

# CONFIRMED MINUTES

## LBC BOARD OF TRUSTEES MEETING

At the **LBC Board of Trustees Meeting on 7 Jun 2022** these minutes were **confirmed as presented**.

<b>Name:</b>	Long Bay College
<b>Date:</b>	Tuesday, 10 May 2022
<b>Time:</b>	7:00 pm to 8:33 pm
<b>Location:</b>	Long Bay College, Ashley Avenue, Long Bay
<b>Board Members:</b>	Kevin de Jong (Chair), Christy Allison, CJ Healey, David Bodger, Derek Blank, Melinda Hobman, Simon Tran, Vanessa Mitschak, Holly Bagwell
<b>Apologies:</b>	Alwyn Nicol, Steve Piner

### 1. Opening Meeting

#### 1.1 Welcome and Karakia

- Welcome to Holly Bagwell, the new Student Trustee
- Apologies received from Steve Piner and Alwyn Nicol (involved in Parent/Teacher interviews)
- Dave Bodger - Opening Karakia

#### 1.2 Confirm Minutes

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



#### Confirmation of Minutes

**MOTION:** Move that the Minutes and Confidential Minutes of the 5 April 2022 Meeting be confirmed as presented.

**Decision Date:** 10 May 2022  
**Mover:** Kevin de Jong  
**Seconder:** David Bodger  
**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 Principal's Report include: Principal's Comment, Resignations and Appointments, Staff Leave Requests, Teach NZ Study Award Request, Overnight Trip Approvals, Principal's Expenses, Context and Information (Roll Data, Health and Safety, International, Learning Support, Sports, Performing Arts, Medical), Strategic & Annual Planning (Implementation Plan Goal 3, Stand down and Suspension data), Personnel (Staff leave granted by Principal, Advertised vacancies), Celebrations and Events.***

The Principal spoke to his report, with particular points as follows:

#### Principal's Comments

- We are averaging around 5-6 cases of Covid a day. After consultation with the community recently, mask wearing is recommended, but is not compulsory. There are areas and events where we require the wearing of masks, i.e. Medical Centre. The Principal expressed his thanks to Mike Lewis for all his hard work reviewing the health and safety requirements of the school.
- With the exception of the school blazer, all uniform items are now available from the uniform shop. The Board extend their thanks to the uniform shop staff and Sarah Bicknell for their work with uniforms through a particularly challenging time.
- The SLT have been working through the Quality Assurance meetings with each faculty, with all but two QA meetings now completed. Quality Assurance is a huge driver in academic performance across the school. The Principal expressed his gratitude for the effort, professionalism and execution of the work that the HOFs and faculty members have contributed to these documents.
- Long Bay College won the top 3 awards in the recent Sheilah Winn Shakespeare Festival, being the first school ever to take away the top 3 awards. The groups will now travel to Wellington for the National finals.
- The 3v3 basketball courts were completed during the term break and have been put to good use by the students. A suggestion was made to advertise this as a community facility which may help with vandalism. The Netball and tennis court refurbishment is due to commence in the next term break.
- Welcome to Holly Bagwell, the new Student Trustee.
- Congratulations to Alwyn Nicol who has secured the HOF Science role at Westlake Girls High School.

#### Actions Required (see separate Motions)

- Resignations and Appointments were accepted.
- Staff Leave Requests were discussed in-committee.
- 2023 Teach NZ Study Award Application Request from Mo Gleeson was approved.
- The Level 3 Rotorua Research Field Trip was approved and the Sheliah Winn Shakespeare Nationals in Wellington approved via email on 28/04/2022 was ratified. The Principal passed on Justine McIntosh's sincere gratitude to the Board for the approval of the recent Tongariro Crossing Trip.
- Principal's Expenses of \$1,583.36 from the period 01 March to 31 March 2022 was approved.
- International Marketing - ICEF Asia Board Funding Request of \$9,000 was approved.

