsletter due to go out this week -sports, academic achievements and a recommendation to study hard for exams. 	Principal	ASAP
Resolution to take a break	<p>The Presiding Member proposed the Board take a break at 7.21 pm.</p> <p>Shantal Jones blessed the food.</p>		
The meeting resumed at 7.36 pm			
In Committee	<p>It was moved by the Presiding Member at 7.36 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 	Relevant documents tabled and verbal	

	<p>4. Student Matters 5. Staff Matters 6. Staff Award 7. Trips – National & International Trips Reporting</p> <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>	reports given by Ben Olijkan and Adrian Fastier	
Resolution to move out of committee	The Presiding Member proposed the Board move out of Committee at 8.35 pm: Moved: Presiding Member Carried.		
Tournaments of Mind International Competition Proposal	<p>A motion was circulated by email on 24 September 2024 (after the September meeting) by the Presiding Member.</p> <p>The following motion was moved and approved, by email, on 25 September 2024.</p> <p>That the Board approved the 2024 trip to the Tournament of Minds finals in Sydney: Moved: Ben Olijkan Ayes given Carried.</p>	N/A	N/A
Meeting Closed	8.36 pm.		
Closing Karakia	The closing Karakia was said.		
Next Meeting	Monday 4 November 2024 at 6 pm.		

Presiding Member: _____

Dated: _____