

CONFIRMED MINUTES

LBC BOARD OF TRUSTEES MEETING

At the **LBC Board of Trustees Meeting** on **10 May 2022** these minutes were **confirmed as presented**.

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| Name: | Long Bay College |
| Date: | Tuesday, 5 April 2022 |
| Time: | 7:00 pm to 9:23 pm |
| Location: | Long Bay College, Ashley Avenue, Long Bay |
| Board Members: | Kevin de Jong (Chair), Alwyn Nicol, Christy Allison, CJ Healey, David Bodger, Derek Blank, Melinda Hobman, Richard Beechey, Simon Tran, Steve Piner |
| Apologies: | Vanessa Mitschak |

1. Opening Meeting

1.1 Welcome and Karakia

Kevin de Jong opened the meeting at 7:00pm.
Apologies received from Vanessa Mitschak
Opening Karakia - Derek Blank

1.2 Confirm Minutes

LBC Board of Trustees Meeting 8 Mar 2022, the minutes were confirmed as presented.

1.3 Interests Register

No conflicts of interest to disclose.

2. Open Forum

2.1 Progress on Strategic Plan Goals 2 and 3

James Heneghan, Deputy Principal, presented to the Board on Tino akoranga 2018 to present - our Exceptional Learning journey to date.

- 2014-2017 - Lots of initiatives happening, but they didn't stay around for any significant period of time.
- 2018 - Survey to the community to develop what would become the Strategic Plan. This became the beginning of Goal 2 of our Strategic Plan 2019-2021: Exceptional Learning.
- 2019 - Exceptional Learning: Developing an idea. Recognising a problem and an opportunity.

- 2020 - Exceptional Learning: Investigating our practice and developing a model. Reading and identification of gaps was essential in coming up with our Principles of Exceptional Learning: Tikanga, Ako, Mahara.
- 2021 - Exceptional Learning: Launching our educational philosophy.
- 2022 - New Strategic Plan - Diversity, equity and inclusion (Te rereketanga, te tika, te whakauru) / Exceptional Learning (Tino akoranga)
- 2022 - Tino akoranga: Embedding our educational philosophy. 'North-East' teaching.
- Ako - Know the students - Whanaungatanga.

North-East teaching is about high quality whanau-like relationships, high quality pedagogy, warm and demanding. If we keep teaching and leading to the North-East, we will be a culturally responsive school. We have a long way to go, but we have a compass direction to follow.

Quality Assurance (QA) generates action plans from HOFs. This gives faculties a strategic approach and framework to grow. Themes for action plan: Treaty of Waitangi, High Academic Achievement, Exceptional Learning and Leadership Culture. Faculties are able to work their way through this plan in Term 1 to develop their approaches for the rest of the year. They meet with the Principal and DP responsible for QA throughout the year and are supported directly by their faculty DP. It makes our work with our HOFs consistent and structured.

Two questions were raised by the Board and discussed at length: What measures are being used to measure our progress in these areas, and whether the HOFs are all on board with QA.

The Principal stated that we have a school that is energised and has direction. He felt LBC will achieve brilliant things moving forward. We have a group of HOFs who are committed to growing and developing - they have the ability to affect change.

There has been substantial growth in the last 4 years. Two elements are keystone to this - rejecting toxicity within departments and framing ourselves in excellence, i.e. credit endorsements and scholarships. Creating a sustainable culture around improving and having shared vision for all faculties.

Long Bay College have been accepted to present at a leading conference in Hamilton in September – NZEALS (NZ Educational Administration and Leadership Society)
<https://nzeals.org.nz/>

The Board are invited to our Wednesday morning 'Ako Showcase' PLD during week 9 to see what is happening in those spaces. Melinda will send the Board a calendar invite.

The Board Chair thanked Mr Heneghan for his presentation, and he left the meeting at 8:05 pm. The power point presentation will be distributed to the Board with the Minutes.

