Lincoln High School
Board Minutes of the Meeting held on
Monday 17 February 2025 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 and Harrison James.

Apologies: Shantal Jones and Tracy Roberts (Secretary)

In Attendance: Sonia Panapa (Deputy Principal) and Marama Lynch (Associate Principal)

Welcome: The Presiding Member welcomed all to the first board meeting of the 2025 school year. The Presiding Member extended the Board's thanks to Shantal, who is on Study Leave, for her mahi.

Opening Karakia: The opening karakia was said.

Presentation: **NCEA Data – Sonia Panapa (Deputy Principal)**
Data was presented in the Principal's report. Sonia Panapa gave a presentation which included:

NCEA level 2 achievement – LHS 92% still going well (lost 3% due to the Common Assessment Activity (CAA) and lack of pathways for this). Clarification of the Equity Index and what this means (old decile rating) was given. Figure includes intervention (4 students in 2025). What data is available for schools that do not offer NCEA Level 1?

Endorsement Level 2 – 42% overall endorsement. Highest equal over the last 5 years. We definitely have massive potential to lift the endorsement rate. Figures reflect Merit and Excellence endorsements. It would be great to get up to 50%. Excellence up to 18%. Better communication through the year and options at the end of the year will help raise achievement. Board members recognised the importance of the parent information evening. Sonia indicated the information sessions to be presented at whānau/kaiako meeting nights

UE achievement – now at 64% success rate (2 more than presented in pack due to success today). We measure the students who want UE – we will be measuring all students moving forward. Down on 2023, but equivalent to last 5 years. We would need to re-write strategic goals to reflect raise in goal. Sitting slightly below SEI band and Māori. Our current strategic goal does not align with national measures. Question: do we offer enough UE pathways for students? We need to ensure that the courses they choose match the pathway they are aiming for.

Literacy/Numeracy Co-Requisites – set at upper Level 4/lower Level 5 of the NZ Curriculum. We were originally only measuring the students who sat – we will be moving to what percentage of the cohort are succeeding. This will be reflected in the new strategic plan. Pathways are created for students that have not achieved by Year 12. Concerns about the impact of the course selection limitations due to not passing the exam. Results were received only 1-week from the end of school. Pathways and planning needs to start in Year 9. What are the alternative pathways we can consider to upskill them without interfering with chosen pathway? Schools are being made to be more accountable for their performance due to the expectations of CAA. Decisions needed to be made in a really short window. Do whānau have the option to refuse the supported course? How do we make sure as many as possible Year 10 students pass this assessment? Base line/entry data shows that our Year 9 students are almost a year behind where they were 5-years ago. Could Linc time be used to help upskill those that need extra support? Are exams aligned to classroom courses? What specific Numeracy skills are being taught? There are different skill sets for Mathematics and Numeracy. Both are being taught at the same time.

Lots of information for young people and their whānau to take on board. We want them to succeed to the best of their ability. Better understanding needed.

The Board members thanked and appreciated the transparency of Sonia's presentation.
Where does this sit with Kāhui Ako focus areas? Collaborative effort (including ECE).
Sonia Panapa then left the meeting before any further discussions took place.

After the presentation, the Presiding Member handed over to Marama Lynch for the Election of Officers.

Election of Officers:

Presiding Member
Nominated: Ben Olijkan
By whom: Nicky Hiku
Seconded: Barry Donaldson
Marama Lynch asked if all were in agreement – Ayes were given

Deputy Presiding Member
Nominated: Nicky Hiku
By whom: Ben Olijkan
Seconded: Adam Gard'ner
Marama Lynch asked if all were in agreement – Ayes were given
Carried.

Board Committees:

Andrew Marshall informed the Board he would be stepping down at the end of this term. As a result, Andrew is happy for someone to join the Property Committee in his place. Brad Macdonald to be part of the Property Committee going forward.

