Lincoln High School
Board Minutes of the Meeting held on
Monday 16 June 2025 at 6 pm

Present: Nicky Hiku (Acting Presiding Member), Adrian Fastier (Principal), Andrew Marshall, Barry Donaldson, Brad Macdonald, Steve Rosling, Adam Gard'ner, Anna Knowles and Harrison James.

Apologies: Ben Olijkan (Presiding Member).

In Attendance: Andrew McMenamin (Visitor/Advisor), Marama Lynch (Associate Principal) and Tracy Roberts (Secretary).

Welcome: The Acting Presiding Member welcomed all and informed the Board that Andrew McMenamin is currently on the Board at Ararira Springs Primary School.

Karakia The Karakia was said.

Minutes: **Monday 12 May 2025 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
Ayes given
Carried.

Disclosure of Interest: None

Business of the Meeting

Subject	**Resolution/Detail**		**Date To Be Completed**
Financial	**Financial Report and Management Summary Report –** for period ended 30 April 2025 **Statement of Comprehensive Revenue & Expense – f**or period ended 31 December 2024 - Unaudited The above financial reports were tabled by Nicky Hiku who asked if there were any questions. No questions were asked. It was then moved to accept the Finance Reports: Moved: Barry Donaldson Seconded: Andrew Marshall Ayes given Carried. **Finance Committee Motion:** **Staff Funding Allocation**	Presiding Member	Next Meeting

	The above proposal was tabled by Adrian Fastier who also gave a verbal overview. Discussions took place and the Principal confirmed that the proposal related to this year only. It is moved to accept and approve the Finance Committee's recommendation of the reallocation of funds to the staff funding allocation as per the tabled proposal: Moved: Andrew Marshall Seconded: Brad Macdonald Ayes given Carried.		
Health & Safety	**H&S Toolkit Data and Graphs** The H&S Toolkit Data and Graphs were tabled by the Principal and some discussion took place. It was then moved to accept the H&S reports: Moved: Adrian Fastier Seconded: Adam Gard'ner Ayes given Carried.	Principal	Next Meeting

Self-Review - SchoolDocs	**Advisory Dated: 4 June 2025 - Finance & Asset Management Policy Updates**
	• **A. Upcoming Changes**
	  ○ Finance & Asset Management Policy
	  ○ Budget
	  ○ Financial Monitoring & Reporting
	  ○ Financial Conflicts of Interest
	  ○ Income
	  ○ Sponsorship
	  ○ Expenditure
	  ○ Sensitive Expenditure
	  ○ Travel Expenditure
	  ○ Gifts
	  ○ Banking & Cash Handling
	  ○ Fraud & Theft
	  ○ Security Management
	  ○ Computer Security & Cybersecurity
	  ○ Overnight Activities on School Grounds
	
	Advisory Dated: 4 June 2025 – Internal Review Updates
	• **B. Updates published to school sites**
	  ○ Opening & closing the school
	  ○ International Learners Policy
	  ○ International Marketing & Promotion
	  ○ International Education Agents		

	◦ International Offers, Enrolment, Contracts and Insurance ◦ International Offers ◦ International Enrolment ◦ International Learner Feeds ◦ International Learner Insurance ◦ International Learner Immigration Matters It was moved to approve and accept the above sections **A** (Upcoming Changes) & **B** (Updates published to school sites), as detailed on the SchoolDocs Advisory dated 4 June 2025: Moved: Adam Gard'ner Seconded: Steve Rosling Ayes given Carried. • **Advisory Dated: 1 May 2025 - Term 2, 2025 – Policies for Review** **By the Board (Closed: 23 May 2025)** ◦ Planning and Preparing for Emergencies, Disaster, and Crises ◦ Communication During an Emergency, Disaster, or Crisis ◦ Emergency Closure The review feedback spreadsheet was referred to. Discussions took place and the following noted: • Students' names not taken when collected ◦ Marama Lynch (Associate Principal) informed the Board that students under 14 yrs were kept in the gym and all parents notified. Over 14 yrs were sent home and a message sent out to whānau via the school apps. Following discussions, it was agreed that the third bullet point (Emergency Closure) would be held over until the next board meeting for further discussion. In the meantime, the SLT would contact Tews and seek advice. **Other Policies for Review** • Emergency Management • Disaster Management • Crisis Management It was moved to approve and accept the following polices (also shown above), as detailed on the SchoolDocs Advisory dated 1 May 2025: • Planning and Preparing for Emergencies, Disaster, and Crises • Communication During an Emergency, Disaster, or Crisis	Principal	Next Meeting