3. Principal's Report

3.1 Principal's Report

Topics included in the Principal's Report: Comments from the Principal, Resignations and Staffing Appointments, Staff Leave Requests, Overnight Trip Approvals, Principal's Expenses, Context and Information (Roll Data, Health and Safety, International, Learning Support, Performing Arts, Wellbeing/Medical), Strategic & Annual Planning (Implementation Plan - Goal 2, Stand down and Suspension data), Personnel (staff leave granted by Principal, Advertised vacancies), Celebrations and Events.

Discussion points:

Traffic Light Setting

Discussion took place around the current traffic light setting and removal of mandates. As a Board we will need to make decisions around mandates. An enormous amount of consultation will happen nationally. We are taking a cautious approach for the remainder of the term in not getting our staff all together in person. The Board moved into committee to discuss the removal of mandates and what this means for the school.

International

LBC have been allocated 10 international students this year. This is the maximum allocation to any

school in New Zealand. The Board expressed their thanks and congratulations to Jayne Jones and her team for all their hard work throughout the challenges presented in the last few years.

Staff Leave Requests

The Board moved into committee to discuss five staff leave requests.

PLD

We recently had Nikki Bonus present to the staff on Wellbeing. She will be working with LBC moving forward. She left glowing feedback about LBC on her linkedin page.

<https://www.nikkibonus.com/about-1>

<https://www.linkedin.com/in/nikki-bonus-nee-massaioli-57b50a6/>

Strategic Plan

Everything is on track with Goal 2 of our Strategic Plan. Great progress is being made in a short period of time.



Resignations and Staffing Appointments

MOTION: Move that the board accept the Resignations and ratify the new Staffing appointments as detailed below:

Resignations:

- John Blackburn, ORS Specialist Teacher, resigned effective 24/03/2022 (On medical leave for T1 and T2)
- Carol Rowlands, resigned from her role in International (10 hours p/w) effective 29/04/2022, but will continue with her role in Food Technology.

Staffing appointments:

- Daren Li, Mathematics Teacher (LTR maternity cover), full-time, 2 May until 31 October 2022.
- Dominique Manson, Medical Attendant, permanent, part-time, commenced 11/03/2022.
- Bella Crane, Guidance Counsellor, permanent, full-time, commencing 02/05/2022.
- Cameron Kelso, Music Itinerant Teacher (Clarinet/Saxophone/Jazz Combo), 5.5 hours per week
- Mark Pinto de Menezes, Music Itinerant Teacher (Drums), 5 hours per week
- Suli Hoponoa, Music Itinerant Teacher (Concert Band Director), 2 hours per week (contractor)
- Peter Hurst, Sports Coach – Rugby (Contractor)
- Jemma Jones, Sports Coach – Hockey (Contractor)

Decision Date: 5 Apr 2022
Mover: Steve Piner
Seconder: Kevin de Jong
Outcome: Approved



Overnight Trip Approvals

MOTION: Move that the Board approve the following overnight trips:

New Zealand Secondary Schools Water Polo National Championships

Date(s): 2022-04-27 to 2022-04-30

Location: Tauranga, Baywave

L2 Tongariro Fieldtrip May

Date(s): 2022-05-02 to 2022-05-04

Location: Tongariro Volcanic Environment

Decision Date: 5 Apr 2022

Mover: CJ Healey
Seconder: Christy Allison
Outcome: Approved



Principal's Expenses

MOTION: Move that the Board approve the Principal's expenses for February 2022, as per attachment 3.1b of the board pack.

Decision Date: 5 Apr 2022
Mover: Kevin de Jong
Seconder: Simon Tran
Outcome: Approved



Principal's Report

MOTION: Move that the Principal's report, as per attachment 3.1a of the Board pack, be accepted as read.

Decision Date: 5 Apr 2022
Mover: Kevin de Jong
Seconder: Derek Blank
Outcome: Approved

4. School Policies

4.1 SchoolDocs Update

The Principal showed the Board the website where our Policies and Procedures are now sitting created by SchoolDocs. The Board will need to adopt these policies. There are 15 categories and 252 subsections.

Discussion took place about the best way of working through the policies to approve and adopt them. SchoolDocs had a deadline of 14 April, which we can ask to be delayed. The bulk of the policies and subsections are related to Property and Health & Safety.

