

# CONFIRMED MINUTES

## LBC BOARD OF TRUSTEES MEETING

At the **LBC Board of Trustees Meeting on 5 Apr 2022** these minutes were **confirmed as presented**.

<b>Name:</b>	Long Bay College
<b>Date:</b>	Tuesday, 8 March 2022
<b>Time:</b>	7:00 pm to 8:10 pm
<b>Location:</b>	Long Bay College, Ashley Avenue, Long Bay
<b>Board Members:</b>	Kevin de Jong (Chair), Alwyn Nicol, Christy Allison, CJ Healey, Melinda Hobman, Simon Tran, Steve Piner, Vanessa Mitschak
<b>Apologies:</b>	Derek Blank, David Bodger

### 1. Opening Meeting

#### 1.1 Welcome and Karakia

Mr de Jong opened the meeting. Karakia by Mr Healey.

#### 1.2 Confirm Minutes

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



#### Minutes of the 8 February Meeting

*MOTION:* Move that the Minutes and Confidential Minutes of the 8 February 2022 meeting be confirmed as presented.

**Decision Date:** 8 Mar 2022

**Mover:** Steve Piner

**Seconder:** Vanessa Mitschak

**Outcome:** Approved

#### 1.3 Interests Register

There were no Conflicts of Interest to disclose.

### 2. Principal's Report

#### 2.1 Principal's Report

*Topics in the report include: Comments from the Principal; Resignations; Staffing Appointments; Principal's Expenses; Planning, Reviewing and Reporting; Strategic and Annual Planning; Personnel; Celebrations and Events.*

- Due to the current covid situation, areas of the Strategic Plan / Implementation Plan are taking a back seat for the SLT to manage the day to day climate. There have been 72 confirmed covid cases in the school community with 52 active at the moment. Three have been teaching staff. As far as we are aware, transmission has not occurred during school time. We received 162 RAT tests from the Ministry. We also ordered 1,000 RAT tests privately. We received Critical Service status from the Ministry which has allowed us to offer teachers the opportunity to return to work if they are household contacts, if they test negative each day before school. There are conditions they need to follow when returning to work. Returning to work is not compulsory and some staff have chosen to self-isolate and are being supported, with others happy to return. This process has enabled us to keep the school open, as year levels would have been rostered home from last week if we did not have this option.
- Goalposts are moving in relation to the vaccination status of those allowed to participate in school sport with the government in the process of changing the legislation to allow non vaccinated students to participate in college sport.
- We have had some fantastic guest speakers for our PLD programme. The PLD programme has been designed to help guide, inform and educate staff in areas that support our strategic directions.
- The 2021 Scholarship results have been fantastic and we are very proud of the staff and students involved. 55 Scholarships were achieved by our students. We would be ranked sixth in New Zealand if looking at the number of scholarships achieved per size of our school. We are currently looking at how we can recognise this achievement with staff and students. Iain Sweetman was the second top student in the country achieving six Outstanding Scholarships and one Scholarship. The board pass on their thanks and congratulations to the staff and students involved.
- We are expecting to receive our first draft of the School Policies from SchoolDocs in the next few weeks for board consideration.
- Jana Durdevic has been appointed as the new Head of Faculty - Technology. She presented a very strong interview and beat current HOFs at other schools for the role. The appointment has been really well received in the faculty and across the school.
- A question was raised about whether there has been any feedback from students about Atawhai. Mr Healey will ask the Atawhai Working Group to survey the students in the next few months.



### Resignations and Appointments

*MOTION:* Move that the board accept the resignations and ratify the staffing appointments as per the Principal's Report.

**Decision Date:** 8 Mar 2022  
**Mover:** CJ Healey  
**Seconder:** Steve Piner  
**Outcome:** Approved



### Principal's Expenses

*MOTION:* Move that the board approve the Principal's expenses as detailed in attachment 2.1b of the board pack.

