Lincoln High School
Board Minutes of the Meeting held on
Monday 24 March 2025 at 6 pm

Present: Ben Olijkan (Presiding Member), Barry Donaldson, Brad Macdonald, Adam Gard'ner and Anna Knowles. Adrian Fastier (Principal) online via Teams.

Apologies: Nicky Hiku (Deputy Chair), Andrew Marshall, Steve Rosling, and Harrison James.

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

Welcome: The Presiding Member welcomed all and gave a warm welcome to Andrew McMenamin (Observer/Visitor) and Anna Knowles (new Staff Trustee).

Andrew McMenamin introduced himself to the Board and is currently on the board at Ararira Primary Springs School.

The Presiding Member moved that Andrew McMenamin has speaking rights at the meeting:
Moved: Presiding Member
Ayes given
Carried.

Minutes: **Monday 17 February 2025 – Routine Board Meeting**
Monday 24 February 2025 – HOLAs' Data Presentation & Strategic Planning Meeting

It was moved the Minutes of the above two meetings be taken as read and accepted as a true and accurate record:
Moved: Ben Olijkan
Ayes given
Abstained: Anna Knowles
Carried.

Disclosure of Interest: Anna Knowles has signed and returned her 'Disclosure of Interests' form.

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
Matters Arising	**Metro Buses for school services update** Adam Gard'ner has been in communication with Metro Buses and gave a verbal update regarding the above, the following noted: • It is not uncommon for students to be standing, if there is no available seating available • The Principal suggested encouraging students to sit down rather than stand up (dependent on seating capacity)		

	Adam Gard'ner offered to look into it further if LHS can pinpoint specific buses we would like Metro Buses to investigate. It was agreed that: • The Principal would organise an audit relating to capacity in Term 2 • The Principal would manage this topic and only report back to the board if he needed to	Principal	Term 2
Financial	**Financial Report and Management Summary Report – for period ended 28 February 2025** The above financial reports were tabled by Ben Olijkan who gave a verbal outline. **Finance Committee Motion:** **Revised 2025 Operating Budget** The Revised 2025 Operating Budget was tabled. Following discussions, it was moved to accept and approve the Revised 2025 Operating Budget with a reduced projected deficit of $489,784 as proposed by the Finance Committee: Moved: Ben Olijkan Ayes given Carried.	Presiding Member	Next Meeting
Health & Safety	**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: Brad Macdonald Ayes given Carried.	Principal	Next Meeting
Self-Review	**Term 1 2025 Current Review topics – resubmitted:** • Health, Safety, and Welfare Policy • Safety Management System • Risk Management • Healthcare Adam Gard'ner gave a verbal update regarding the feedback received. It was moved to approve and accept the above policies: Moved: Adam Gard'ner Seconded: Barry Donaldson Ayes given Carried.		

	Internal Review - Upcoming Changes • Minimising Physical Restraint – details circulated to the Board 10 March 2025 Brief discussions took place. It is moved to approve and accept all the 'Internal Review – Upcoming Changes' that have been made by SchoolDocs as detailed on the SchoolDocs Advisory dated 4 February 2025: Moved: Adam Gard'ner Seconded: Anna Knowles Ayes given Carried. **Staff Leave Policy**: The 'Customised' Staff Leave Policy was tabled, and Adrian Fastier gave verbal clarification regarding the customised section included within the policy. It was moved to accept and retain the LHS customised policy: Moved: Adrian Fastier Seconded: Adam Gard'ner Ayes given Carried. **Principal's Board Assurance Statement – Termly and Term 1 2025 Assurance Statements** The Principal tabled his Principal's Board Assurance Statement and gave a verbal outline. It is moved to accept and approve the Principal's Termly and Term 1, 2025 board assurances: Moved: Adrian Fastier Seconded: Adam Gard'ner Ayes given Carried.		
Strategic Planning	**Board Elections – Split/Staggered** The Principal verbally confirmed that there are no additional costs running split/staggered elections. Discussions took place and the following noted: • Regarding other schools, there is positivity around split/staggered elections but not much action • Concerns were raised about how long it can take a new board member to be settled and comfortable in the role • More collaboration around who is staying/leaving would be useful. Dialogue between members is important • Dynamic co-opting split times was suggested		

