

Lincoln High School Board Minutes of the Meeting held on Monday 3 August 2026 at 6 pm

- Present:** Ben Olijkan (Presiding Member), Nicky Hiku (Deputy Chair), Adrian Fastier (Principal), Muhammad Umar, Barry Donaldson, Anna Knowles and Mack Wright-Stow. Andrew McMenamin arrived at 6.06 pm.
- Apologies:** No absences.
- In Attendance:** Marama Lynch (Associate Principal), Caitlain Blanchard (Deputy Principal) and Tracy Roberts (Secretary).
- Welcome & Karakia:** The Presiding Member welcomed all to the meeting and, following the Karakia, handed over to Caitlain Blanchard for her presentation.
- Presentation:** **Caitlain Blanchard (Deputy Principal): Student Engagement/Wellbeing**
Caitlain gave a PowerPoint presentation regarding Student Engagement beyond the classroom. The following points were highlighted:
- The aim is to provide a breadth of leadership opportunities for students across groups (eg sports, councils and academic) to engage with. These offer multiple doorways.
 - Currently have about 242 students in leadership groups and some students are across groups.
 - We offer a junior to senior leadership pathway. The junior pathway includes the Impact Team and Deputy House Captain.
 - Some roles gather student voice.
 - Yr 13 Head Students and Student Councils.
 - It is also about students feeling they can connect in a space
 - Engagement Snapshot - Student led Actions:
 - 'Aunties'.
 - 40 Hour Challenge – Solomon Islands families and local foodbank.
 - SEEK Winter Speaker Series with external speakers – aspirational and well attended.
 - Overall engagement is great. However, staff capacity, sustainability and student time pressures may be the challenge.
- A question and answer session ensued and following a suggestion from a board member, Caitlain is going to look into repeating the Clubs Day at the start of Term 3. The Presiding Member thanked Caitlain for her presentation, who then left the meeting at 6.21 pm.
- Minutes:** **Monday 15 June 2026 Minutes:**
It was moved the Minutes of the above meeting be taken as read and accepted as a true and accurate record:
Moved: Presiding Member
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 June 2026 The above financial reports were tabled by Barry Donaldson who gave a verbal outline including: • Generally progressing well • Liabilities have gone up • A grant from the MOE has been received for the Art room, Library etc • Kindo fees are being looking into General discussions took place. It was then moved to accept the Finance Reports: Moved: Barry Donaldson Seconded: Nicky Hiku Ayes given Carried.	Barry Donaldson	Next Meeting
	Finance Committee Motion: Kindo Student Payment System The above proposal was tabled, discussions took place and the following noted: • The Finance Manager is looking into ensuring that we can select which payments go through. Not all payments are to be included. • Currently a manual process, and now there is a need for a more automated system. • It is expected to improve efficiency, time saving and staff cost.	Finance Manager	ASAP
	Kindo Student Payment System - Motion Subject to confirmation that specific payment types can be clearly identified and reported (rather than all payments being processed through Kindo), it was moved that, as recommended by the Finance Committee, the Board approve the implementation of Kindo for student account payments from Term 4, 2026, subject to final review and acceptance of the agreement and associated fees. Moved: Barry Donaldson Seconded: Andrew McMenamin Ayes given Carried.	N/A	N/A

Health & Safety	H&S Toolkit Data and Graphs The H&S Toolkit Data and Graphs were tabled by the Principal. The Principal informed the Board of a recent Science Lab evacuation which had been handled well. It was then moved to accept the H&S reports: Moved: Adrian Fastier Seconded: Muhammad Umar Ayes given Carried.	Principal	Next Meeting
Self-Review – SchoolDocs	Governance Structure Policy A tracked version of the above was resubmitted, with some suggested changes. It was then moved to accept and approve, with the suggested changes, the Governance Structure Policy: Moved: Presiding Member Ayes given Carried. Staff Digital Technology Use Agreement A tracked version of the above was resubmitted, with some suggested changes relating to AI. It was then moved to accept and approve, with the suggested changes, the Staff Digital Technology Use Agreement: Moved: Adrian Fastier Seconded: Nicky Hiku Ayes given Carried. Firearms Policy A tracked version of the above was resubmitted, with some suggested changes. It was moved to accept and approve, with the suggested changes: Moved: Ben Olijkan Ayes given Carried. Held over from June’s meeting: a. Policy Review Report (Andrew McMenamin) a. Policy Updates (current) b. Term 2, 2026 Board Review Policies for Review – Review Feedback c. Term 2, 2026 Community Policies for Review – Review Feedback	N/A N/A N/A	N/A N/A N/A

