

Lincoln High School Board Minutes of the Meeting held on Monday 1 December 2025 at 6 pm

Present: Ben Olijkan (Presiding Member), Nicky Hiku (Deputy Chair), Adrian Fastier (Principal), Barry Donaldson, Andrew McMenemy, Muhammad Umar, Anna Knowles and Mack Wright-Stow.

Apologies: No absences.

In Attendance: Visitors: Teresa Elder and Mel Purvis. Marama Lynch (Associate Principal) and Tracy Roberts (Secretary).

Karakia The karakia was led by Marama Lynch.

Welcome: The Presiding Member welcomed all, in particular to Muhammad Umar to his first board meeting. Muhammad Umar introduced himself to the board members.

Minutes: **Monday 3 November 2025 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: Completed Interest Registers have been received from the three new board members.

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
Committees	The table of committees was resubmitted. Umar elected to join the Health & Safety committee and be involved with SchoolDocs. The Board Secretary will update the table and circulate it to the Board.	N/A	N/A
Financial	Financial Report and Management Summary Report – for period ended 31 October 2025 The above financial reports were tabled by Barry Donaldson who gave a verbal outline. General discussions took place.	Barry Donaldson	Next Meeting

	<p>It was then moved to accept the Finance Reports: Moved: Ben Olijkan Ayes given Carried.</p>		
2026 Draft Capital & Operating Budget	<p>Finance Committee Motion - 2026 Draft Capital & Operating Budget The above was tabled. Discussions had and the following noted:</p> <ul style="list-style-type: none"> • The Finance Committee recommends the approval of the 2026 Draft Budget which outlines the school's financial plan for the upcoming year: <ul style="list-style-type: none"> ➤ 2026 Capital Expenditure: \$203,946. ➤ 2026 Operating Budget: \$381,395 Deficit. <p style="padding-left: 40px;">2026 Budget Assumptions</p> <ul style="list-style-type: none"> ➤ MOE Roll-Based Funding: 1,408 students Note: This is a conservative estimate and will likely improve. ➤ Teacher Staffing Entitlement: 83.40 FTE. ➤ International Student: 58 students (31 Full year 27 short-term). ➤ Parent Donations: \$350 Family 230 individual. ➤ Collective Agreement Rate Increases: 3%. <p>The proposal was tabled and the following noted:</p> <ul style="list-style-type: none"> • Capital was moved forward for the new tractor acquisition. • It is expected that there will be an increase in international students next year. • The operational based funding is conservative. <p>It was moved to accept and approve the 2026 Draft Capital & Operating Budget, as recommended by the Finance Department: Moved: Barry Donaldson Seconded: Andrew McMenamin Ayes given Carried.</p>	N/A	N/A
2025 Statement of Responsibility	<p>Finance Committee Motion - Authorisation to Sign 2025 Statement of Responsibility</p> <ul style="list-style-type: none"> • The Finance Committee moves that the Board authorise the Presiding Member and Principal to sign 	N/A	N/A

	<p>the 2025 Statement of Responsibility for the annual financial statements.</p> <p>It was moved and approved that the Board authorises the Presiding Member and Principal to sign the 2025 Statement of Responsibility for the annual financial statements, as recommended by the Finance Committee: Moved: Barry Donaldson Seconded: Nicky Hiku Ayes given Carried.</p>		
Health & Safety	<p>H&S Toolkit Data and Graphs The H&S Toolkit Data and Graphs were tabled by the Principal. Following questions from the Board, the Principal shared some verbal information regarding the student who was knocked unconscious:</p> <ul style="list-style-type: none"> • A complete accident. • The student is alright. <p>Health & Safety – Tabled Information The Principal tabled some information regarding the Kinetic and Coloured Sand (Asbestos Issue).</p> <p>It was then moved to accept the H&S reports: Moved: Principal Seconded: Muhammad Umar Ayes given Carried.</p>	Principal	Next Meeting
Self-Review - SchoolDocs	<p>Policies for Review Re: SchoolDocs Advisory dated: 12 November 2025</p> <ul style="list-style-type: none"> • Scheduled Review Updates – Motion required <ul style="list-style-type: none"> ○ Upcoming Changes: Emergency Management <p>Andrew McMenamin informed the board that the changes will be published early next year. Therefore, they will be ratified at the next board meeting.</p> <p>It was also agreed that, going forward, SchoolDocs reviews, upcoming changes etc, will be kept open for the full term. Then, ratified after Andrew McMenamin has reviewed them.</p> <p>Term 4 Review Open – Closes: End of Term 4 – Reminder/new date Review feedback will be considered by Andrew McMenamin at the start of Term 1, 2026.</p>	Andrew McMenamin	February 2026
		Andrew McMenamin	February 2026