	○ The Board can co-opt mid-term particularly regarding specific skillsets Following discussions, it was moved to maintain with the existing Triennial Elections: Moved: Ben Olijkan Ayes given Carried.		
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. The following were noted: • Error within the Transfer Data table, bottom line. The 2025 Whole School number should be 40. It was moved to accept the Principal's Report: Moved: Adrian Fastier Seconded: Barry Donaldson Ayes given Carried.	Principal	Next Meeting
Student's Report	In Harrison's absence the Presiding Member tabled the Student Report. An amended part, relating to the English assessments comment was also tabled. It was moved to accept the Student's Report: Moved: Brad Macdonald Seconded: Adam Gard'ner Ayes given Carried.	N/A	N/A
Roll Predictions & Out-of-Zone Enrolments	The Principal tabled the roll predictions and gave a verbal outline. It was then moved to accept up to 20 out-of-zone places for 2026: Moved: Adrian Fastier Seconded: Brad Macdonald Ayes given Carried.	N/A	N/A
Uniform Update	The Principal gave a verbal update regarding the proposed three uniform items; Lavalava, long skirt and added fleece lining to the jacket. Discussions took place and the following noted: • The Lavalava is liked and is ready to go ○ However, if students are not aware of the long skirt still being an option, the Lavalava may be worn for non-cultural reasons ○ LHS would have to carry a minimum stock of 50 • There are some design issues with the long skirt so, it is held up		

	- The aim is to have the long skirt for the next Yr 9 intake - It is especially important that students are aware that the long skirt is going to be an option - A sample of the fleece jacket is still to be received Following discussions, it was then moved to accept the Lavalava as part of the school uniform: Moved: Adrian Fastier Seconded: Adam Gard'ner Ayes given Carried. NB: It was agreed to fully communicate the long skirt option still coming.	Principal	ASAP
Final Trip Report	**Japan Trip – December 2024** The final trip report was tabled and the Presiding Member commented on how spectacular the trip looked. Other board members agreed.	N/A	N/A
Planned Trips Updates	The following Trip Updates were tabled: - Europe Social Sciences - April 2025 - Poland, Germany & France – July 2026	N/A	N/A
Property	**Masterplan/T Block – Proposal** The above Master Plan/T Block proposal was tabled by Adrian Fastier who gave a verbal overview. Discussions took place and Adrian Fastier offered clarification as and when required. It was then moved to accept the recommended proposal, **with the condition to the MOE,** that our current 5YA will not be impacted because of this project: Moved: Adrian Fastier Seconded: Brad Macdonald Ayes given Carried.	N/A	N/A
Community Engagement	It was suggested that the following, from tonight's meeting, will be shared with the LHS community: - Keep inviting whānau to visit the board - On Principal's newsletter include a section about board member interest - Bus students sitting down – communicate to whānau Andrew McMenamin mentioned that at Ararira school, they hold 'meet the Board' evenings and coffee mornings.	Principal	ASAP

Resolution to take a break	The Presiding Member proposed the Board take a break at 7.07 pm. The Presiding Member thanked Andrew McMenamin for visiting and he then left the meeting at 7.07 pm. Adam Gard'ner said Karakia mot e kai.		
The meeting resumed at 7.20 pm			
Re-allocation of Funds	**Re-allocation of Funds – (Ring-main to C Block Toilets)** It was moved, by email on 4 April 2025, that the Board approves the re-allocation of $40,072.29 from the Ring-Main project to the C Block Toilets project: Moved: Ben Olijkan Ayes given Carried.	N/A	N/A
In Committee	It was moved by the Presiding Member at 7.20 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. H&S – Workshop Incident 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 prejudiced by the holding of the whole or the relevant part of the proceeds of the meeting in public.	Relevant documents tabled and verbal 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 7.46 pm: Moved: Presiding Member Carried.		

Meeting Closed	7.46 pm.		
Closing Karakia	The closing Karakia was said.		
Next Meeting	Monday 12 May 2025 at 6 pm.		

Presiding Member: ______________________________

Dated: ______________________________