

## Lincoln High School Board Minutes of the Meeting held on Monday 16 February 2026 at 6 pm

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

**Apologies:** Marama Lynch (Associate Principal).

**In Attendance:** Tracy Roberts (Secretary).

**Welcome:** The Presiding Member welcomed all.

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

**Presentation: Sonia Panapa (Deputy Principal): Academic Achievement**

Sonia Panapa gave a PowerPoint presentation of the latest academic achievement results. The following noted:

- There will be a focus on the improvement of Endorsement, UE & Equity.
- The Board have resourced the Flexible Learning Teacher which has had a huge impact on supporting 'at risk' students.
- Scholarship results are better than last year.
- Junior English & Mathematics have been locked in for the full year.

A question-and-answer session followed. The presentation was well received by the Board and the Presiding Member thanked Sonia for all her hard work in improving results.

The Principal confirmed how proud the school is of the results and thanked Sonia for the across the school changes.

Sonia left the meeting at 6.25 pm.

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

**Election of Officers: Presiding Member**

Nominated: Ben Olijkan

By whom: Nicky Hiku

Seconded: Barry Donaldson

Secretary asked if all were in agreement – Ayes given

Carried.

**Deputy Presiding Member**

Nominated: Nicky Hiku

By whom: Ben Olijkan

Ayes given

Carried.

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

**Board Committees:** The Presiding Member moved that the current structure of the committees is continued for 2026:  
 Moved: Ben Olijkan  
 Ayes given  
 Carried.

**Minutes:** **Monday 1 December 2025 Minutes:**  
 There are two corrections to be made:

- On the first page, Mack is shown as Matt.
- On page 7, Nicky’s surname is missing.

It was moved that, with the above corrections, 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:** The Board Secretary will send out new Disclosures of Interest forms to the board members.

**Business of the Meeting**

| Subject          | Resolution/Detail   | Date To Be Completed |              |
|------------------|---|----------------------|--------------|
| <b>Financial</b> | <p><b>Financial Report and Management Summary Report – for period ended 31 December 2025</b><br/>                     The above financial reports were tabled by Barry Donaldson who gave a verbal outline. General discussions followed.</p> <p>It was then moved to accept the Finance Reports:<br/>                     Moved: Barry Donaldson<br/>                     Seconded: Nicky Hiku<br/>                     Ayes given<br/>                     Carried.</p> | Barry Donaldson      | Next Meeting |
|                  | <p><b>Revised Final 2026 Operating Budget</b><br/>                     It was moved to accept and approve the revised 2026 Operating Budget as tabled and recommended by the Finance Committee:<br/>                     Moved: Barry Donaldson<br/>                     Seconded: Nicky Hiku<br/>                     Ayes given<br/>                     Carried.</p>   | N/A                  | N/A          |
|                  | <p><b>Administration of the Past Pupils’ Foundation Term Deposit</b><br/>                     Barry Donaldson gave a verbal overview of the rationale behind the proposal. The Finance Committee suggests that the school holds the money and follows the Past Pupils’</p>  | Finance Manager      | ASAP         |

|                            |  |           |              |
|----------------------------|--|-----------|--------------|
|                            | <p>instructions and uses the interest for prizegiving (MOU in place). Discussions took place.</p> <p>It was moved to accept and approve the temporary administration of the Past Pupils' Foundation term deposit of \$37,440 as tabled and recommended by the Finance Committee:<br/> Moved: Barry Donaldson<br/> Seconded: Andrew McMenamin<br/> Ayes Given<br/> Carried.</p> <p><b>Settlement of Guidance Counsellors' Salaries</b><br/> Barry Donaldson gave a verbal overview. Discussions took place and the Principal offered clarification as and when required.</p> <ul style="list-style-type: none"> <li>It was moved that the backpay for Counsellor 4 be accepted and paid as recommended by the Finance Committee:<br/> Moved: Barry Donaldson<br/> Seconded: Nicky Hiku<br/> Ayes given<br/> Carried.</li> <li>It was moved that the full backpay for all four staff members be accrued to the 2025 operating budget as recommended by the Finance Committee:<br/> Moved: Barry Donaldson<br/> Seconded: Nicky Hiku<br/> Ayes given<br/> Carried.</li> </ul> <p><b>Report: Sports, Cultural &amp; Academic Fund</b><br/> The Principal tabled the above report and asked the Board about the original intent of the fund (ie to carry on as is, or to move more towards an exceptional opportunity).</p> <p>The Principal suggested changing to the one-off exceptional things on a case-by-case basis. Discussions took place.</p> <p>The board signalled their support for the Principal to administer the fund in the manner he considers most appropriate.</p> | N/A       | N/A          |
| <b>Health &amp; Safety</b> | <p><b>H&amp;S Toolkit Data and Graphs</b><br/> The H&amp;S Toolkit Data and Graphs were tabled by the Principal.</p>   | Principal | Next Meeting |