The rest of the committees to remain as is.
Adam Gard'ner to continue in the Kāhui Ako role.
It was then moved to accept the rest of the committees to be maintained in their current state until the 2025 Triennial Elections.
Moved: Ben Olijkan
Ayes given
Carried.

Minutes:

Monday 2 December 2024 Minutes:
The draft minutes were tabled, and the following amendment noted:
Re: SADD TiC is Anna Knowles, not Anna Milne.
It was moved the Minutes of the above meeting be taken as read and accepted as a true and accurate record with the above amendment:

Moved: Ben Olijkan
Ayes given
Carried.

Disclosure of Interest: New 2025 forms were distributed to the Board Members on 13 February 2025. Completed forms have been received from most of the Board Members.

The Student Trustee was not sent a new form as he only completed one late November 2024.

Business of the Meeting

Subject	**Resolution/Detail**		**Date To Be Completed**
Board Members' Code of Conduct Review	New 2025 forms were distributed to the Board Members on 13 February 2025. Completed Code of Conduct forms have now been received from all the members.	N/A	**N/A**
Financial	**Financial Report and Management Summary Reports** (Draft YTD 31 December 2024 accounts without year-end adjustments) The above financial reports were tabled by the Presiding Member who gave a verbal outline. General discussions took place, and it was then moved to accept the Finance Reports: Moved: Ben Olijkan Ayes given Carried. **Sport, Academic & Culture Report** The above document was tabled by the Principal for the Board's information. It was moved to accept the Sport, Academic & Culture Report: Moved: Ben Olijkan Ayes given Carried. **Finance Committee Motions x 2** **Revised 2024 Cyclical Maintenance Plan (Motion 1)** As recommended by the Finance Committee, it was moved to accept and approve the revised 2024 cyclical maintenance plan based on the updated 10-year property plan: Moved: Nicky Hiku Seconded: Harrison James Ayes given Carried.	Presiding Member	Next Meeting

<table>
<tr><td></td><td>Teacher Relief Cost (Motion 2)
As recommended by the Finance Committee, it was moved to accept and approve the increase, from $20 to $25 per student per day, to the teacher relief cost:
Moved: Nicky Hiku
Seconded: Andrew Marshall
Ayes given
Carried.</td><td></td><td></td></tr>
<tr><td>Health & Safety</td><td>H&S Toolkit Data and Graphs
The H&S Toolkit Data and Graphs were tabled by the Principal.

It was then moved to accept the H&S reports:
Moved: Adrian Fastier
Seconded: Steve Rosling
Ayes given
Carried.</td><td>Principal</td><td>Next Meeting</td></tr>
<tr><td>Self-Review</td><td>NB: Items 1a & b below were held over from December’s meeting. The relevant SchoolDocs Advisory was forwarded to the board in December 2024 and again in February 2025.

1. Self Review - SchoolDocs
a. Motion Required regarding ‘Upcoming Changes’ by SchoolDocs
i. Scheduled Review Upcoming Changes
1. Performance Management
2. Professional Development
3. Staff Leave
4. Media
5. Staff Conduct

ii. Internal Review Upcoming Changes
1. Food & Nutrition
2. EOTC
3. Attendance Procedures

Detailed discussions took place and the following noted:
• Staff Leave - The updated policy is different to delegations for leave. Up to one term discretionary with the Principal. More than a term, the leave request is to the Board. Long term leave of more than 6 weeks away from duty stays with the Board.
o It was agreed to keep the delegations table from the previous/current policy rather than default in the updated version. Adam Gard’ner to inform SchoolDocs.
• EOTC – Weather related decisions; is there a system in place to protect the TiC? It was confirmed that the EOTC procedure includes weather identification and reminders</td><td>Adam Gard’ner</td><td>ASAP</td></tr>
</table>

