

**Lincoln High School**  
**Board Minutes of the Meeting held on**  
**Monday 3 November 2025 at 6 pm**

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

**Apologies:** Muhammad Umar.

**In Attendance:** Marama Lynch (Associate Principal), and Tracy Roberts (Secretary).

**Welcome:** The Presiding Member welcomed all and, in particular, Andrew McMenamin (new Parent Trustee) and Mack Wright-Stow (new Student Trustee). Muhammad Umar (new Parent Trustee) is unable to attend this meeting. Introductions were made.

The Presiding Member suggested that, going forward, a board sub-committee meet with the Student Executive once a term. The board members supported this, if of value. The Presiding Member will organise this.

**Student Proposal:** **Warmer Spaces**

On behalf of the Student Executive, Emily Beaufoy and Ravi Bhatia, gave a PowerPoint presentation on Warmer Spaces.

Following the presentation, the Presiding Member thanked the students and explained that their proposal will be discussed later in the meeting.

The students then left the meeting at 6.08 pm.

**Karakia:** The opening karakia was said.

Following the Karakia, the Presiding Member handed over the meeting to the Board Secretary for the Election of Officers.

**Election of Officers:** **Presiding Member**  
Nominated: Ben Olijkan  
By whom: Nicky Hiku  
Seconded: Adrian Fastier  
Ayes given  
Carried.

**Deputy Chair**  
Nominated: Nicky Hiku  
By whom: Andrew McMenamin  
Seconded: Barry Donaldson  
Ayes given  
Carried.

The Presiding Member, Ben Olijkan, then took over the meeting.

**Board Committees**

Discussions took place and the following agreed to:

Board Committee	Committee Presiding Member	Other Members TBC
<b>Finance</b>	<ul style="list-style-type: none"> <li>Barry Donaldson</li> </ul>	<ul style="list-style-type: none"> <li>Nicky Hiku</li> <li>Barry Donaldson</li> <li>•</li> <li>• Principal</li> <li>• Finance Manager</li> </ul>
<b>Property</b>	<ul style="list-style-type: none"> <li>Andrew McMenamin</li> </ul>	<ul style="list-style-type: none"> <li>Ben Olijkan</li> <li>•</li> <li>• Principal</li> <li>• Property Manager (attends)</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>Property Manager</li> </ul>	<ul style="list-style-type: none"> <li>Anna Knowles</li> <li>• Principal</li> <li>• Property Manager</li> </ul>
<b>SchoolDocs – Designated Board Member Liaison</b>		<ul style="list-style-type: none"> <li>Andrew McMenamin</li> </ul>
<b>Staff Discipline</b>	N/a	All board members <b>except</b> Staff and Student Trustees
<b>Student Discipline</b>	N/a	All board members <b>except</b> Student Trustee
<b>Principal's Appraisal</b>	N/a	All board members <b>except</b> Principal, Staff and Student Trustees
<b>NB: Personnel is now covered under 'Staff Matters'</b>		

It was agreed to finalise the committees at the next board meeting in case Muhammad Umar (new Parent Trustee) would like to join some.

**Minutes:****Monday 8 September 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:** Andrew McMenamin informed the Board that he will submit his completed form.

**Business of the Meeting**

Subject	Resolution/Detail		Date To Be Completed
Financial	<p><b>Financial Report and Management Summary Report – for period ended 30.09.2025</b></p> <p>The above financial reports were tabled by Ben Olijkan who gave a verbal outline.</p> <p>General discussions took place.</p> <p>It was moved to accept the Finance Reports:</p> <p>Moved: Ben Olijkan</p> <p>Ayes given</p> <p>Carried.</p> <p><b>Finance Committee: Renewal of 2025-2026 Annual Insurance</b></p> <p>The above was tabled.</p> <p>It was moved to accept and approve the renewal of the 2025-2026 annual insurance as recommended by the Finance Committee:</p> <p>Moved: Nicky Hiku</p> <p>Seconded: Barry Donaldson</p> <p>Ayes given</p> <p>Carried.</p> <p><b>Finance Motion: Approval of the updated 2025 10-year cyclical maintenance plan</b></p> <p>The above was tabled by Ben Olijkan.</p> <p>Discussions took place regarding the self-funded maintenance plan and the Principal offered clarification as and when required.</p>	Ben Olijkan	Next Meeting