#### Context and Information

- One of our teaching staff had an accident and split her knee cap rushing between blocks. Mike Lewis has investigated the accident and worked through Worksafe NZ to ensure the

appropriate steps have been taken in terms of Health and Safety. The Principal is working with ACC and we hope to have the staff member back at work in approx. 5 weeks.

- Mr Lewis is working with Mr Evans who has been appointed the new Health and Safety Officer in the school.
- The School Nurse has registered LBC as an ACC provider. This is a small, but significant avenue we were not previously able to pursue to support our students and generate revenue. The Board conveys their thanks to Amanda Palmer.
- The Head of Learning Support has organised Individual Education Plans for many of our learners and is doing fantastic work in this space.
- There are lots of sporting achievements at present and sports participation has increased.
- Performing Arts have been holding auditions for a Musical later in the year. The Board asked if there was any additional support Performing Arts might need from them.
- The Strategic Plan is on track and great progress is being made.
- The Parent Teacher interviews held today are being trialed over one night with online and in person interviews. This will be reviewed and feedback gained from staff to look at how this went. Having online interviews has meant we have had a greater uptake.
- A Board member pointed out the low stand-downs and suspensions this month and wondered if this was due to school holidays. The Board will revisit the data in 4 weeks time.



## Resignations and Staffing Appointments

**MOTION:** Move that the Board accept the resignations and ratify the staffing appointments as detailed below:

Resignations:

- Michael Zeng, Mathematics Teacher, permanent, full-time, resignation effective 29/05/2022.
- Amy Dennis, Social Sciences Teacher and COL ASL, permanent, full-time, resignation effective 03/06/2022.
- Jade Benson, English Teacher, permanent, full-time, resignation effective 17/06/2022.
- Alwyn Nicol, Science Teacher and SCT, permanent, full-time, resignation effective 03/07/2022.

Appointments:

*New staff appointments:*

- Nicholas Booth, Technology Teacher, permanent, full-time commencing 02/05/2022.
- Colin Macdonald (current reliever), Science LTR, 09/05/2022 until 25/07/2022.
- Andrew Illman, Science Teacher, permanent, full-time commencing 25/07/2022 (Term 3)

*Internal staff appointments:*

- Jeff Evans, Health and Safety Coordinator, fixed term until end of 2022.
- Chloe McIsaac, Head of Subject DVC (permanent) and COL Within School Lead – Community, fixed term commencing 02/05/2022 until end of 2022.
- Terry Chee, Head of Subject History, permanent, commencing 02/05/2022.

**Decision Date:** 10 May 2022  
**Mover:** CJ Healey  
**Seconded:** David Bodger

**Outcome:** Approved



### **Teach NZ Study Award Application Request**

**MOTION:** Move that the Board approve the Teach NZ Study Award Application Request from Maura Unsworth (HOF Health and PE) for 2023 to complete her Masters in Educational Leadership.

**Decision Date:** 10 May 2022

**Mover:** CJ Healey

**Seconder:** Kevin de Jong

**Outcome:** Approved



### **Overnight Trip Requests**

**MOTION:** Move that the Board approve the Level 3 Rotorua Research Field Trip from 16/06/2022 until 17/06/2022, and ratify the Sheliah Winn Shakespeare Nationals Trip in Wellington from 02/06/2022 to 05/06 2022 which was approved via email on 28/04/2022.

**Decision Date:** 10 May 2022

**Mover:** CJ Healey

**Seconder:** David Bodger

**Outcome:** Approved



### **Principal's Expenses for March 2022**

**MOTION:** Move that the Board approve the Principal's Expenses of \$1,583.36 for the period 01 March to 31 March 2022.

**Decision Date:** 10 May 2022

**Mover:** Kevin de Jong

**Seconder:** Derek Blank

**Outcome:** Approved



### **International - ICEF Asia Board Funding Request**

**MOTION:** Move that the Board approve the ICEF Asia Board Funding Request for additional funding towards International Marketing of \$9,000 to be used for the following:

- \$2,500 – **travel costs** for Ha Phan to attend ICEF Asia in person (major global agent marketing fair, Vietnam)
- \$4,950 – **ICEF upgrade** (online to in person, significantly more effective marketing now that borders are re-opened)
- \$1,550 – consequential marketing & support costs

**Decision Date:** 10 May 2022

**Mover:** Kevin de Jong

**Seconder:** Vanessa Mitschak

**Outcome:** Approved

## **3. School Policies**

### **3.1 SchoolDocs Update**

- As of 5.5.22 LBC has signed off on our school policies with School Docs.
- The Chair requested to Board members that they go online and review the policies this month.