It was decided that the Board would work through half of the Health and Safety policies this month. It is essentially looking for the highlighted areas and checking they are relevant to our school.

The Principal will work on a schedule and give everyone editing rights and instructions on how to access, and check with SchoolDocs on best practice for Boards.



School Policies

Create a policies schedule and give the Board editing rights and instructions on how to access, and check with SchoolDocs on best practice for Boards.

Due Date: 10 May 2022
Owner: CJ Healey

5. Finance & Property

5.1 Matters Arising from the Finance & Property Subcommittee Meeting

Recommendations from the Finance and Property subcommittee to the Board:

- To ratify the Direct Credit Schedules for February 2022.
- To approve the Draft 2021 Financial Statements subject to minor changes and clarification of Use of Land and Building costs, and delegate to the chair to sign the Statement of Responsibility on the Board's behalf upon his satisfaction.

It is too early to show any trends with the finances, but most things are on track.

Richard reported back to the subcommittee about the double up payment to a contractor. The subcommittee is comfortable there are enough controls in place to prevent this happening in future.

The subcommittee discussed the 2021 Draft Financial Statements during their meeting and suggested a couple of minor changes throughout the report. Richard will query the Land Use increase and provide an updated list of Board of Trustees. Otherwise the subcommittee were fairly comfortable with the statements



Direct Credit Schedules, Feb2022

MOTION: Move that the Board ratify the Direct Credit reports for February 2022, as per attachment 5.1g of the board pack.

Decision Date: 5 Apr 2022
Mover: Simon Tran
Seconder: David Bodger
Outcome: Approved



2021 Draft Accounts

MOTION: Move that the Board approve the draft 2021 financial statements subject to minor changes and clarification of Use of Land and Building costs, and delegate to the chair to sign the Statement of Responsibility on the board's behalf upon his satisfaction.

Decision Date: 5 Apr 2022
Mover: Simon Tran
Seconder: Steve Piner
Outcome: Approved

6. Other Business

6.1 Other Business

The Board ratified the following motions that were approved via email:

18/03/2022

MOTION: Move that the Board approve the OIA request for the following information:

Please list any external organisation, group, or individual who has advised, consulted on, provided training, or presented to students on the topics of sexual orientation and gender identity. What was the scope of their involvement? What were they paid, if anything?

Moved: Kevin De Jong Seconded: Dave Bodger

MOTION: Move that the Board approve the OIA request for NZ Scholarship Data by school for the years 2018 to 2021.

Moved: Kevin De Jong Seconded: Dave Bodger

14/03/2022

MOTION: Move that the Board grant a delegation of authority to the Principal to approve Covid related discretionary leave requests of longer than 3 days. The delegated authority would cease at the conclusion of the Nation's Alert Level System being in place and applies to Covid related discretionary leave requests only.

Moved: CJ Healey Seconded: Simon Tran

Student Trustee Elections

The student trustee voting is taking place next week. The Board are looking forward to meeting the new Student Trustee at the next Board meeting.

7. In-Committee Business

7.1 In-Committee Business

The Board moved into committee to discuss confidential student and personnel matters that arose throughout the meeting.

8. Housekeeping

8.1 Inwards and Outwards Correspondence



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: 5 Apr 2022
Mover: Kevin de Jong
Seconder: Steve Piner
Outcome: Approved

8.2 Next Meeting Dates

- 10 May
- 07 June
- 05 July
- 09 August
- 06 September
- 25 October
- 29 November

9. Meeting Review / Closing Karakia

9.1 Karakia

Derek Blank - Closing Karakia
Dave Bodger - Karakia for next meeting

10. Close Meeting

10.1 Close the meeting

Next meeting: LBC Board of Trustees Meeting - 10 May 2022, 7:00 pm

New Actions raised in this meeting

| Item | Action Title | Owner |
|-------------|---|--------------|
| 4.1 | School Policies Due Date: 10 May 2022 | CJ Healey |

Signature: _____

Date: _____