	• 'Term 2, 2025 Other Policies for Review':
	  ○ Emergency Management
	  ○ Disaster Management
	  ○ Crisis Management
	
	Moved: Adam Gard'ner
	Seconded: Steve Rosling
	Ayes given
	Carried.
	
	Term 2 Principal's Board Assurances
	The Term 2 Principal's Board Assurances was tabled, and the Principal shared some verbal information regarding the EOTC form. In Terms 1 & 2, one weekend trip (in each term) had taken place without the complete forms being completed.
	
	The Principal informed the Board that a reminder about the EOTC trips process will be given out at the next Staff Meeting.
	
	It was moved to accept and approve the Principal's Term 2 Board Assurances:
	Moved: Adrian Fastier
	Seconded: Adam Gard'ner
	Ayes given
	Carried.		

Strategic Planning	**2025 SWOT Analysis Exercise – June 2025** Using the previous SWOT analysis data, which was circulated to the Board prior to the meeting, a new SWOT Analysis Exercise was undertaken. The Principal also asked the Board to consider if the current Annual Plan was fit for purpose. The Board Secretary will collate the new data which will be tabled at the next board 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. In response to Harrison James' point regarding 'survey fatigue', the Principal acknowledged the concern and informed the Board that SLT are already looking into streamlining surveys. It was moved to accept the Student's Report: Moved: Harrison James Seconded: Adam Gard'ner Ayes given Carried.	Student Trustee	Next Meeting
Board Elections – Triennial Elections	**Board Elections – Triennial Elections - Returning Officer Update:** • Whānau • Staff The Principal gave a verbal overview regarding a proposed change to the Triennial Elections. The Associate Principal had been previously moved to be the Returning Officer. However, an outside agency can run the whānau elections. The cost is approximately $8,000 but will be cost neutral to LHS as the MOE will fund it. There are about four approved agencies. Following discussions, it was moved to accept and approve the following as Returning Officers for the Triennial Elections: a. Regarding LHS's whānau community: School Election Pilot will be the Returning Officer for the whānau b. Regarding LHS's staff/student community, The Associate Principal, Marama Lynch, will be the Returning Officer Moved: Adrian Fastier Seconded: Harrison James Ayes given Carried	N/A	N/A
Sponsorship – Extra Curricular Proposal	The extra-curricular sponsorship proposal was tabled by the Principal, who verbally shared the rationale behind it. Discussions had and the following noted/suggested: • The sponsorship model should be for extra-curricular and not just sport. This has already been feedback to the Sports Department • The aim is to make it as easy as possible for companies to be sponsors and for staff to run it		

	• Rolleston College currently runs such a system, and it works. They also advertise on their Facebook for naming rights
	• Suggestion of a trial here – will help to reduce costs on students and help towards better equipment
	• Is there a SchoolDocs policy regarding acceptable sponsors?
	    ○ Concerns raised about preventing gaming/alcohol/sugary drinks
	    ○ Pub or gaming sponsorships will not meet the criteria
	• The sponsorship pack, should contain an outline of what the barriers are and what/how the funding will reduce them
	• The Board should set the rules for the management to follow. Potential of some backlash (eg palm oil and the damage/destruction of the rainforest)
	• Concerns for smaller sports groups were raised. Perhaps the school could ask for sponsorship for these
	• Exclusivity mentioned
	
	Following the discussions it was noted that:
	• In the interim, if very clear and with no grey areas, then management may approve the sponsorships
	• SLT to work with the Sports Department to determine the specifics
	• Traffic lights system to be presented at the next board meeting for finalisation
	