	<p>Term 4, 2025 - Principal's Board Assurance Statement The Principal tabled the Term 4, 2025 Board Assurance Statement.</p> <p>The Presiding Member asked for questions, none given.</p> <p>It was noted that a heading was incorrect. It should read 'Term 4 Assurance Statements'.</p> <p>It is moved to approve and accept the Principal's Termly and Term 4, 2025 Board Assurances: Moved: Ben Olijkan Ayes given Carried.</p>	N/A	N/A
<p>Strategic Planning</p>	<p>Annual Plan Targets The Principal tabled the Annual Plan targets.</p> <p>Detailed discussions took place and the following noted/suggested:</p> <ul style="list-style-type: none"> • Re: 1.13 – Yr 9 & 10 Transfer Rate <ul style="list-style-type: none"> ○ Yr 9 & Yr 10 transfer information is split. ○ Separate behaviour and learning in 1.13 and 1.14 possible. ○ Measure second half of year against the first half of year. ○ What % of cohort is transferred. ○ Health & Safety matters cause transfers in Science. ○ Third time of no PE kit causes a transfer. ○ Comparison between semesters may show an improvement (re relationships formed). ○ Same cohort compared when moved up (ie same Y 9 students compared again in Yr 10). • Re: 4.6 – Change the word programme to plan. <p>It was moved to accept and approve the Strategic Plan Annual Targets as submitted with the suggested changes: Moved: Ben Olijkan Ayes given Carried.</p> <p>Commitment to Te Tiriti o Waitangi The Principal tabled a draft letter outlining LHS's commitment to Te Tiriti o Waitangi.</p> <p>The Board agreed with the draft letter, and all supported it.</p> <p>It was moved to accept and approve the letter: Moved: Adrian Fastier</p>	N/A	N/A

	<p>Seconded: Nicky Hiku Ayes given Carried.</p>		
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 were noted:</p> <ul style="list-style-type: none"> • Attendance is up on last year. • Achievement is tracking well. • Equity – there have been some big improvements. • Excellence achievement and endorsements need to increase. <p>It was moved to accept the Principal's Report: Moved: Adrian Fastier Seconded: Barry Donaldson Ayes given Carried.</p>	Principal	Next Meeting
Staff Rep's Report	<p>Anna Knowles tabled her report and gave a verbal overview.</p> <p>General discussions took place and Adrian Fastier and Anna Knowles offered clarification as and when required.</p> <p>Following a question from Anna, it was suggested that upcoming stress points for staff be included as and when.</p> <p>It was then moved to accept and approve the Staff Rep's report: Moved: Anna Knowles Seconded: Nicky Hiku Ayes given Carried.</p>	Staff Rep	Next Meeting
Student Rep's Report	<p>Mack Wright-Stow tabled his report and read it out. He then asked if there was anything specifically he needed to report on.</p> <p>The Board acknowledged and liked the overall report ('mini state of the nation'). The quotations were noted and liked.</p> <p>It was moved to accept the Student's Report: Moved: Mack Wright-Stow Seconded: Nicky Hiku Ayes given Carried.</p>	Student Rep	Next Meeting

	<p>The Principal shared some verbal information regarding all schools receiving a payment.</p> <p>It was moved to approve and accept the proposal regarding the use of the PMG Grant of \$79,151: Moved: Adrian Fastier Seconded: Anna Knowles Ayes given Carried.</p> <p>2. Wai Tūhura (Science Block)</p> <p>An update regarding the use of the \$200K board contribution to the Science Block.</p> <p>\$154,363.57 to date has been used and this has covered the following:</p> <ul style="list-style-type: none"> • Various Landscaping/Picnic Tables/Decks/Seating \$115,501.92 • Interior Furnishing \$25,426.09 • Window Coverings \$13,435.56 <p>Lab Designation The Laboratory Designation was tabled.</p> <p>It was then moved to accept and approve the Laboratory Designation: Moved: Ben Olijkan Ayes given Carried.</p>	N/A	N/A
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"> • Te Tiriti o Waitangi 	Principal	ASAP
In Committee	<p>It was moved by the Presiding Member at 6.56 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. Board Contact List (updated) 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</p>	Relevant documents tabled and verbal reports given by Ben Olijkan and Adrian Fastier	

	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.		
Resolution to take a break	At 6.56 pm, the Presiding Member proposed the Board take a longer break of about 20 minutes to read through the in-committee items. The kai karakia was said. The Presiding Members thanked the visitors (Teresa Elder and Mel Purvis) who then left the meeting at 6.59 pm.		
The meeting resumed at 7.24 pm			
Resolution to move out of committee	The Presiding Member proposed the Board move out of Committee at 9.19 pm: Moved: Presiding Member Carried.		
Meeting Closed	9.20 pm.		
Closing Karakia	The closing Karakia was said.		
Tractor Acquisition	New Tractor Purchase It was moved, by email, on 26 November 2025 to approve the purchase of a new tractor for \$41,000.00 as recommended by the Finance Committee: Moved: Ben Olijkan Ayes given Carried.	N/A	N/A
International Director – Brazil Trip	Escort Brazilian students on their return to Brazil (at the end of their NZ School enrolment) NB: There is no cost to LHS for this trip. It was moved, by email, on 9 December 2025 to approve the fully funded trip, for our International Director to accompany visiting Brazilian students back to Brazil, with the intention of further strengthening the relationship between our school and the Griffe agency: Moved: Adrian Fastier Seconded: Ben Olijkan Ayes given Carried.	N/A	N/A

Next Meeting	Monday 16 February 2026 at 6 pm <ul style="list-style-type: none">• Routine Board Meeting Monday 23 February 2026 at 6 pm <ul style="list-style-type: none">• HOLAs' Data Presentation & Strategic Planning Meeting		
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Presiding Member: _____

Dated: _____