|   |   |   |                                    |
|---|---|---|------------------------------------|
|   | <p>Discussions took place regarding the value of the older results. It was agreed that the data tables are not needed going forward.</p> <p>The Board acknowledged and liked the updated graphs which now show the moving average.</p> <p>It was then moved to accept the H&amp;S reports:<br/>         Moved: Adrian Fastier<br/>         Seconded: Andrew McMenamin<br/>         Ayes given<br/>         Carried.</p>   |   |                                    |
| <p><b>Self-Review:<br/>SchoolDocs</b></p> | <p><b>Term 4, 2025 Policy Review Results</b><br/> <b>Re: Search &amp; Retention: Authorisation of Staff</b><br/>         Andrew McMenamin shared the feedback relating to the Head of Deaning and Deans conducting searches.</p> <p>The Principal also tabled some relevant information relating to the same topic.</p> <p>Discussions took place and the following noted:</p> <ul style="list-style-type: none"> <li>• Currently the group of people who can conduct searches is quite narrow.</li> <li>• Andrew McMenamin shared some information regarding a review of the Board and Presiding Member involving a survey. This is not facilitated by SchoolDocs. Going forward, the Board will conduct its own review of the Board and Presiding Member. Andrew McMenamin and the Board Secretary will liaise regarding the process.</li> </ul> <p>It was moved to approve, grant and give authorisation to the Head of Deaning and Deans to be permitted to conduct searches for weapons, banned objects, vapes etc in accordance with the policy requirements:<br/>         Moved: Andrew McMenamin<br/>         Seconded: Mack Wright-Stow<br/>         Ayes given<br/>         Carried.</p> <p>SchoolDocs to be informed of the additional LHS staff permitted to conduct searches.</p> <p><b>Policy Updates to be Endorsed</b></p> <ul style="list-style-type: none"> <li>• Emergency Management.</li> <li>• Education &amp; Training Act Updates – Significant Changes.</li> <li>• Governance and Management Policy.</li> <li>• Te Tiriti o Waitangi.</li> </ul> | <p>Andrew McMenamin &amp; Board Secretary</p> <p>Board Secretary</p> <p>N/A</p> | <p>ASAP</p> <p>ASAP</p> <p>N/A</p> |

|   |   |   |   |
|---|---|---|---|
|   | <ul style="list-style-type: none"> <li>• School Planning and Reporting.</li> <li>• Inclusive School Culture.</li> <li>• Student Attendance.</li> <li>• Curriculum and Student Achievement Policy.</li> <li>• Assessing Student Learning.</li> <li>• Reporting about Student Progress and Achievement.</li> <li>• Māori Educational Achievement.</li> </ul> <p>Andrew McMenamin tabled two documents:</p> <ul style="list-style-type: none"> <li>• Term 4, 2025 Release Notes – Emergency Management – Scheduled Review.</li> <li>• Term 4, Release Notes – Internal Review.</li> </ul> <p>It is moved to approve and accept the Policy Updates and Changes related to the above, as detailed in the SchoolDocs Advisory dated 12 November 2025:<br/> Moved: Andrew McMenamin<br/> Seconded: Barry Donaldson<br/> Ayes given<br/> Carried.</p> <p><b>Term 1, 2026 Policies for Review</b></p> <ul style="list-style-type: none"> <li>• Safety on and off School Grounds.</li> <li>• Alcohol, Drugs, and Other Harmful Substances Policy (Board).</li> <li>• Sun Protection (Board).</li> <li>• Digital Technology and Online Safety (Board).</li> <li>• Cellphones and Other Personal Digital Devices.</li> <li>• Safety and Welfare for Students on Work Experience (composite/secondary schools only).</li> <li>• Firearms (optional policy).</li> </ul> <p>Andrew McMenamin advised the Board that the Term 1, 2026 policies for review are now open until the end of term (ie 2 April 2026).</p> <p>All policies can be reviewed by anyone, but the Board must review the ‘Board’ ones. And Andrew McMenamin will report on the feedback at the beginning of next term.</p> <p>The Board Secretary will send out information to the staff and the wider community.</p> | <p>Board Members</p> <p>Andrew McMenamin</p> <p>Board Secretary</p> | <p>During Term One</p> <p>May Meeting</p> <p>ASAP</p> |
| <p><b>Self-review:</b><br/><b>Other</b></p> | <p><b>ERO Self-audit</b></p> <ul style="list-style-type: none"> <li>• Topics &amp; Personnel.</li> </ul> <p>The Principal tabled the ERO Self-audit table and gave a verbal overview regarding compliance.</p>  |   |   |