	<p>It was moved to accept and approve the updated 2025 10-year cyclical maintenance plan as recommended by the Finance Committee:</p> <p>Moved: Nicky Hiku Seconded: Adrian Fastier Ayes given Carried.</p>		
<b>Health &amp; Safety</b>	<p><b>H&amp;S Toolkit Data and Graphs</b> The H&amp;S Toolkit Data and Graphs were tabled by the Principal.</p> <p>Discussions took place and the following tweaks, to be made, noted:</p> <ul style="list-style-type: none"> <li>• Student Sick Bay Referrals: <ul style="list-style-type: none"> <li>○ Plotted so that variation visible</li> <li>○ Plot on average over 12 months</li> </ul> </li> </ul> <p>It was then moved to accept the H&amp;S reports:</p> <p>Moved: Adrian Fastier Seconded: Andrew McMenamin Ayes given Carried.</p>	Principal Principal	Next Meeting From SOY 2026
<b>Self-Review – SchoolDocs</b>	<p><b>Advisories Dated: 15 July 2025, 21 August 2025 &amp; 17 September 2025 –</b> <b>Term 3 Policies Open for Review – Outstanding - Ratification/Motion</b></p> <ul style="list-style-type: none"> <li>• By the Board (Closing Date: 22 August 2025) <ul style="list-style-type: none"> <li>○ Child Protection</li> <li>○ Abuse Recognition and Reporting</li> <li>○ Safety Checking</li> </ul> </li> </ul> <p>Discussions took place regarding the Adopt-a-Scientist programme, and all agreed that, going forward, the scientists will be police vetted.</p> <p>It was moved to approve and accept, the Term 3 Policies for Review, as detailed on the SchoolDocs Advisories dated 15 July, 21 August and 17 September 2025:</p> <p>Moved: Ben Olijkan Seconded: None Ayes given Carried.</p> <p><b>Advisory Dated: 7 October 2025 –</b> <b>Term 4 Review Open – Notification</b></p> <ul style="list-style-type: none"> <li>• By the Board (Closing: 21 November 2025) <ul style="list-style-type: none"> <li>○ Bullying and Harassment (board)</li> <li>○ Behaviour Management (board)</li> <li>○ Minimising Physical Restraint (board)</li> </ul> </li> </ul>	N/A	N/A

	<ul style="list-style-type: none"> <li>• <b>Other Reviews (Closing: 21 November 2025)</b> <ul style="list-style-type: none"> <li>○ Searches, Surrender, and Retention of Property</li> <li>○ Stand-down, Suspension, and Exclusion</li> <li>○ Staff Wellbeing and Safety</li> </ul> </li> </ul> <p>The above policies are currently under review and will be ratified at the December's board meeting.</p> <p>Andrew McMenamin will consider the review feedback and make recommendations to the Board for consideration at December's board meeting.</p> <p>Following the board meeting, the Board Secretary will arrange for the notification of the Term 4 Review being open, to be sent out to staff and whānau. Closing date: 21 November 2025.</p> <p><b>Term 4: Principal's Board Assurances</b> This will be completed and tabled at December's board meeting.</p>		Andrew McMenamin	Next Meeting
<b>Strategic Planning</b>	<p><b>MOE Update: Strategic Plan Requirements for 2026</b> The Principal tabled the above and gave a verbal update.</p> <p>Discussions took place and the Principal confirmed that LHS will keep the current Strategic Plan and do new Annual Plan targets only.</p> <p>The new Annual Plan targets will be tabled at December's meeting.</p>		Principal	Next Meeting
<b>Principal's Report</b>	<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 are highlighted:</p> <ul style="list-style-type: none"> <li>• Attendance measures: LHS has low unjustified attendance.</li> <li>• Attendance now classed as in class or not: <ul style="list-style-type: none"> <li>○ 51% includes all explained absences. There are concerns about this, but all schools will be the same. <ul style="list-style-type: none"> <li>▪ Difficult to improve as this includes 'medical' and 'explained' absences.</li> </ul> </li> </ul> </li> <li>• Adrian confirmed that Graduation attendance will have explained absences taken into account.</li> <li>• NCEA achievement is tracking well.</li> <li>• Numeracy &amp; Literacy results are very good. Cohort based data.</li> </ul> <p>It was moved to accept the Principal's Report:</p>		Principal	Next Meeting

	Moved: Adrian Fastier Seconded: Anna Knowles Ayes given Carried.		
<b>Staff Trustee's Report</b>	Anna Knowles tabled her report and gave a verbal overview.  It was moved to accept the Staff Trustee's Report: Moved: Anna Knowles Seconded: Nicky Hiku Ayes given Carried.	Staff Trustee	Next Meeting
<b>Student's Report</b>	As this was Mack Wright-Stow's first meeting, there was no report to table.	Student Trustee	TBC
<b>2026 Board Meeting Dates</b>	The proposed 2026 board meeting dates were tabled.  It was then moved to accept the 2026 board meeting dates: Moved: Ben Olijkan Ayes given Carried.	N/A	N/A
<b>China Trip Proposal</b>	The trip proposal documentation was tabled. Discussions took place and the following noted: <ul style="list-style-type: none"> <li>• The trip is organised by the Confucius Institute at University of Canterbury. Unfortunately, with short notice.</li> <li>• The Associate Principal attended the previous China Trip and shared her experiences/views. She confirmed it was a genuine trip and enjoyed by all.</li> </ul> The Presiding Member asked for any objections – none given.  It was then moved to accept and approve, in principle, the 2026 China Trip proposal: Moved: Andre McMenamin Seconded: Nicky Hiku Ayes given Carried.	N/A	N/A
<b>Planned Trips Updates</b>	The following Trip Updates were tabled: <ul style="list-style-type: none"> <li>• Poland, Germany &amp; France – July 2026</li> <li>• World Challenge – Nepal – December 2026: <ul style="list-style-type: none"> <li>○ The Principal explained that the trip dates may be later in the year to accommodate the exam period. 2026 exam dates are not yet known. However, if the trip has to be later, they may not be back for Christmas.</li> </ul> </li> </ul>	Principal	Next Meeting

