Lincoln High School
Board Minutes of the Meeting held on
Monday 12 May 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, Anna Knowles and Harrison James.

Apologies: No absences.

In Attendance: Marama Lynch (Associate Principal), and Tracy Roberts (Secretary). Chris Reddell (Observer/Visitor).

Welcome: The Presiding Member welcomed all, including the visitor Chris Reddell. Ben Olijkan introduced Chris Reddell to the Board.

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

Minutes: **Monday 24 March 2025 Minutes:**
It was moved the Minutes of the above meeting be taken as read and accepted as a true and accurate record:
Moved:
Ayes given
Carried.

Disclosure of Interest: None

Business of the Meeting

Subject	Resolution/Detail		Date To Be Completed
Health & Safety	**H&S Toolkit Data and Graphs** The H&S Toolkit Data and Graphs were tabled by the Principal. The Presiding Member thanked the Principal for the data and asked the board members if they had any questions. There were none. The Principal gave some brief verbal information regarding the Technology area and confirmed things have been actioned. It was then moved to accept the H&S reports: Moved: Adrian Fastier Seconded: Andrew Marshall Ayes given Carried.	Principal	Next Meeting

Self-Review - SchoolDocs	**Self-Review - SchoolDocs** **1. Advisory Dated: 20 March 2025**: Recent Changes – Physical Restraint a. **Updates Published to School Sites** i. Concerns & Complaints ii. Personal Grievance iii. Protected Disclosure It was moved to approve and accept, the Updates published to school sites relating to the above policies, as detailed on the SchoolDocs Advisory dated 20 March 2025: Moved: Adam Gard'ner Seconded: Brad Macdonald Ayes given Carried. b. **Recent Changes – Physical Restraint** Discussions took place and the Principal confirmed he had no issues with the changes. The Principal also informed the Board that, regarding the compulsory training, physical restraint can be used as a last resort. The Associate Principal also shared some verbal information with the Board regarding an arrangement with a previous student with the parents' full permission. It was moved to approve and accept, the Recent Changes – Physical Restraint, by SchoolDocs, as detailed on the SchoolDocs Advisory dated 20 March 2025: Moved: Adrian Fastier Seconded: Adam Gard'ner Ayes given Carried. **2. Advisory Dated: 8 April 2025:** Internal Review Updates a. **Upcoming Changes** i. School Year, Terms and Holidays b. **Recent Changes** i. Governance and Management Policy ii. School Records Retention and Disposal iii. Generative AI iv. Getting to and from School Safely It was moved to approve and accept all the 'Internal Review – Upcoming and Recent Changes' that will be and have been made by SchoolDocs as detailed on the SchoolDocs Advisory dated 8 April 2025: Moved: Adam Gard'ner	Adam Gard'ner	Next Meeting

	Seconded; Nicky Hiku Ayes given Carried. **3. Policies – Inclusive Language** a. Proposal to adopt the SchoolDocs Inclusive School Culture Policy (Adam) Adam Gard'ner gave verbal overview. Discussions followed and the Principal discovered that the above-mentioned School Culture Policy is already a Core policy currently live on LHS's SchoolDocs site. Therefore, a motion is no longer required. **4. Advisory Dated: 1 May 2025 - Term 2, 2025 – Policies for Review** a. **By the Board** (Closing Date 23 May 2025): i. Planning and Preparing for Emergencies, Disaster, and Crises ii. Communication During an Emergency, Disaster, or Crisis iii. Emergency Closure Adam Gard'ner confirmed to the Board that the above Term 2 policies are due for review, with a closing date of 23 May 2025. The Board Secretary has arranged for the above same information to be circulated to the school staff and wider school community. It was agreed that the review feedback will be discussed/finalised at the next board meeting (ie 16 June 2025)	Adam Gard'ner	Next Meeting
Strategic Planning	**Consultation regarding 2026 – 2026 Strategic Plan (3 yr cycle).** The Principal gave a verbal overview and asked the Board if there were any previous processes/consultations that they would like him to consider. Detailed discussions were had and the following noted: • The Principal indicated it would be ideal to have strategic planning completed before the end of the year • Board members are representatives of the community		

	• Previously, detailed 'Strengths, Weaknesses, Opportunities and Threats (SWOT)' analyses have been done by the Board. These may need updating • There is a requirement for community consultation • If the current Strategic Plan is still appropriate and effective for its intended use, then a full community consultation process is not required. If not, then this may be required later • It was suggested that strategic planning should be set up before the triennial elections so that the new board members can start with it and consider it once they are more established in their roles Following discussions it was agreed that: • The previous SWOT analysis will be circulated to the board members prior to the next meeting for review/consideration • At the next board meeting any suggested changes will be discussed and considered by the Board (approximately 20 to 30 minutes' time slot) • The resulting data will then be submitted for consultation and feedback from the community • The Strategic Plan to be finalised and locked in before the end of the year	Board Secretary Board Principal	W/c 9 June 2025 Next Meeting As Needed
Principal's Report	The Principal's Report was tabled by Adrian Fastier who gave a verbal outline. Detailed discussions took place, and Adrian Fastier gave clarification as and when required. The following were noted: • Data benchmarking with other Selwyn schools is a good reflection of where our school achievement is at • Traffic light system being put in place to highlight near misses associated with credits It was moved to accept the Principal's Report: Moved: Adrian Fastier Seconded: Brad Macdonald 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: Nicky Hiku Ayes given Carried.	N/A	N/A