- The Principal said staff will have an opportunity to collaborate and consult about the policies. The wider community will also have an opportunity to do this in a few months.
- When the new Board is appointed in September, it was suggested they appoint a sub-committee to review the policies.

## 4. Finance & Property

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

Simon Tran gave an update from the Finance and Property Sub-committee meeting with particular discussion as follows:

- From a financial perspective things are going well. In terms of property, it is business as usual. We are waiting for quotes to come through for the L (English) Block roof repairs. O Block refurbishment is on hold until the L Block Roof repairs and the Engineering T10 refit are completed.
- The 2020 Audit is still in its final stages while some technicalities are worked through with M block.
- There are still a few changes to be made to the 2021 Draft accounts before the Board Chair can sign it off, as delegated at the April meeting.
- The sub-committee approved an application be made to the EECA LED upgrade scheme by DES to undertake a thorough lighting audit. The more detailed assessment will then go back to the sub-committee. It was discussed there needs to be thorough due diligence done before any decisions made.
- The sub-committee have decided to park the School House and reconsider options at the August meeting. It was discussed that this should be a new Board decision.
- The Board accepted the Direct Credit reports for March as read.



#### Direct Credit Reports for March 2022

**MOTION:** Move that the Board accept the Direct Credit Reports as read.

**Decision Date:** 10 May 2022  
**Mover:** Simon Tran  
**Seconder:** Derek Blank  
**Outcome:** Approved

## 5. Other Business

### 5.1 Other Business

- The Chair asked members to think about who in our community could be prospective candidates for the next Board elections. The Principal is happy to speak to prospective candidates.
- The Board appointed Melinda Hobman as the Returning Officer for the 2022 triennial school elections.



#### Appointment of Returning Officer

**MOTION:** Move that the Board appoint Melinda Hobman as the Returning Officer for the 2022 triennial school elections.

**Decision Date:** 10 May 2022  
**Mover:** Kevin de Jong  
**Seconder:** Vanessa Mitschak

**Outcome:** Approved



## School Policies and Records Retention Motions

School Policies and Records Retention motions approved via email on 12/04/2022 (attachment 4.1a of the Board Pack).

- a. **MOTION:** Move that the Long Bay College policies, developed in conjunction with SchoolDocs, be signed off and formally adopted by the Board as our existing policies.
- b. **MOTION:** Move that the Board appoint the Business Manager as the 'records retention manager' for the school.

**Decision Date:** 12 Apr 2022  
**Mover:** CJ Healey  
**Seconder:** Vanessa Mitschak  
**Outcome:** Approved

## 6. In-Committee Business

### 6.1 In-Committee Business

Staff Leave Requests were discussed and noted in the In-committee Minutes.

## 7. Housekeeping

### 7.1 Inwards and Outwards Correspondence



#### Inwards and Outwards Correspondence

**MOTION:** Move that the Board accept the inwards and outwards correspondence as per attachment 7.1a of the Board pack.

**Decision Date:** 10 May 2022  
**Mover:** Kevin de Jong  
**Seconder:** David Bodger  
**Outcome:** Approved

### 7.2 Next Meeting Dates

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

## 8. Meeting Review / Closing Karakia

### 8.1 Karakia

- Dave Bodger - Closing Karakia.
- Simon Tran has offered to do the Karakia for the June meeting.

## 9. Close Meeting

### 9.1 Close the meeting

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

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

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