

# CONFIRMED MINUTES

## LBC BOARD OF TRUSTEES MEETING

At the **LBC Board of Trustees Meeting on 8 Mar 2022** these minutes were **confirmed as presented**.

<b>Name:</b>	Long Bay College
<b>Date:</b>	Tuesday, 8 February 2022
<b>Time:</b>	7:00 pm to 8:45 pm
<b>Location:</b>	Long Bay College, Ashley Avenue, Long Bay
<b>Board Members:</b>	Kevin de Jong (Chair), Alwyn Nicol, CJ Healey, David Bodger, Derek Blank, Melinda Hobman, Richard Beechey, Simon Tran, Steve Piner, Vanessa Mitschak
<b>Apologies:</b>	Christy Allison

### 1. Opening Meeting

#### 1.1 Welcome and Karakia

- Apologies received from Christy Allison
- Karakia by Steve Piner

#### 1.2 Confirm Minutes

**LBC Board of Trustees Meeting 16 Nov 2021**, the minutes were confirmed as presented.

#### 1.3 Interests Register

Conflict of Interest: Derek Blank is coaching the LBC boys Cricket team this year. There is a small payment attached for his coaching services.

#### 1.4 Board Chair / Triennial Election Intentions

Kevin de Jong is happy to remain as the Chair for the next three months, but would like someone to take on the role leading up to the triennial elections as he will be stepping down from the Board.

Board member intentions for the triennial elections:

- Derek Blank and Steve Piner intend to stand for re-election.
- Dave Bodger and Simon Tran will know more in the next 3-5 months if they are in a position to stand again.
- Vanessa Mitschak is unlikely to stand again.

## 2. Forum

### 2.1 NCEA 2021 Results

Jac Beasleigh presented on the NCEA 2021 results.

- LBC is above the National Average at all levels.
- Year 11 NCEA Level 1 - 94.2% achieved (down slightly from 2020).
- Level 1 Endorsement overall increased to 68%. Excellence endorsements have increased and Merit endorsements have decreased slightly from 2020, as can be expected when the proportion of Excellences increases.
- Year 12 NCEA Level 2 - 253 students entered, 97.2% achieved.
- Level 2 Endorsement overall dropped by approx. 3% at 27.7%, but excellences have stayed steady at 29.8%.
- Year 13 NCEA Level 3 - 93.5% achieved. Short enrolments and international students are not included in the data. 235 students entered for 60+ credits. All but one of those students achieved Level 3.
- Level 3 Endorsement - Excellence level has increased from 22.2% in 2020 to 35.3% in 2021. Merit has dropped slightly.
- University Entrance - 74.6% achieved, this is a slight increase on 2020. Females are more likely to take UE subjects. Males who are interested in trades may not take UE related subjects.
- Level 1 Literacy & Numeracy - the vast majority of our Year 11s are achieving this.
- Ethnicity Reporting - students can identify with three ethnicities. The report is based on four ethnicities - Maori, Pacific Peoples, Asian and European. School Profile data - Ethnicity is based on domestic students (does not include international students).

The Board wished to convey their congratulations to all staff for the 2021 results.

## 3. Principal's Report

### 3.1 Principal's Report

*Topics in the report include: Comments from the Principal, Resignations, Staffing Appointments, Trip Requests, Principal's Expenses, Faculty and Roll Data Reporting, Strategic and Annual Planning, Personnel, Celebrations and Events.*

- The student attendance rate on returning this term is at approx. 92%.
- The new uniform has created some negative feedback on social media, however there has been lots of positive feedback to counteract that. The prices are very comparable to the old uniform if huge quantities of material were reordered at 2022 prices, and the students look fantastic.
- The SLT are working through the Covid and Omnicrom contingencies with staff. Feedback is due tomorrow. We are considering the 3 tier approach. The end point will be reverting to online learning when it is physically impossible, due to a lack of resources, to run the school on site.
- Strategic Plan on a page and the Implementation Plans were included in the Board Pack and open for critique by the Board. The time frames have been co-constructed with the people that believe they have the capacity to deliver in those spaces. The Principal felt comfortable that everything put into the Strategic Plan on a page has come from collating community and staff feedback. The four areas of the Strategic Plan were delivered to the staff on the first day of the year. Once ratified by the Board, it can be put out into the school community.

- Resignations and new staffing appointments were discussed, including the challenges met when trying to fill certain roles, such as Technology and Physics.
- There is some complexity over covid vaccination passes for overnight trips. It will now need to be stipulated that all students attending have an up-to-date vaccination pass to meet the requirements of the transport and accommodation providers.
- The allocation of management units and middle management allowances is in line with the MOE allocation.



### Resignations and Appointments

**MOTION:** Move that the Board accept the Resignations and confirm the Staffing Appointments as per the Principal's Report.

**Decision Date:** 8 Feb 2022  
**Mover:** CJ Healey  
**Seconder:** Kevin de Jong  
**Outcome:** Approved



### Trip Approvals

**MOTION:** Move that the Board approve the Level 2 Geography Tongariro trip from 16-18 March 2022, and ratify the NZSS Beach Volleyball Championships trip from 5-6 February (approved via email on 26/1/2022).

