

Lincoln High School Board Minutes of the Meeting held on Monday 11 May 2026 at 6 pm

- Present:** Nicky Hiku (Acting Presiding Member), Adrian Fastier (Principal), Andrew McMenamin, Muhammad Umar, Anna Knowles and Mack Wright-Stow.
- Apologies:** Ben Olijkan (Presiding Member) and Barry Donaldson.
- In Attendance:** Sonia Panapa (Acting Associate Principal), Stu Gilpin (Deputy Principal) and Tracy Roberts (Secretary).
- Welcome:** The Acting Presiding Member welcomed all to the meeting, especially Sonia Panapa (first meeting as Acting Associate Principal) and Stu Gilpin (presenting).
- Karakia:** The Karakia was said.

- Presentation:** **Stu Gilpin (Deputy Principal) – SLT Portfolio**
Stu gave a PowerPoint presentation on his current SLT Portfolio which covers:
- Relief
 - NCEA + Special Assessment Conditions (SAC)
 - Media Promotion
 - Head of Level: Yr 13

He gave a brief overview of his time here at LHS since he started in 2004 including the different roles he had held. He also said how proud he is of the school and proud of being a teacher. In his words, ‘... LHS is a great place ...’.

Stu shared information on the different aspects of his role and he also showed the Board the new live website which is more user friendly and easier to update. A new feature of the website is ‘From the Archives’, an historical element, which has already received some positive feedback. The Board acknowledged that the new website is more up-to-date and easier to use.

The Acting Presiding Member thanked Stu Gilpin and he then left the meeting at 6.38 pm.

- Minutes:** **Monday 16 February 2026 Minutes:**
It was moved the Minutes of the above meeting be taken as read and accepted as a true and accurate record:
Moved: Nicky Hiku
Ayes given
Carried.

Monday 23 February 2026
It was moved the Minutes of the above meeting be taken as read and accepted as a true and accurate record:
Moved: Nicky Hiku
Ayes given
Carried.

Monday 23 March 2026

It was moved the Minutes of the above meeting be taken as read and accepted as a true and accurate record:

Moved: Anna Knowles

Seconded: Adrian Fastier

Ayes given

Carried.

Disclosure of Interest: None.

Business of the Meeting

Subject	Resolution/Detail	By Whom	Date To Be Completed
Financial	There were no financial matters to table or discuss.	Ben Olijkan	Next Meeting
Health & Safety	H&S Toolkit Data and Graphs The H&S Toolkit Data and Graphs were tabled by the Principal who verbally shared that the general trend for the sickbay is upwards. This is proportionate to roll growth and not of concern. It was then moved to accept the H&S reports: Moved: Adrian Fastier Seconded: Andrew McMenamin Ayes given Carried. Internet Outage The Principal shared some verbal information relating to an internet outage. Discussions took place and the following noted: • The matter has now been resolved and was due to too much loading and the power being tripped. This affected the bells and emergency processes for an unplanned period of time. • It was suggested that the enrolment form could be updated to include permission for the student to go home if the school is closed, due to an emergency. NB: Only if legally allowed, due to their age. The Principal suggested that, going forward, the Principal would contact the Board's Presiding Member with information available at the time and decisions made together. The Board signalled support of the Principal's suggestion.	Principal	Next Meeting
Self-Review – SchoolDocs	Andrew McMenamin tabled his School Board Report relating to Term 2, policy reviews and gave a verbal overview, including sharing feedback and his recommendations.	Andrew McMenamin	Next Meeting

	The report covered the following topics: Term 1, 2026 Review Feedback • Alcohol, Drugs, and Other Harmful Substances (Board). • Sun Protection (Board). • Digital Technology and Online Safety (Board). • Cellphones and Other Personal Digital Devices. • Safety and Welfare for Students on Work Experience. ○ Andrew McMenamin recommended the following wording to adopt: ‘After a work experience placement, the Gateway Co-ordinator holds a meeting with the student to discuss the employer’s report on their attendance, relevant personal qualities and vocational skills’. Policy Updates (held over from March’s meeting) • Student Wellbeing and Safety. • Child Protection. • Police Vetting. • Identifying and Responding to Suspected Child Abuse and Neglect. • Sexual Behaviour in Students. • Responding to Student Sexual Behaviour Concerns and Incidents. • Responding to Student Wellbeing Concerns. • Responding to Student Self-harm. • Responding to Risk of Student Suicide. • Food and Nutrition. • Food Safety. • Healthy School Lunches Programme. • Student Supervision. • Care and Contact Arrangements. • Exchange Students. • Missing Student Procedure. Policies in other sections have been updated to remain consistent following the changes above: • Managing Traumatic Incidents. • Staff Conduct. Andrew McMenamin recommended adopting these updates. Term 2, 2026 Policy Updates • Bullying and Harassment. • Personal Information policy.		
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	Additional text has been added to other policies: • Child Protection. • Care and Contact Arrangements. • Appointment. Andrew McMenamin recommended adopting these updates. It was then moved that Andrew McMenamin's School Board Report, and his recommendations relating to all the policy updates be adopted and approved: Moved: Andrew McMenamin Seconded: Muhammad Umar Ayes given Carried. Term 2, 2026 Policies for Review • By the Board: ○ School Swimming Pool. ○ Education Outside the Classroom. Andrew McMenamin asked the Board to complete the reviews by 5 June 2026, to allow time for the analysis of any feedback and discussion at the next board meeting. • By the Community: ○ Daily School Bus. ○ Education Outside the Classroom (EOTC) Governance Roles and Responsibilities. ○ EOTC Risk Assessment and Management. Andrew McMenamin informed the Board that the reviews by the Community would close at the end of this term and the analysis of any feedback and discussion would be at the August meeting. Term 2, 2026 Policies for Assurance Andrew McMenamin informed the Board that these are due by the end of this term. He also pointed out that a new termly one (Curriculum and Student Achievement Policy) has been added.	Board Members Andrew McMenamin Andrew McMenamin Principal	5 June 2026 Next Meeting August Meeting Next Meeting
Strategic Planning	None.	Principal	Next Meeting
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 highlighted/noted: • Student attendance continues to be good.	Principal	Next Meeting

