Lincoln High School
Board Minutes of the Meeting held on
Monday 15 June 2026 at 6 pm

Present: Ben Olijkan (Presiding Member), Adrian Fastier (Principal), Barry Donaldson, Andrew McMenamin, Muhammad Umar and Anna Knowles

Apologies: Nicky Hiku (Deputy Chair) and Mack Wright-Stow.

In Attendance: Sonia Panapa (Acting Associate Principal) and Tracy Roberts (Secretary).

Welcome: The Presiding Member welcomed all.

Karakia: The opening Karakia was led by Anna Knowles.

Minutes: **Monday 11 May 2026 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**
Financial	**Financial Report and Management Summary Report – for period ended 30 April 2026** The above financial reports were tabled by Barry Donaldson who gave a verbal outline. General discussions took place. It was then moved to accept the Finance Reports: Moved: Barry Donaldson Seconded: Andrew McMenamin Ayes given Carried.	Presiding Member	Next Meeting
	Final Annual Accounts – for year ended 31 December 2025 It was noted that, on page 2 of the Financial Accounts, it showed Ben Olijkan (Presiding Member) as Co-opted. The Board Secretary confirmed that the Finance Manager was aware that Ben Olijkan was Co-opted in 2022 and Elected in 2025.	N/A	N/A

	It was moved to approve and accept the Final Annual Accounts for year ended 31 December 2025: Moved: Barry Donaldson Seconded: Andrew McMenamin Ayes given Carried. **Audit Management Letter** The Audit Management letter was tabled with no recommendations noted. The Presiding Member acknowledged the Finance Manager for their hard work and clean audit. General discussions took place and the following noted: • There has been a general increase in auditing. • The Banked Staffing will be increased due to an appointment of Teacher/Guidance Counsellor. • Relief release costs have been looked at. It was moved that, as recommended by the Finance Committee, from the 2026 school year, all relief costs associated with Yr 10 Education Outside the Classroom (EOTC) activities be absorbed by the school and these costs will not be passed on to students, recognising that EOTC is an integral component of the curriculum: Moved: Barry Donaldson Seconded: Anna Knowles Ayes given Carried. **Quotations: Gym 3 TV/Score Board** The Principal gave a verbal overview of the cost of the equipment and confirmed that the installation costs have been requested. However, due to the high costs involved, the Principal recommended that other options are investigated. It was agreed to discuss this topic at a future meeting so that alternative costs/quotations can be considered.	N/A Principal	N/A Next Meeting
Health & Safety	**H&S Toolkit Data and Graphs** The H&S Toolkit Data and Graphs were tabled by the Principal. It was then moved to accept the H&S reports: Moved: Adrian Fastier Seconded: Muhammad Umar Ayes given Carried.	Principal	Next Meeting

	North Belt Entrance It was decided to discuss this matter later during the In-committee section.		
Self-Review - SchoolDocs	**SchoolDocs - Customised or Stand Alone Policies** **Delegated Authorities Policy** The Principal tabled a tracked version of the above policy and gave a verbal overview regarding the suggested changes in wording. Discussions took place and the Principal offered clarification as and when. An additional change was suggested: • Following the addition of a new paragraph, bullet number vii to be removed. It was then moved to accept and approve, with all the suggested changes, the Delegated Authorities Policy: Moved: Adrian Fastier Seconded: Muhammad Umar Ayes given Carried. NB: To be reviewed annually in February.	Secretary	ASAP
	Governance Structure Policy The above policy was tabled, and some discussion took place. It was agreed that it would be useful to keep it. It was then moved to accept and approve the Board's Governance Structure Policy: Moved: Ben Olijkan Ayes given Carried. NB: To be reviewed annually in February.	Secretary	ASAP
	Staff Digital Technology Use Agreement The above agreement was tabled by the Principal who gave a verbal overview. Discussions took place regarding the need to include information relating to AI /Chat GBT etc. It was agreed that this document would be submitted again at the next board meeting with tracked suggestions and that the final version would be reviewed annually.	Principal	Next Meeting
	Firearms Policy A tracked version of the above policy was tabled.		

