

Lincoln High School Board Minutes of the Meeting held on Monday 8 September 2025 at 6 pm

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

Apologies: Nicky Hiku (Deputy Chair).

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

Welcome: The Presiding Member welcomed all and handed over to Adam Gard'ner for the introduction of the new karakia.

Karakia: Adam Gard'ner introduced some new karakia and shared some verbal information. He explained that some karakia are linked to religious activities. These new karakia are not, they are a way of connecting and coming together at a meeting and acknowledging everyone's contribution.

Minutes: **Monday 4 August 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: None

Business of the Meeting

| Subject | Resolution/Detail | | Date To Be Completed |
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| Financial | Financial Report and Management Summary Report – for period ended 31.07.2025 The above financial reports were tabled by the Presiding Member who gave a verbal outline and confirmed that things were tracking along as expected. It was then moved to accept the Finance Reports: Moved: Ben Olijkan Ayes given Carried. | Presiding Member | Next Meeting |
| | Financial Strategies 2026 to 2028 | N/A | N/A |

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| | <p>The Financial Strategies was tabled, showing the new dates. And the Presiding Member confirmed that the Finance Committee had not suggested any other changes.</p> <p>It was then moved to accept and approve the Financial Strategies: Moved: Ben Olijkan Ayes given Carried.</p> <p>2026 Proposed Teacher Relief Period-based Rates The Principal gave a verbal overview of the rationale behind the recommendation and confirmed that it is to better line up with the incurred costs.</p> <p>The Presiding Member offered clarification as and when and asked for any further comments. None were given.</p> <p>It was moved to accept and approve the tabled 2026 Proposed Teacher Relief Period-based Rates, subject to an update once the latest teacher Collective Bargaining Agreement is finalised: Moved: Adrian Fastier Seconded: Andrew Marshall Ayes given Carried.</p> <p>Counselling Staffing Time This was discussed later, in-committee.</p> <p>2026 Unit Allocations The Presiding Member gave a verbal overview of the rationale behind the Principal's request to the Board for funding support so that the Management Units (MUs) align with the management strategy of the school.</p> <p>Discussions took place, and the following noted:</p> <ul style="list-style-type: none"> • 2026 student numbers; indications at this stage are that the roll will likely be over 1400 students • If below 1400 students, then there is some risk around having the MUs accounted for • The disestablishment of the Kāhui Ako has significantly reduced the funding available for units/allowances. The purpose of this proposal is to maintain the really important tasks and continue with the work already done <p>Following discussions, it was moved to approve the 2026 MU allocation of 125 units: Moved: Ben Olijkan Ayes given</p> | <p>N/A</p> <p>N/A</p> <p>N/A</p> | <p>N/A</p> <p>N/A</p> <p>N/A</p> |
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| | Carried. | | |
| Health & Safety | <p>H&S Toolkit Data and Graphs</p> <p>The H&S Toolkit Data and Graphs were tabled by the Principal.</p> <p>Brief discussions took place, and the Principal gave clarification as and when required.</p> <p>It was then moved to accept the H&S reports: Moved: Adrian Fastier Seconded: Barry Donaldson Ayes given Carried.</p> | N/A | N/A |
| Self-Review - SchoolDocs | <p>A. Advisory Dated: 15 July 2025 – Term 3 Policies Open for Review:</p> <p>Review Data Spreadsheet</p> <p>Adam tabled the above-mentioned review data spreadsheet and shared some whanau feedback regarding the policies below.</p> <p>Discussions took place and it was determined that some of the feedback related to topics that are covered under other policies or fall under ‘management’ rather than ‘governance’</p> <p>Regarding the three policies shown below:</p> <ul style="list-style-type: none"> • Child Protection • Abuse Recognition and Reporting • Safety Checking <p>There was some feedback regarding Safety (Digital and Physical). Discussions took place and the following noted:</p> <ul style="list-style-type: none"> • Online rather than physical <ul style="list-style-type: none"> ○ Adam Gardner will contact SchoolDocs to check if this is covered under another policy and report back to the Presiding Member • Volunteers (eg Adopt-a-Scientist programme) and Police Vetting: <ul style="list-style-type: none"> ○ The Staff Trustee will look into this and report back to the Principal <p>It was also suggested that the whānau, submitting the Digital Safety feedback, are acknowledged and informed of the outcome.</p> <p>It was agreed that the above three policies are re-submitted at the next board meeting for discussion/ratification.</p> <p>Other Reviews:</p> <ul style="list-style-type: none"> • Food & Nutrition | <p>Staff Trustee</p> <p>Adam Gard’ner</p> <p>Principal</p> <p>N/A</p> | <p>Next Meeting</p> <p>ASAP</p> <p>Next Meeting</p> <p>N/A</p> |