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



### 2023 International Fee Structure

*MOTION:* Move that the board accept the 2023 International fee structure proposal as detailed below:

- no increase in the current Tuition fee, Admin fee, Homestay Admin fee and Visa Renewal fee
- an increase by \$50 on our Insurance fee (in line with expected policy cost increases)
- a \$20 increase per week in the Homestay fee
- 6 x 25% reduced price Scholarships available for international students in selected countries

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



### Principal's Report

*MOTION:* Move that the Principal's Report is accepted as read.

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



### Atawhai Feedback

CJ to ask the Atawhai working group to survey the students to get a sense of how they are feeling about Atawhai.

**Due Date:** 8 May 2022  
**Owner:** CJ Healey

## 3. Finance & Property

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

Simon Tran gave a brief update on the Property and Finance sub-committee meeting.

- Progress is slower with regards to property, due to supply and contractor issues.
- There have been no areas of concern identified with the CO<sub>2</sub> monitoring report.

2022 Draft Budget - key highlights:

- It is a conservative budget that recognises the environment we are in.
- There has been an increase in spending for the Wellness Centre of around \$250,000. This is to staff a Registered Nurse, Wellbeing Centre Assistant, three Guidance Counsellors and two additional Youth Workers. In the past, the board has funded several teaching staff using international income. All of our teachers are now Ministry funded. This has freed up board funds to support the Wellbeing Centre appointments.
- We currently have 20 international students which was budgeted on for this financial year. We are targeting between 70-100 international students for 2023 which will bring in funds of up to \$750,000.
- There is a \$497,000 deficit of which \$570,000 is related to depreciation.
- The draft budget will continually be looked at throughout the year.

- A concern was raised that the school paid a contractor twice. Simon will ask the Business Manager to update us on how he will prevent this in the future.



### Direct Credit Schedules

*MOTION:* Move that the board ratify the Direct Credit Schedules for January 2022, as per attachment 3.1d of the board pack.

**Decision Date:** 8 Mar 2022  
**Mover:** Simon Tran  
**Seconder:** Christy Allison  
**Outcome:** Approved



### Draft 2022 Budget

*MOTION:* Move that the Board approve the draft 2022 Budget as presented in attachment 3.1c of the board pack.

**Decision Date:** 8 Mar 2022  
**Mover:** Simon Tran  
**Seconder:** Christy Allison  
**Outcome:** Approved



### Contractor Payment Concern

Simon to ask Richard to update us on how he will prevent double payment of a contractor in future.

**Due Date:** 5 Apr 2022  
**Owner:** Simon Tran

## 4. Other Business

### 4.1 Other Business

- The request to write off textbooks as per attachment 4.1a of the board pack, was approved.
- The new student election timeline was acknowledged.



### Text Book Write-Off

*MOTION:* Move that the board approve the write-off of the following textbooks from the Access-it database as they have not been sighted for 3 consecutive stock takes:

Department	Total Textbooks	% of total stock
CLASSICS	15	.07%
ESOL	43	.19%
ENGLISH	57	.26%
SOCIAL SCIENCE	50	.22%
MATHS	498	2.23%
MUSIC	11	.05%
<b>TOTAL</b>	<b>674</b>	<b>3.02 %</b>

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

## 5. In-Committee Business

### 5.1 In-Committee Business

The board moved into committee to discuss confidential matters.

## 6. Housekeeping

### 6.1 Inwards and Outwards Correspondence



#### Correspondence

*MOTION:* Move that the board accept the inwards and outwards correspondence as detailed in attachment 6.1a of the board pack.

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

### 6.2 Next Meeting Dates

- 5 April
- 10 May
- 7 June
- 5 July
- 9 August
- 6 September
- 25 October
- 29 November

### 6.3 Other Business

Christy Allison confirmed she will not be seeking re-election to the Board.

## 7. Meeting Review / Closing Karakia

### 7.1 Closing Karakia

- Closing Karakia by CJ Healey.
- Derek Blank has been nominated to do the Karakia at the next meeting.

## 8. Close Meeting

### 8.1 Close the meeting

**Next meeting:** LBC Board of Trustees Meeting - 5 Apr 2022, 7:00 pm

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

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