	Discussions took place and concerns were raised regarding a SchoolDocs Firearms Policy, which contradicts the LHS one. It was suggested that SchoolDocs should only reflect the LHS one.	Principal	Next Meeting
	It was then moved to approve and accept the LHS's Firearms Policy with the suggested changes: Moved: Ben Olijkan Ayes given Carried.	Secretary	ASAP
	SchoolDocs Core Policies		
	Policy Updates (current) It was decided that the reviews will stay open until the end of this term (Term 2, 2026) and would be ratified at the next board meeting.	Andrew McMenamin	Next Meeting
	Policies for Board Review this Term (Term 2, 2026) **Re: School Swimming Pool / Swimming Off site** **Education Outside the Classroom (EOTC)**		
	It was decided that: • The reviews will stay open until the end of this term (Term 2, 2026) and would be ratified at the next board meeting.	Andrew McMenamin	Next Meeting
	• Regarding the EOTC policy: o The SLT and the EOTC team will also check it over. o It was suggested that, if the school was in lockdown, an alternative point of pick up for EOTC returnees may be needed.	Principal	ASAP
	Policies for Community Review this Term (Term 2, 2026) **Re: Daily School Bus** **EOTC Governance Roles and Responsibilities** **EOTC Risk Assessment and Management** • The above will be ratified at the next board meeting.	Andrew McMenamin	Next Meeting
	Term 2, 2026 Policies for Assurance The Principal tabled the Board Assurance Statements and gave a verbal overview of some suggested motions. Discussions had.		
	Child Protection and Identifying and Responding to Suspected Child Abuse or Neglect It is moved to update the child protection leads in this policy to include both the Principal and the Head of Student Support as recommended by the Principal:	Secretary	ASAP

	Moved: Adrian Fastier Seconded: Andrew McMenamin Ayes given Carried. **Cell Phones and Other Personal Devices** Following a review by the LHS Pastoral staff and SLT and their recommendations, it is moved to change the enforcement time of 'until 3 pm' to 'the end of the school day': Moved: Adrian Fastier Seconded: Andrew McMenamin Ayes given Carried.	Secretary	ASAP

Strategic Planning	**Consultation for 2027 to 2029**
	The Principal shared some verbal information regarding consultation for 2027 to 2029 and asked the Board for some guidance. Discussions took place and the following points/suggestions noted:
	• Community opt-in survey with specific questions.
	• It is important to try and engage with Pasifika and Māori.
	• 'Post-it' sessions with kai.
	• Stations (Post-it board, board/consultation talk, QR code for further information/survey, rostered board member on duty) set up at times when whānau are already visiting the school, eg:
	    o Course Selection Afternoon
	    o Whanau/Kaiako Interviews
	
	It was agreed that the Principal would draft up a timeframe/suggestions document and table it at the next meeting.
		Principal	ASAP

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. A board member requested that the Achievement data, be presented in a similar format to the Attendance data for easier comparison. It was moved to accept the Principal's Report: Moved: Adrian Fastier Seconded: Anna Knowles Ayes given Carried. **Timetable Changes** The Acting Associate Principal shared some verbal information which included:	Principal	Next Meeting

	• Clear feedback about Literacy & Numeracy and changes have been made. • Other feedback around long periods and length of Linc time. • A full year of English and Maths with a breadth of options is needed. • Science and Social Sciences also full year subjects. • Yrs 9 & 10 will have core subjects. • Feedback from students and staff being sought. • Linc should be for mentoring, and academic coaching (looking at the data and having conversations with students). The Acting Associate acknowledged the work by the Board and Anna Katzke (Timetabler) for her work.		
Staff Rep's Report	Anna Knowles tabled her report and gave a verbal overview. Discussions took place and the following noted: • Uniform guidelines to be put on the website. A SchoolDocs contains an expired link. The Principal and Board Secretary to look into it. • Virtual cards were mentioned. It was moved to accept the Staff Rep's report: Moved: Anna Knowles Seconded: Barry Donaldson Ayes given Carried.	Staff Rep	Next Meeting
Student Rep's Report	The Student Rep's report was tabled as read, in Mack Wright-Stow's absence. It was moved to accept the Student's Report: Moved: Ben Olijkan Ayes given Carried.	Student Rep	Next Meeting
Appointment of Returning Officer	**Re: Student Election** Following discussions, it was moved to appoint the Associate Principal (Marama Lynch) as the Returning Officer for the Student Election: Moved: Adrian Fastier Seconded: Ben Olijkan Ayes given Carried.	N/A	ASAP