	d. Cellphones and Other Digital Devices - Options Discussions took place and the following noted: • Andrew McMenamin acknowledged the thoughtful feedback from staff. • EOTC Risk Assessment and Management: ○ Andrew McMenamin highlighted his recommendation of working with staff to consider if changes to policies and/or improving alignments is required. ○ The Presiding Member mentioned comments around some specific wording, and he will send it to Andrew McMenamin. ○ It was decided to keep EOTC open, to be returned to the Board at a future meeting. • Cellphones: ○ The wording in the policy to be changed to: 'Students must turn their devices off and keep them in their bags during school hours.' ○ The Secretary will inform SchoolDocs. Regarding the Term 2 policy updates and review feedback, it is moved to adopt and accept Andrew McMenamin's recommendations, as per his report along with the suggested change in wording relating to cellphones: Moved: Andrew McMenamin Seconded by Anna Knowles Ayes given Carried. Term 3 Policies for Review By the Board: • School Community Engagement • Inclusive School Culture • Student Attendance • Concerns and Complaints Andrew McMenamin signalled that the above policies are open for review by the board and will close on 21 August 2026. By the Community: • Enrolment • Student Uniform/Student Dress Expectations Andrew McMenamin signalled that the above policies are open for review by the community and will close at the end of Term 3, 2026 (25 September 2026). Any feedback will be discussed at the November board meeting. The Board Secretary will inform the community.	Principal Presiding Member Principal Secretary Andrew McMenamin Andrew McMenamin Secretary	ASAP ASAP Future Meeting ASAP September Meeting November Meeting ASAP
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	• Adrian Fastier • Anna Knowles • Mack Wright-Stow		
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 noted: • Attendance is improving. MOE rated attendance: 68% (an improvement). • Literacy & Numeracy achievements are looking very good. • Yr 12 achievement is down and will be looked at. • Yr 13 achievement is looking good. • Pastoral: Yr 11s are overrepresented in the data. This is not specific to this school and is common at other schools. • Anna Knowles shared some previous experiences relating to Māori/Pasifika gap. NB: Before distributing, the Principal's report will be amended: • Under Student Achievements, student's name removed and the following wording added, 'A Yr 9 student ...' It was moved to accept the Principal's Report: Moved: Adrian Fastier Seconded: Anna Knowles Ayes given Carried. Timetable Curriculum Review For the Board's information, the Principal gave a verbal update on the progress of the Timetable Curriculum Review. Discussions took place and Marama Lynch (Associate Principal) gave clarification as and when required.	Principal	Next Meeting
		Secretary	ASAP
		N/A	N/A
Staff Rep's Report	Anna Knowles tabled her email and gave a verbal overview. She also asked the Board whether, going forward, formal reports are needed every meeting or just if there is something to share? The Board confirmed that if there is something to share, a formal report would be useful.	Anna Knowles	As and when
Student Rep's Report	Mack Wright-Stow tabled his report and went through it. He verbally shared information about the Breakfast Club. It was moved to accept the Student's Report: Moved: Mack Wright-Stow Seconded: Umar Ayes given Carried.	N/A	N/A

MOE: Consultation re Lincoln South School	The Principal tabled the MOE letter and his draft response for the Board's consideration. Discussions took place and the following noted: • The Principal and Associate Principal to look into Rolleston College regarding dual teaching cohorts in Māori and English. ○ Significant more staff and capabilities would be needed at LHS for this to be the case here. • A board member suggested the Principal includes his roll data/information with the response letter. It was then moved to accept and support the Principal's response to the MOE: Moved: Adrian Fastier Seconded: Andrew McMenamin Ayes given Carried.	Principal	ASAP
Planned Trips Updates	The following Trip Updates were tabled: • Unearthed Education: Nepal - November 2026 ○ The current advisory level is Level 2. • Classics Greece & Italy – April 2027 ○ This was discussed later in-committee. • 1st XV Rugby Japan trip – 2027 ○ Behind with payments.	Principal	Next Meeting
Property	Property Report The Principal gave a verbal update, which included: • Technology re-development: The challenge is doing the work and not stop teaching Technology. ○ The Property Committee will look at the tenders, taking into account the short window. • Library: Involving recladding and renovating. • Some classrooms: Involving renovating.	Principal	Next Meeting
Community Engagement	It was suggested that the following, from tonight's meeting, will be shared with the LHS community: • Forewarning about Strategic Planning involvement. • Wellness information to share. • Projected roll growth and property works.	Presiding Member	Next Meeting

Resolution to take a break	The Presiding Member proposed the Board take a break at 8.05 pm.		
The meeting resumed at 8.23 pm			
In Committee	It was moved by Ben Olijkan at 8.23 pm that the public be excluded from the following part of the proceedings of this meeting: 1. Minutes from previous meeting 2. Alternative Education Students 3. Stand downs and suspensions 4. Parent's Concerns: Extra Curricular Costs 5. LHS Board Self-assessment Checklists 6. Staff Matters 7. Student Matters 8. 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 Ben Olijkan and Adrian Fastier	
Resolution to move out of committee	The Presiding Member proposed the Board move out of Committee at 9.21 pm: Moved: Presiding Member Carried.		
Meeting Closed	9.22 pm.		
Closing Karakia	The closing Karakia was said.		
Next Meeting	Monday 7 September 2026 at 6 pm.		

Presiding Member: _____

Dated: _____