	It was moved to accept and approve the 'Upcoming Changes' that have been made by SchoolDocs and detailed on the School Docs Advisory dated 14 November 2024, with the above detailed inclusions: Moved: Adam Gard'ner Seconded: Barry Donaldson Ayes given Carried. **b. Motion Required regarding 'Updates Published to School Sites' by SchoolDocs** i. Academic Authenticity ii. Generative AI iii. International Learners Concerns and Complaints Discussions took place and the following noted: • **Generative AI-** Students are allowed to use generative AI as long as it meets assessment procedures. Use it for learning, but not assessment. It was agreed to select the following: o **'Staff use allowed'** in the staff use section o **'Policy statement 2'** in the student use section Adam Gard'ner to inform SchoolDocs.	Adam Gard'ner	ASAP
	It was moved to accept and approve the updates that have been published to school sites by SchoolDocs and detailed on the SchoolDocs Advisory dated 14 November 2024, with the above detailed conclusions: Moved: Adrian Fastier Seconded: Adam Gard'ner Ayes given Carried.		
	Term 1 2025 Current Review topics: • Health, Safety, and Welfare Policy • Safety Management System • Risk Management • Healthcare	Adam Gard'ner	Next Meeting
	The following review topics are now open for review. Online reviews, by the Board, must be completed in time for the next board meeting. Review feedback recommendations will be provided at March's board meeting on 24 March 2025. The above review topics have already gone out to staff and the LHS community, with a closing date of 28 February 2025.	Board Members	Next Meeting
	Term 1, 2025 Board Assurances – to be completed, by the Principal, during Term 1.	Principal	By the end of T1

	Policies
	• **Inclusive Language** – Adam Gard'ner gave a verbal update
	    o We are permitted to customize our policies but cannot dictate an overall change in language. An inclusive school culture policy can be adopted
	• **Firearms**
	    o **Firearms Policy**
	        ▪ Discussions tool place and the following noted:
	        ▪ The current document is provided by SchoolDocs
	        ▪ The draft policy will go to the Clay Target Shooting team for consultation/feedback
	        ▪ All training must be carried out at a licensed gun club
	
	    o **Clay Target Team**
	The Board were asked if they were happy for the Clay Target Team to operate, given that the policy has not yet been approved. The Board signalled their approval and a motion was moved
	
	It was then moved that the Clay Target Team can continue to operate under their current procedures while the Firearms Policy is being developed. This will be reviewed in one week's time:
	Moved: Adrian Fastier
	Seconded: Brad Macdonald
	Ayes given
	Carried.		

Metro Bus	The Principal raised some concerns regarding the safety of students standing on buses going 80 kph. Discussions took place and the following noted: • The Metro bus is not an MOE operated bus • Metro Bus use LHS as a bus stop • Jurisdiction is unclear It was suggested that a meeting is arranged with Metro Bus to discuss seating.	Principal	ASAP
Strategic Planning	**Board Succession Planning/2025 Triennial Elections** Andrew Marshall has indicated he will step down at the next election. Shantal Jones has sent through an email to Ben and Adrian, suggesting the consideration of changing the elections to split/staggered 18 month term elections. It would mean twice as		

	many elections but would help to retain expertise. Seats would overlap but still be of 3-year length. Discussions took place and the following noted: • Cost implications? If expensive, viability would need to be looked at and the availability of additional financial support • There is value in continuity and not having a full change-over • Impact on parent voting pool – possible voting fatigue • Election is coming round quickly, and with strict timelines: o Should we be approaching people? o What on-boarding process could be done? o What could be done to better help out new members – it can take a long time to understand the process? o What are other schools doing? The Board signalled their openness to the idea of split/staggered elections and agreed that the option can be explored further. The Principal will ask at the next CWCSPA meeting.	Principal	Next Meeting
Principal's Report	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. It was moved to accept the Principal's Report: Moved: Adrian Fastier Seconded: Andrew Marshall Ayes given Carried.	Principal	Next Meeting
Student's Report	Harrison James tabled his report and gave a verbal outline. It was moved to accept the Student's Report: Moved: Harrison James Seconded: Adam Gard'ner Ayes given Carried.	N/A	N/A
Report on NELPS	The report was tabled, mandatory reporting. It was moved to accept and approve the NELPS report: Moved: Adrian Fastier Seconded: Barry Macdonald Ayes given Carried.	N/A	N/A
HOLAs' Regular Board Presentations	The principal asked the Board if they would like to continue with the regular board meeting presentations. Discussions took place and the following noted:	N/A	N/A