	It was then moved, taking into account the above, to accept and approve in principle the Sponsorship – Extra-curricular proposal:
	Moved: Adrian Fastier
	Seconded: Brad Macdonald
	Ayes given
	Carried
		Principal
		
		Principal
			ASAP
			
			Next Meeting

International Student Driving Proposal	It was agreed to hold this over to the next meeting.	Principal	Next Meeting
International Trips	**Query relating to the timing of international trips** Discussions took place regarding the timing of international trips. About a year ago and World Challenge trip proposal was presented to the Board. It was declined with a suggestion of international trips operating on a 3-year cycle. However, other trips are on a 2-year cycle.	Principal	Next Meeting

	Trip Proposal; World Challenge, Nepal
	The above proposal was tabled and detailed and robust discussions were had. The following noted:
	• The Board acknowledged the previous connections with Nepal and support the concept of the trip
	• Risk Assessment
	  o However, the agency risk assessment provided with the trip proposal is about 2 years old and outdated. As a result and taking into account issues that had occurred on a previous Nepal Trip, the Board can not make a decision based on the submitted risk assessment, it would not be due diligence to do so
	  o Guidelines and risk assessments would be current and up-to-date and include the current information/advice
	• Adam Gard'ner verbally signalled that he does not support the trip
	
	Following discussions, it was decided to discuss this further at the next board meeting, before any decision is made.
	
	Trip Update: Poland, Germany and France Trip – July 2026
	The above trip update was tabled.
		Principal
		
		Principal
			Next Meeting
			
			Next Meeting

School Uniform	**School Jacket – potential fleece lining update**
	The Principal gave a verbal overview, which included:
	• The aim is to help students stay warm
	• Potential adding of a fleece lining (prototype shown)
	  o This would be a lot warmer, but it is bulkier
	  o The cost is $30 more for a fleeced one vs a non-fleeced one. A total of $150
	  o It would go over the blazer, providing the correct size of jacket is purchased
	• The cost of shirts, ties and blazers is expected to reduce with the change of supplier
	
	Detailed discussions were had and the following noted/asked:
	• Is there a budget to help whānau?
	  o The Associate Principal clarified that there is no official hardship fund, rely on donations of uniform. Handed in items are kept for a year and if not claimed, then used to help out whānau
	  o Currently, hoodies are exchanged for a uniform item for the day
	• The blazer would still be compulsory, and students understand the formality of the blazer for formal occasions
		N/A	N/A

	It was then moved that the Board accepts and support the modification of the LHS rain jacket to incorporate a fleeced lining: Moved: Brad Macdonald Seconded: Harrison James Ayes given Carried. **Jewellery Guidelines** The Principal gave a verbal outline of the need for an updated, simpler set of guidelines relating to jewellery. The Principal suggested that a SLT member, another staff member and some students look at it and put forward a simple proposal for the Board to consider. The Board signalled their agreement to the suggestion.	Principal	ASAP
Property Report	The Property report was tabled and was taken as read. It was moved to accept the Property report: Moved: Nicky Hiku Ayes given Carried.	Principal	Next Meeting
Resolution to take a break	The Presiding Member proposed the Board take a break at 8.36 pm. Adam Gard'ner said the Karakia for the kai.		
The meeting resumed at 8.45 pm			
Community Engagement	It was suggested that the following, from tonight's meeting, will be shared with the LHS community: • Uniform – addition of the warm fleeced lining • Upcoming Elections		
In Committee	It was moved by the Acting Presiding Member at 8.35 pm that the public be excluded from the following part of the proceedings of this meeting: 1. Minutes from previous meeting 2. Alternative Education Students 3. Stand downs and suspensions 4. Student Matters 5. Curriculum Review 6. Staff Matters 7. Staff Award	Relevant documents tabled and verbal reports given by Nicky Hiku and Adrian Fastier	

	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.		
Resolution to move out of committee	The Acting Presiding Member proposed the Board move out of Committee at 9.27 pm: Moved: Acting Presiding Member Carried.		
Meeting Closed	9.27 pm.		
Closing Karakia	The closing Karakia was said.		
Next Meeting	Monday 4 August 2025 at 6 pm		

Acting Presiding Member: ______________________________

Dated: ______________________________