Triennial Board Elections & Student Elections	**Returning Officer** The Principal nominated the Associate Principal who accepted the role. It was then moved to accept and approve Marama Lynch as the Returning Officer for both the Triennial Board Elections and the Student Elections: Moved: Adrian Fastier Seconded: Steve Rosling Ayes given Carried.	N/A	N/A
Dates - Triennial Board Elections & Student Elections	**Confirmation of dates** **Triennial** The recommended election date is Wednesday 10 September 2025. It was then moved to accept and approve that the Triennial Board Elections and Student Elections will take place on Wednesday 10 September 2025: Moved: Adrian Fastier Seconded: Andrew Marshall Ayes given Carried.	N/A	N/A
School Closure	The Principal gave a verbal overview of the recent school closure which included the following: • LHS site ok, the safety concerns were due to the flooding of the surrounding area and the impact on driving conditions • The MOE has confirmed that LHS does not have to open any extra days to replace the closed days • The Principal acknowledged the very short notice and the IT issues LHS experienced • There was no notification from the SDC, and principals learned secondhand	N/A	N/A
Kāhui Ako Update	The Principal gave a verbal overview regarding the possibility of the Kāhui Ako being pulled by the Government. An announcement may be made when they deliver their budget. Discussions took place regarding the impact on LHS's ASL and WSL roles, which would be a big loss. The following noted: • Of the 8 WSL roles, 4 are critical. Therefore alternative ways of resourcing them needs to be investigated. They are important for preparing primary students for LHS, and to maintain the positive connections made with the primary schools • The visitor, Chris Reddell, informed the Board that previously, there used to be a Cluster which helped	N/A	N/A

	with communication lines. However, there was a lack of money going forward to support it • There has been good progress in pathways to Literacy and Numeracy		
Planned Trips Updates	The following Trip Update were tabled: • Poland, Germany & France – July 2026	N/A	Next Meeting

Final Trip Report	The following final trip report was tabled:
	• Social Sciences – Europe Social Sciences – April 2025
	
	The trip report was received well by the Board who also acknowledged the trip sounded to be really good.
	
	However, some discussions took place regarding the timing of school trips and the impact on assessments. The following noted:
	• Assessments:
	    ○ The trip left during the last week of term, and this caused stress for students around due assessments
	    ○ Leaving dates and assessments need to be considered
	    ○ End of Term 1 is often a crunch point for assessments
	• Students missing other classes to attend trips
	• Some teachers were accommodating and worked together, which helped
		N/A	N/A

School Production	**Little Shop of Horrors** The Presiding Member took the opportunity to say that the production was absolutely fantastic. All agreed. The Board acknowledged the work and time involved.	N/A	N/A
Property	**Property Report** Andrew Marshall tabled the report and gave a verbal overview. Detailed discussions took place and the following noted: • Regarding the recent Science Block walk through: a brilliant space with lots of areas. Very impressive. Andrew Marshall thanked Toni Soppet for arranging it • During the last holidays, 5.5 tonnes of silt were removed from the drains. This is done twice a year **Current 5YA & 10YPP Projects** The Presiding Member previously sent out a motion regarding C Block toilets and the redistribution of funds. It was moved to approve the redistribution of $700,000 funds to the new projects:	Andrew Marshall	Next Meeting

	Moved: Andrew Marshall Seconded: Barry Donaldson Ayes given Carried. It was moved to accept the Property report and to approve and accept the updated 5YA Allocation: Moved: Andrew Marshall Seconded: Harrison James Ayes given Carried.		
Community Engagement	It was suggested that the following, from tonight's meeting, will be shared with the LHS community: • Progress of the new building • School closure • Triennial Election date	N/A	Next Meeting
Resolution to take a break	The Presiding Member proposed the Board take a break at 7.11 pm. Adam Gard'ner blessed the kai.		
The meeting resumed at 7.28 pm			
In Committee	It was moved by the Presiding Member at 7.28 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. Student Matters 5. Staff Matters 6. 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 7.51 pm: Moved: Presiding Member Carried.		
Meeting Closed	7.51 pm.		
Closing Karakia	The closing Karakia was said.		
Next Meeting	Monday 16 June 2025 at 6 pm		

Presiding Member: ______________________________

Dated: ______________________________