	• Comparative achievements data, provided by Sonia Panapa (Acting Associate Principal) shows really good results. The challenge continues to be UE. • Pastoral Dashboard data provided by Jamie L’Huillier (Deputy Principal) contains more data and good data. The data is trending well and shows: ○ That the majority of our students are demonstrating good behaviour and attitude. ○ Good improvements seen in the number of incidents and transfers, with noticeable reductions in both. ○ The data allows for a better understanding and good feedback which will be used as a tracking measure. • Curriculum Review Group: ○ Marama Lynch (Associate Principal) and Sonia Panapa (Acting Associate Principal) have been working with the group. ○ Strong recommendations have come through which will not fit with the current timetable: ▪ Breadth and full year of core subjects and a choice of options is wanted. ▪ More periods in a day and more teaching lines are needed. ▪ A separate timetable for juniors and seniors is popular. ▪ LINC is still important for mentoring/pathways discussions/support. ○ The Principal verbally shared his awareness of the need for a timetable change and changes relating to the national curriculum. He informed the Board that the aim is to make any change that might occur only once, and if there is change, to ensure this aligns with the curriculum changes. It was moved to accept the Principal’s Report: Moved: Adrian Fastier Seconded: Andrew McMenamin Ayes given Carried.		
Staff Rep’s Report	None.	Staff Rep	Next Meeting
Student Rep’s Report	Mack Wright-Stow tabled his report and gave a verbal outline. It was moved to accept the Student’s Report: Moved: Mack Wright-Stow Seconded: Anna Knowles	Student Rep	Next Meeting

	Ayes given Carried.		
To Table	MOE Email – Enrolment Scheme Review Response The Principal tabled the email and gave a verbal overview, explaining the MOE email was in response to a letter he had sent. Dr Claire Coleman’s Email The Principal tabled the email. It was decided that the Principal would respond and inform them that LHS has reaffirmed their commitment to Te Tiriti o Waitangi.	N/A	N/A
Trip Proposal	France – September 2027 The Principal tabled the proposal and gave a verbal overview highlighting the importance of language-based trips. Discussions took place and the following noted: • The trip dates need to be clarified. • Taking into account the current climate of possible disruptions regarding travel, it is very important that whānau are aware of the risk. It was agreed that a more in-depth risk profile and clarification of dates are required before the Board makes a decision.	Principal	ASAP
Planned Trips Updates	The following Trip Updates were tabled: • Poland, France & Germany – July 2026 • Unearthed Education: Nepal - November 2026 • Classics Greece & Italy – April 2027 ○ The Principal informed the Board that this trip is currently due to travel via Dubai and recommended that an alternative travel route be investigated. ○ The Board signalled their agreement of the Principal’s recommendation. • 1st XV Rugby Japan trip – 2027	Principal	Next Meeting
Property	Property Report The Principal tabled the Property Manager’s email and gave a verbal overview/update, including: • C Block toilets: ○ The aim is to keep moving forward with this. ○ Firm costs are being sought. ○ Will not be covered by 5YA due to Technology Block project. • Technology Block: ○ Leaky building – refit, reclad, reroof and new windows. ○ Currently out to tender. ○ The Principal has voiced serious concerns with the MOE regarding the timing.	Andrew McMenamin	Next Meeting

	○ The Principal verbally shared some information regarding a 'back-up' plan. Costings are being sought. It was moved to accept the Property report: Moved: Nicky Hiku Ayes given Carried. Power Issue The Principal shared some verbal information regarding a recent power issue. The breakers have been updated, which has added 60% to our power supply. This solves the problem for now. Hawkins have been contacted regarding improving things.	N/A	N/A
Community Engagement	It was suggested that the following, from tonight's meeting, will be shared with the LHS community: • SchoolDocs – Information regarding Term 2 policies for review to be sent out via the Newsletter.	Secretary	ASAP
Resolution to take a break	The Presiding Member proposed the Board take a break at 7.51 pm.		
The meeting resumed at 8.04 pm			
In Committee	It was moved by Nicky Hiku at 8.05 pm that the public be excluded from the following part of the proceeding of this meeting: 1. Minutes from previous meetings 2. Alternative Education Students 3. Stand downs and suspensions 4. Staff Matters 5. Student 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 Nicky Hiku and Adrian Fastier	
Resolution to move out of committee	The Presiding Member proposed the Board move out of Committee at 9.06 pm: Moved: Presiding Member Carried.		

Meeting Closed	9.10 pm.		
Closing Karakia	The closing Karakia was said.		
Next Meeting	Monday 15 June 2026 at 6 pm		

Presiding Member: _____

Dated: _____