<b>2027 International Fees</b>	<p>The 2027 International Fees was tabled, and the Principal gave a verbal overview of the rationale behind the fees so that enrolments can be taken and places confirmed.</p> <p>Following discussions, it was moved to accept and approve the early International Enrolment fee of \$17500 and a provisional Homestay fee of \$360:</p> <p>Moved: Adrian Fastier Seconded: Andrew McMenamin Ayes given Carried.</p>	N/A	N/A
<b>Student Executive Proposal</b>	<p>Regarding the Student Executive's proposal, which was presented at the beginning of the meeting, discussions took place and the following noted:</p> <ul style="list-style-type: none"> <li>• Students are miserable about feeling cold.</li> <li>• Half-height wind screens suggested.</li> <li>• Some areas have established hedges.</li> <li>• Making more classrooms available to senior students was suggested. <ul style="list-style-type: none"> <li>○ Challenges with staffing inside and outside at the same time.</li> <li>○ Possible rooms: <ul style="list-style-type: none"> <li>■ Yr 13s - Wai Tuhūra</li> <li>■ Yr 12s – Te Puna</li> </ul> </li> <li>○ SLT have previously discussed indoor spaces at length. Concerns regarding rubbish, damage (no cameras in the toilets).</li> <li>○ Already utilizing open plan areas.</li> <li>○ Some staff have a high trust model with a few students.</li> <li>○ Big spaces require at least two staff members for supervision duties.</li> </ul> </li> </ul> <p>It was agreed to report back to the students:</p> <ul style="list-style-type: none"> <li>• Thank them for their proposal.</li> <li>• Confirm that some things will be expedited and there will be some new things (shades).</li> <li>• Consideration will also be given for new options for making indoor spaces available.</li> <li>• Suggested policy change: <ul style="list-style-type: none"> <li>○ After reviewing the policy, all agreed that the suggested new bullet points are not required. This is due to the changes being procedural rather than policy change.</li> </ul> </li> </ul>	Principal	ASAP
<b>Property</b>	<p><b>Property Strategies 2026 to 2028</b></p> <p>A tracked version of the above was tabled. The only changes relate to the dates, with no other changes recommended by the Property Manager.</p>	N/A	N/A

	<p>It was then moved to accept and approve the Property Strategies 2026 to 2028:</p> <p>Moved: Ben Olijkan</p> <p>Ayes given</p> <p>Carried.</p> <p><b>Property Update</b></p> <p>The Principal gave a verbal update. Discussions took place and the following noted:</p> <ul style="list-style-type: none"> <li>• The new Science Block, Wai Tūhura, has officially opened.</li> <li>• LHS has not received funding for a new Admin block in this round.</li> <li>• MOE considers we have classroom space up until a roll of 1700. This is in-zone domestic only.</li> <li>• Buildings are not being knocked down and replaced: <ul style="list-style-type: none"> <li>○ Better to make all classrooms fit for purpose: <ul style="list-style-type: none"> <li>▪ Going to be looking at renovating/landscaping projects.</li> <li>▪ Using 5YA funds</li> </ul> </li> </ul> </li> </ul>	N/A	N/A
<b>Resolution to take a break</b>	The Presiding Member proposed the Board take a break at 8.07 pm.		
<b>The meeting resumed at</b>	8.40 pm.		
<b>In Committee</b>	<p>It was moved by Ben Olijkan at 8.40 pm that the public be excluded from the following part of the proceedings of this meeting:</p> <ol style="list-style-type: none"> <li>1. Minutes from previous meeting.</li> <li>2. Alternative Education Students.</li> <li>3. Stand downs and suspensions.</li> <li>4. Enrolments.</li> <li>5. Board Contact Details.</li> <li>6. Student Matters.</li> <li>7. Staff Matters.</li> <li>8. Staff Award.</li> </ol> <p>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 proceedings of the meeting in public.</p>	Relevant documents tabled and verbal reports given by Ben Olijkan and Adrian Fastier	
<b>Resolution to move out of committee</b>	The Presiding Member proposed the Board move out of Committee at 9.47 pm: Moved: Presiding Member Carried.		

<b>Community Engagement</b>	<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"> <li>• New LHS Board.</li> <li>• Wai Tūhura opening:           <ul style="list-style-type: none"> <li>○ Board's monetary contribution towards enhancements.</li> <li>○ Tate Foundation donation towards kitting out science laboratories.</li> </ul> </li> </ul>	Principal	ASAP
<b>Meeting Closed</b>	9.48 pm.		
<b>Closing Karakia</b>	The closing Karakia was said.		
<b>Next Meeting</b>	Monday 1 December 2025		

*Presiding Member:* \_\_\_\_\_

*Dated:* \_\_\_\_\_