|                           |  |  |  |             |              |
|---------------------------|--|--|--|-------------|--------------|
|                           | <p>Discussions took place and the decisions were made regarding which topics would be covered by whom:</p> <ul style="list-style-type: none"> <li>• <b>Board Administration</b> <ul style="list-style-type: none"> <li>○ Principal and Presiding Member.</li> </ul> </li> <li>• <b>Curriculum</b> <ul style="list-style-type: none"> <li>○ Sonia Panapa, Stu Gilpin and Muhammad Umar.</li> </ul> </li> <li>• <b>Health, Safety &amp; Welfare</b> <ul style="list-style-type: none"> <li>○ Marama Lynch, Jamie L’Huillier, Toni Soppet, Anna Knowles and Ben Olijkan.</li> </ul> </li> <li>• <b>Personnel</b> <ul style="list-style-type: none"> <li>○ Principal, Tracy Roberts and Andrew McMenamin.</li> </ul> </li> <li>• <b>Finance</b> <ul style="list-style-type: none"> <li>○ Mitzi Ajero and Nicky Hiku.</li> </ul> </li> <li>• <b>Asset Management</b> <ul style="list-style-type: none"> <li>○ Marama Lynch, Toni Soppet and Barry Donaldson.</li> </ul> </li> </ul> <p>As before, the SLT member/s will liaise directly with the board members to arrange a mutually convenient time to meet.</p> |  |  | SLT Members | ASAP         |
| <b>Strategic Planning</b> | <p>A verbal update regarding the Annual Plan which was approved at the end of last year was given by the Principal.</p> <p>The Principal also informed the Board that Sonia Panapa is working with the HOLAs on a yearly plan around what are ‘owned’ by the HOLAs.</p> <p>The Principal discussed the Board Presentations and suggested that, going forward, the SLT could give presentations around their folio areas. This was well received by the Board.</p>  |  |  | Principal   | As and when  |
| <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 noted:</p> <ul style="list-style-type: none"> <li>• The Principal informed the Board that he had been visiting classrooms, and classes were settled and on task. Teachers have done a great job setting their expectations up.</li> <li>• New statistics relating to attendance; sick leave is now included. Information shared.</li> <li>• For Yrs 9 &amp; 10 there are attendance services that can be activated by the Deans. However, there are none for Yr 11.</li> </ul> <p>It was moved to accept the Principal’s Report:</p>  |  |  | Principal   | Next Meeting |

|  |  |             |              |
|--|--|-------------|--------------|
|  | Moved: Adrian Fastier<br>Seconded: Muhammad Umar<br>Ayes given<br>Carried.   |             |              |
| <b>Staff Rep's Report</b>                                | Anna Knowles gave her apologies for there being no Staff Rep's report.   | Staff Rep   | Next Meeting |
| <b>Student Rep's Report</b>                              | Mack Wright-Stow tabled his report and gave a verbal outline.<br><br>It was moved to accept the Student Rep's Report:<br>Moved: Mack Wright-Stow<br>Seconded: Nicky Hiku<br>Ayes given<br>Carried.   | Student Rep | Next Meeting |
| <b>Enrolments</b>  | <b>Proof of Address</b><br>The Principal tabled some information and gave a verbal overview.<br><br>It was then moved, relating to enrolments, to accept broadband/internet evidence as proof of address:<br>Moved: Ben Olijkan<br>Ayes given<br>Carried.  | N/A         | N/A          |
| <b>2026 Personnel Compliance Report</b>                  | The Principal tabled his Personnel Compliance Report.<br><br>It was moved to accept and approve the Personnel Compliance Report:<br>Moved: Adrian Fastier<br>Seconded: Nicky Hiku<br>Ayes given<br>Carried.  | N/A         | N/A          |
| <b>Disposal of Staff, Students &amp; Finance Reports</b> | The Principal tabled some information relating to the type of documentation for disposal.<br><br>It was moved to accept and approve the annual disposal of staff, students and finance records as detailed above in accordance with MOE's Disposal Schedule:<br>Moved: Ben Olijkan<br>Ayes given<br>Carried. | N/A         | N/A          |
| <b>Mobile Dental Aotearoa</b>                            | The Principal tabled information relating to Mobile Dental Aotearoa and gave a verbal overview. Discussions took place and the following noted: <ul style="list-style-type: none"> <li>• Based on demographic and now qualify.</li> <li>• LHS has to confirm that the site can host it.</li> </ul>           | N/A         | N/A          |