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| | <ul style="list-style-type: none"> • Police Vetting • Missing Student Procedure <p>It was moved to approve and accept the above three Policies for Review, as detailed on the SchoolDocs Advisory dated 15 July 2025:</p> <p>Moved: Adam Gard'ner Seconded: Brad Macdonald Ayes given Carried.</p> <p>Advisory Dated: 29 July 2025 – Term 3, Scheduled Review (Health Support) – Upcoming Changes:</p> <ol style="list-style-type: none"> Health Support (currently Healthcare) First Aid Training and Supplies Managing Injuries and Illness Medicines Allergies Asthma Diabetes Head Lice Infectious Diseases <p>Advisories Dated: 29 July 2025 & 21 August 2025 – Other Upcoming Changes & Updates Published to School Sites:</p> <ol style="list-style-type: none"> Finance and Asset Management Policy Health & Safety Management <p>Advisory Dated: 21 August 2025 – Upcoming Changes – Generative AI</p> <p>Regarding the above, it was moved to approve and accept the following:</p> <ul style="list-style-type: none"> • Scheduled Review (Heath Support) Upcoming Changes, as detailed in the SchoolDocs Advisory dated 29 July 2025 • Other Upcoming Changes related to the above, as detailed in the SchoolDocs Advisories dated 29 July 2025 & 21 August 2025 • Upcoming Changes related to Generative AI, as detailed in the SchoolDocs Advisory dated 21 August 2025: <p>Moved: Adam Gard'ner Seconded: Barry Donaldson Ayes given Carried.</p> <p>Principal's Board Assurance Statement – Termly and Term 3 2025 Assurance Statements</p> <p>The Principal tabled the above.</p> | <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> | <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> |
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| Student Trustee's Report | <p>Harrison James tabled his last report and gave a verbal outline.</p> <p>Harrison thanked the Board Members for his time on the Board, he has found it very interesting, enjoyed it.</p> <p>Adam Gard'ner responded to Harrison and said his contributions have been meaningful.</p> <p>It was moved to accept the Student's Report: Moved: Harrison James Seconded: Anna Knowles Ayes given Carried.</p> <p>On behalf of the Board, the Presiding Member presented Harrison with a card and voucher. He then took the opportunity to reiterate to Harrison that he had done really well and participated in the discussions. The Presiding Member thanked him.</p> | N/A | N/A |
| International Trip Proposals | <p>Tournaments of Mind (TOM) – Oct/Nov 2025</p> <p>The proposal was tabled, and the Presiding Member gave a verbal overview of the previous years last minute trip to the finals in Australia. There was not much time for documentation preparation regarding the trip proposal.</p> <p>Therefore, this year, the TOM's trip proposal is being submitted, in advance, for 'just in case needed' situation.</p> <p>Adam Gard'ner asked that, regarding all trips, consideration was given to the fact that teaching staff would be away from their classes, resulting in students left at LHS without their usual teacher.</p> <p>The Principal confirmed that the trip proposal is largely the same as last year apart from a change in the hotel.</p> <p>It was then moved to accept and approve the TOM trip: Moved: Ben Olijkan Ayes given Carried.</p> <p>Classics (Greece/Italy) – April 2027 – separate attachment</p> <p>The above proposal was tabled. The Principal gave some verbal information and confirmed that he, and the Associate Principal, had met with the staff submitting the proposal.</p> <p>Detailed discussions took place, including some concerns and the following noted:</p> | <p>N/A</p> <p>N/A</p> | <p>N/A</p> <p>N/A</p> |