**Decision Date:** 8 Feb 2022  
**Mover:** CJ Healey  
**Seconder:** Kevin de Jong  
**Outcome:** Approved



### 2022 Management Units and Middle Management Allowances

**MOTION:** Move that the Board ratify the allocation of Management Units and Middle Management Allowances for 2022, as per attachment 3.1h of the Board Pack.

**Decision Date:** 8 Feb 2022  
**Mover:** CJ Healey  
**Seconder:** David Bodger  
**Outcome:** Approved



### Principal's Expenses

**MOTION:** Move that the Board approve the Principal's Expenses as per attachment 3.1i of the Board Pack.

**Decision Date:** 8 Feb 2022  
**Mover:** Kevin de Jong  
**Seconder:** Simon Tran  
**Outcome:** Approved



### 2022-2024 Strategic Plan

**MOTION:** Move that the Board accept and ratify the new Strategic Plan for 2022-2024, as per attachment 3.1f of the Board Pack.

**Decision Date:** 8 Feb 2022  
**Mover:** CJ Healey  
**Seconder:** Derek Blank  
**Outcome:** Approved

## 4. Delegations of Authority

### 4.1 Annual Delegations of Authority



#### Annual Delegation of Authorities

**MOTION:** Move that the Board adopt the following delegations of authority for 2022:

- Move that the Board of Trustees delegates the role of Acting Principal to a Deputy Principal as appropriate when required in the absence of the Principal.
- Move that the Board of Trustees delegates authority to the Principal to run initial informal disciplinary/competency processes (with regard to staff).
- Move that the Board of Trustees delegates authority to the Principal to suspend staff members in emergency situations. The Board Chairperson must be advised of such action as soon as possible.
- Move that the Board of Trustees delegates authority to the Principal to grant discretionary requests for leave of absence for staff up to three days' duration.
- Move that the Board of Trustees delegates authority to its members to form a Disciplinary Sub Committee of at least three (3) members and not less than two members (2), as required, from time to time. At the Disciplinary Sub Committee meeting, any Board member will identify if there is a conflict of interest, that Board member will remove him or herself from the decision-making process and the remaining Board member(s) will decide what the outcome of the meeting will be.
- Move that the Board of Trustees delegates authority to the Principal to sign hireage and similar contracts on behalf of the Board.
- Move that the Board of Trustees delegates authority to the Principal to appoint a Deputy Principal to act as Privacy Officer.

**Decision Date:** 8 Feb 2022  
**Mover:** Kevin de Jong  
**Seconder:** Steve Piner  
**Outcome:** Approved

## 5. Finance & Property

### 5.1 Matters Arising from the Finance & Property Subcommittee Meeting

Simon Tran gave a brief update from the Finance & Property Subcommittee Meeting.

- The 2021 Financial year ended on a good note with a surplus of \$150,000.
- The work being done by the Business Manager and the team has seen lots of improvement around finance systems and ensuring more visibility and transparency. Moving forward, all reports will be generated from Xero. The new Kindo software is another area of improvement which will provide more visibility around our contribution towards finance.
- The auditors still expect the Direct Credit Schedules to be presented to the full board at each meeting.
- Following discussions with Watershed and our Ministry Property advisor, we have been asked to focus on the English roof repairs and O block refurbishment projects before getting any other projects underway. The Ministry are being cautious around starting projects due to the increase in construction costs.



## Direct Credit Schedules

**MOTION:** Move that the board ratify the Direct Credit Schedules for Nov/Dec 2021 as per attachments 5.1b, c, d of the board pack.

**Decision Date:** 8 Feb 2022  
**Mover:** Simon Tran  
**Seconder:** Steve Piner  
**Outcome:** Approved

## 6. Other Business

### 6.1 Other Business

- The Ministry have provided a new timeline for the Student Representative Election. Nominations are to be called for by 18 February with voting closing on 12 April.
- School Records Disposal Request approved by email on 6/12/2021 was ratified.



## School Records Disposal

**MOTION:** Move that the Board ratify the request to dispose of school records (attachment 6.1b of the board pack), which was approved via email on 6/12/2021.

**Decision Date:** 8 Feb 2022  
**Mover:** Kevin de Jong  
**Seconder:** Steve Piner  
**Outcome:** Approved

## 7. In-Committee Business

### 7.1 In-Committee Business

The Board moved into committee at 8:15pm for an update on a Suspension meeting outcome.

## 8. Housekeeping

### 8.1 Inwards and Outwards Correspondence

Discussion took place around correspondence from a parent 'Notice to one is notice to all'. The Principal sought guidance from a lawyer and he believes it is a generic letter we may come across more of. This will be filed into the students file.



## Inwards and Outwards Correspondence

**MOTION:** Move that the Board accept the Inwards and Outwards Correspondence as per attachment 8.1a of the Board Pack.

**Decision Date:** 8 Feb 2022  
**Mover:** Kevin de Jong  
**Seconder:** Derek Blank  
**Outcome:** Approved

### 8.2 Next Meeting Dates

9. Meeting Review / Closing Karakia

10. Close Meeting

**10.1 Close the meeting**

**Next meeting:** LBC Board of Trustees Meeting - 8 Mar 2022, 7:00 pm

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_