<table>
<tr>
<td></td>
<td>

Some repetition noted but still of interest to others
Is it beneficial for the HOLAs to get access to the Board? The Principal will ask the HOLAs for their perspective and report back to the Board
Future presentations could include a snapshot of what is happening at the school level:

What has gone well for the HOLA/Dept?
What is not working for the HOLA?
Where is the dept aiming?
What can the Board do to help?
What can the Board do for students in their department?
More conversational – maximum of 4 slides if any

Departmental growth - presentation by an up-coming leader
Relational aspects involving the Board

</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trips</td>
<td>
International Trip Proposal Form (Draft)
The Associate Principal tabled the documents. Discussions took place and the following noted:

Proposing to make the forms digital
Inclusion of destination consideration section suggested
Areas of risk, may need to provide

Risk of country
Risk of activity
Wider social issues of the selected area to be considered

More details around costs and what needs to be considered are required
Department applications rather than individuals suggested:

World Challenge does not align with a department. Historically by an individual, going forward does it need to come from a committee asked

Care needs to be taken to ensure staff are not discouraged from proposals. The Principal would be the gatekeeper
The Principal’s endorsement, or need for clarification, would bring proposals to the Board

It was then moved to approve and accept the new trip proposal, with the suggested amendments:
Moved: Nicky Hiku
Seconded: Adam Gard’ner
Ayes given
Carried.

Planned School Trip Update
Europe Social Sciences (April 2025) trip update was tabled.
</td>
<td>Principal

Principal</td>
<td>ASAP

Next Meeting</td>
</tr>
</table>

	NB: There was no report from the Poland, Germany & France (July 2026) trip as planning is in the very early stages.		
Property	**Property Report** Andrew Marshall tabled the report and gave a verbal overview, including: • The new Science block build is going well, as expected • C-Block toilet reconfiguration had consent issue, but this is now sorted • Priority 1 is to get the new Admin block approved • Priority 2 is the Technology block (water tightness) It was moved to accept the Property report: Moved: Andrew Marshall Seconded: Steve Rosling Ayes given Carried.	Andrew Marshall	Next Meeting
Resolution to take a break	The Presiding Member proposed the Board take a break at 8.22 pm.		
The meeting resumed at 8.34 pm			
Community Engagement	It was suggested that the following, from tonight's meeting, will be shared with the LHS community: • Strategic planning update • Succession planning – invite whānau to the next board meeting or make contact with Ben Olijkan and Niki Hiku (contact via email) • NCEA workshops are to be communicated in Adrian's newsletter • Reminder about our complaints process		
In Committee	It was moved by the Presiding Member at 8.34 pm that the public be excluded from the following part of the proceeding of this meeting: 1. Minutes from previous meeting 2. Alternative Education Students 3. Stand downs and suspensions 4. ERO draft report 5. Student Matters 6. Staff Matters 7. Staff Award 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	Relevant documents tabled and verbal reports given by Ben Olijkan and Adrian Fastier	

	prejudiced by the holding of the whole or the relevant part of the proceeds of the meeting in public.		
Resolution to move out of committee	The Presiding Member proposed the Board move out of Committee at 8.54 pm: Moved: Presiding Member Carried.		
Meeting Closed	8.54 pm.		
Closing Karakia	The closing Karakia was said.		
Next Meeting	Monday 24 February 2025 – HOLAs' Data Presentation & Strategic Planning Meeting		

Presiding Member: ______________________________

Dated: ______________________________