|   |  |           |      |
|---|--|-----------|------|
|   | <ul style="list-style-type: none"> <li>The programme assumes all opting in unless the whānau opts out. LHS may change this to an opting in process via a link sent out with information.</li> <li>The Principal acknowledged it is a good service to offer but with some difficulties.</li> </ul> <p>It was moved to accept and approve, in principle, Mobile Dental Aotearoa being based at LHS providing that the timing of the visit works with LHS's responsibilities and commitments:<br/> Moved: Ben Olijkan<br/> Ayes given<br/> Carried.</p> |           |      |
| <b>Changes to Board Priorities – Education &amp; Training Act Amendment</b> | <p>The Principal tabled a report and gave a verbal overview and confirmed that the SLT already have the changes covered.</p> <p>The Board acknowledged the changes and already have a plan to implement the changes:<br/> Moved: Nicky Hiku<br/> Seconded: Anna Knowles<br/> Ayes given<br/> Carried.</p>  | N/A       | N/A  |
| <b>Stepped Attendance Response</b>  | <p>Information was sent out with the Board Pack as a separate attachment.</p> <p>The Principal verbally shared that most items have been already done. However, he is looking into a way of triaging the absence and reasons for absence and letters are then only sent to the ones needed.</p> <p>It was then moved that the Board adopts the LHS Stepped Attendance Reporting – V1 2026: (a commonsense approach as outlined in the document):<br/> Moved: Adrian Fastier<br/> Seconded: Nicky Hiku<br/> Ayes given<br/> Carried.</p>              | Principal | ASAP |
| <b>Trip Proposal</b>  | <p><b>Japan: Rugby Trip – 2027 (Combined 1<sup>st</sup> XV)</b><br/> Some additional information was sent out with the Agenda Pack.</p> <p>The Principal and Sonia Panapa verbally shared the rationale behind the proposal.</p> <p>Detailed discussions were had and the following noted:</p> <ul style="list-style-type: none"> <li>It would involve the whole team going on the trip.</li> <li>The trip would be during the holidays.</li> </ul>  |           |      |

|                                       |   |                  |              |
|---------------------------------------|---|------------------|--------------|
|                                       | <ul style="list-style-type: none"> <li>• All town schools go on such trips.</li> <li>• Lincoln Combined – can the LHS Board approve the trip which includes other schools’ students?</li> <li>• A staff member will attend.</li> <li>• Concerns were raised about the possibility of some members of the team not being able to go.</li> </ul> <p>It was decided that, before any motion could be carried out, the following additional information was required:</p> <ul style="list-style-type: none"> <li>• More risk assessment information.</li> <li>• Consultation with the other schools involved in the Combined First XV Team is sought and their views known.</li> </ul> <p>It was agreed that the additional information and resulting ‘in principle motion’ would be circulated by email.</p> | Principal        | ASAP         |
| <b>Planned Trips Updates</b>          | <p>The following Trip Updates were tabled:</p> <ul style="list-style-type: none"> <li>• China – April 2026: <ul style="list-style-type: none"> <li>○ The Principal verbally informed the Board that the number of students attending has reduced. As a result, the second staff member’s place is not funded. There will now be one staff member attending.</li> <li>○ The Associate Principal who had been on this trip before, confirmed that the trip will be very well controlled and part of a wider group.</li> </ul> </li> <li>• Poland, Germany &amp; France – July 2026.</li> <li>• Nepal – December 2026.</li> <li>• Europe Social Sciences – 2027.</li> </ul>  | Principal        | Next Meeting |
| <b>Property</b>                       | As the Property Manager is away and there have been no property meetings, there was no report tabled.   | Andrew McMenamin | Next Meeting |
| <b>Board Acknowledgement</b>          | The Board acknowledged the mahi gone into the achievement results by the SLT and teaching staff.  | N/A              | N/A          |
| <b>Resolution to take a break</b>     | The Presiding Member proposed the Board take a break at 8.01 pm.  |                  |              |
| <b>The meeting resumed at 8.18 pm</b> |   |                  |              |
| <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>• SchoolDocs.</li> <li>• Mobile Dental Aotearoa.</li> </ul>   | Principal        | ASAP         |

|  |  |  |     |
|--|--|--|-----|
| <b>In Committee</b>                        | <p>It was moved by the Presiding Member at 8.18 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. OIA Request.</li> <li>5. Student Matters.</li> <li>6. Staff Matters.</li> <li>7. 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 proceeds 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> | <p>The Presiding Member proposed the Board move out of Committee at 8.46 pm:<br/> Moved: Presiding Member<br/> Carried.</p>  | N/A  | N/A |
| <b>Closing Karakia</b>                     | The closing Karakia was said.  | N/A  | N/A |
| <b>Meeting Closed</b>                      | 8.47 pm.   | N/A  | N/A |
| <b>Next Meeting</b>                        | Monday 23 February 2026 – HOLAs' Data Presentation   |  |     |

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

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