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| | <ul style="list-style-type: none"> • Staff to give consideration of the senior students' assessment deadlines – pressure put on students previously • Lack of equity • International travel increases the risks • Why not more NZ trips – amazing opportunities • Staff on trips are not here supporting the rest of the students • What about Science or Construction/Architecture/Engineering trips (eg London Underground) • Such trips can be relevant to the teaching topic, but attendance is not needed to pass the work • International trips give fantastic experiences and meaning for students <p>It was then moved to accept and approve the 2027 Classics trip to Greece & Italy: Moved: Anna Knowles Seconded: Harrison James Ayes given Carried. Against: Adam Gard'ner</p> | | |
| Planned Trips Updates | <p>The following Trip Update was tabled:</p> <ul style="list-style-type: none"> • Poland, Germany & France – July 2026 | Principal | Next Meeting |
| Property | <p>Property Report Andrew Marshall tabled the report and shared information about his recent walk-through the new Science Block; amazing. There are spaces to use for the whole school and not just for the Sciences</p> <p>Insurance Renewal This should be a rollover as a full insurance review was done last year.</p> <p>It was moved to accept the Property report: Moved: Andrew Marshall Seconded: Steve Rosling Ayes given Carried.</p> | <p>Andrew Marshall</p> <p>N/A</p> | <p>Next Meeting</p> <p>N/A</p> |
| Community Engagement | <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"> • Board Election - voting | Principal | ASAP |

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| Resolution to take a break | <p>The Presiding Member proposed the Board take a break at 7.06 pm.</p> <p>Adam Gard'ner led the new kia karakia.</p> | | |
| The meeting resumed at 7.29 pm | | | |
| In Committee | <p>It was moved by the Presiding Member at 7.30 pm that the public be excluded from the following part of the proceedings of this meeting:</p> <ol style="list-style-type: none"> 1. Minutes from previous meeting 2. Alternative Education Students 3. Stand downs and suspensions 4. Student Matters 5. Staff Matters 6. Staff Award <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 proceeds of the meeting in public.</p> | Relevant documents tabled and verbal reports given by Ben Olijkan and Adrian Fastier | |
| Resolution to move out of committee | <p>The Presiding Member proposed the Board move out of Committee at 8.34 pm:</p> <p>Moved: Presiding Member</p> <p>Carried.</p> | | |
| New Board Members' Induction | <p>The Presiding Member asked the board members to consider the following questions:</p> <ul style="list-style-type: none"> • <i>What would you like to have known at the beginning.</i> • <i>What worked for your induction.</i> • <i>What information</i> • <i>What information can be gradually released to them</i> <p>He raised the following:</p> <ul style="list-style-type: none"> • How can we help new board members? • An opportunity to welcome the new members <p>Discussions took place and the following noted:</p> <ul style="list-style-type: none"> • Prior board members attending the first part of the next meeting to 'hand over' and provide information on what has been worked on so far <ul style="list-style-type: none"> ○ This was supported and agreed on • Awareness of and expectation of also being on Sub-committees | | |

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| | <ul style="list-style-type: none"> The Presiding Member will contact the successful candidates, welcome them and invite them to an informal coffee catchup <p>It was agreed that the Board Secretary will send out a survey with the above questions to the board members and then forward the responses onto the Presiding Member.</p> | Board Secretary | ASAP |
| Other Matters | <p>On behalf of himself and Nicky Hiku, Ben Olijkan passed on their appreciation of the support last year. It was good to come together and carry on with the business at hand.</p> <p>The Presiding Member thanked the Board and acknowledged how constructive, heard and respectful they were, a good board. He also acknowledged the good appointments the Board had made and were now starting to see the fruits of the decisions.</p> <p>Andrew Marshall expressed his thanks and gratitude to the Board and acknowledged the challenges and successes along the way. He then presented some flowers to Toni Soppet (Property Manager (via the Associate Principal)), Marama Lynch and Tracy Roberts.</p> <p>Ben Olijkan thanked Andrew Marshall for his long service to the Board and thanked all the Board. He also confirmed he would arrange a dinner soon and send a message with the details.</p> | Presiding Member | ASAP |
| Meeting Closed | 8.46 pm. | | |
| Closing Karakia | The closing Karakia was said. | | |
| Next Meeting | Monday 3 November 2025. | | |

Presiding Member: _____

Dated: _____