2027 Out of Zone Places	The Principal tabled some comparison data and gave a verbal overview. Regarding Yr 9 out of zone places for 2027, it was moved to accept an initial number of up to 25 places, plus an additional discretionary number of up to 10 places at the discretion of the Principal following the initial enrolment period: Moved: Adrian Fastier Seconded: Anna Knowles Ayes given Carried.	N/A	N/A
Prebbleton Schools' Zone Consultation	This MOE document was tabled for the Board's information only, as it does not affect LHS's zone.	N/A	N/A
Trip Proposal	**Languages France Trip – September 2027 – Resubmitted** As previously requested by the board, the Principal tabled some additional risk assessment information. A board member suggested the SnapMap security feature as something to consider going forward. It was then moved to accept and approve the Languages trip to France in September 2027: Moved: Adrian Fastier Seconded: Muhammad Umar Ayes given Carried.	N/A	N/A

Trip Updates	The following Trip Updates were tabled:
	• **Poland, France & Germany – July 2026**
	  ○ Due to leave soon and all is looking good.
	
	• **Unearthed Education: Nepal - November 2026**
	  ○ Currently at Travel Advice 3 – this will be discussed and final decision made at the next board meeting.
	
	• **Classics Greece & Italy – April 2027**
	  ○ This has been re-routed through the USA, no change in the price.
	
	• **1st XV Rugby Japan trip – 2027**
		Principal	Next Meeting

Property	**Property Report** Ben Olijkan tabled the report, and he and the Principal gave a verbal overview which included: • Weather tightness for T Block – recladding and reroofing. • Additional funding received for the Library/Art rooms. • The Principal raised some serious concerns about T Block:	Andrew McMenamin	Next Meeting

	◦ There is nowhere for the Food Technology or Hard Materials to be decanted to if the project cannot be completed only during holiday breaks, as the MOE are not paying any money for alternative spaces. ◦ Regarding the Technology, QS estimates have been received based on a temporary move and a permanent move. Discussions took place and the Principal shared some verbal information regarding his ideas of wants/needs for good functional spaces. It was moved to accept the Property report: Moved: Ben Olijkan Ayes given Carried.		
	Toilets Regarding some modifications to five toilets in D Block, it was moved to approve and accept the design fees of $4275.00: Moved: Ben Olijkan Ayes given Carried. **North Belt Entrance** The Principal shared some verbal information regarding a recent accident where a school bus hit the fence. Discussions took place regarding the site and dangers involving students (Primary & High School), cars parking and buses. The following suggestions/proposals were made: • The removal of the Cherry trees to allow for a new pathway. • Staff/students not allowed to use certain gates at certain times. • Different buses at different gates. The Board was asked if they wanted to allocate the funds to replace the damage or to partly fund for a safer exit for students?	N/A	N/A
	It was moved, in principle, to utilizing funding and additional board funding to improve the area: Moved: Ben Olijkan Ayes given: All signalled their approval Carried.	Principal	As and When

Community Engagement	It was suggested that the following, from tonight's meeting, will be shared with the LHS community: • Consultation period coming up – looking forward to having your feedback.		
Resolution to take a break	The Presiding Member proposed the Board take a break at 8.14 pm.		
The meeting resumed at 8.27 pm			
In Committee	It was moved by the Presiding Member at 8.27 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. LHS Board Self-assessment Checklists Feedback 5. Staff Matters 6. Staff Award 7 Student Matters 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.	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 9.32 pm: Moved: Presiding Member Carried.		
Meeting Closed	9.33 pm.		
Closing Karakia	The closing Karakia was said.		
Next Meeting	Monday 3 August 2026 at 6 pm		

Presiding Member: ________________________________

Dated: ________________________________