

# CONFIRMED MINUTES

## LBC BOARD OF TRUSTEES MEETING

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

<b>Name:</b>	Long Bay College
<b>Date:</b>	Tuesday, 7 June 2022
<b>Time:</b>	7:00 pm to 8:25 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, Richard Beechey, Simon Tran, Steve Piner, Vanessa Mitschak, Holly Bagwell
<b>Apologies:</b>	Alwyn Nicol

### 1. Opening Meeting

#### 1.1 Welcome and Karakia

Kevin de Jong opened the meeting. Apologies received from Alwyn Nicol.  
Simon Tran - opening Karakia.

#### 1.2 Confirm Minutes

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



#### Confirmation of Minutes

*MOTION:* Move that the Minutes and Confidential Minutes of the 10 May meeting be confirmed as presented.

<b>Decision Date:</b>	7 Jun 2022
<b>Mover:</b>	Kevin de Jong
<b>Seconder:</b>	Steve Piner
<b>Outcome:</b>	Approved

#### 1.3 Interests Register

Nil conflicts of interest.

### 2. Principal's Report

#### 2.1 Principal's Report

Topics in the Principal's Report include: Principal's Comment, Resignations and Appointments, Overnight Trip Approvals, Principal's Expenses, Context and Information (Roll Data, Health and Safety, International, Learning Support, Medical Room,

Wellbeing Centre), Strategic and Annual Planning (Implementation Plan Goal 4, 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

- The effects of Covid were discussed, including student and staff absences and additional pressures on staff including the internal stresses of delivering the annual Strategic Plan. The Board were supportive of pushing the timelines out on non-essential initiatives. The Principal expressed his thanks to Tim Spratt and Caren Leyland for their vital work with relief coordination during a very challenging time. The Board also convey their thanks to Tim and Caren.
- National staff shortages are an increased concern for schools, and universities have a lower number of trainee teachers coming through with only 160 secondary graduates this year from Auckland University. Two trainee teachers have been appointed to teaching positions once they complete their qualification. The Principal expressed his thanks to our trainee teacher coordinator, Justine McIntosh. We have been fortunate to secure the last Border Exception and have appointed a Mathematics teacher from South Africa who will be joining us soon.
- Positive feedback was received on the recent hybrid/in person Parent Teacher Interviews, and we are continuing to review for next year. No changes are being made to the Target interviews next term.
- The Principal attended the SPANZ Conference recently where the focus was on equity. Principals' at the conference expressed that staff are exhausted and overwhelmed. Discussion took place around how we can alleviate some of the pressures on the SLT and staff. The PLD programme has been reduced by 40% to try and assist with this.
- The Principal asked the Board to consider supporting him in applying for a Principal's Research Sabbatical to travel internationally and investigate best practice in the areas of mental, emotional, physical and social health and wellbeing to support our school community. He has submitted a paper to Teach NZ and they will determine whether this topic warrants having a sabbatical. The Board were supportive of his application.

### Actions Required (see separate Motions)

- Resignations and Appointments were accepted.
- Overnight Trip Requests were approved: L2 PED and PES Camp, Maurice Hulme Girls Tournament, and DofE Adventurous Journey. The Principal explained that these trips will be reviewed as and when they are due to take place.
- Principal's Expenses of \$394.43 for April 2022 were approved.
- Principal's Sabbatical Application was approved.

### Context and Information

The Principal spoke to the Context and Information section in his report. The Board convey their thanks to Learning Support for their work with the IEPs and noted the appreciation from the Head of Wellbeing for the Boards support.



### **Resignations and Appointments**

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

Resignations: Teresa Underwood, Kasia O'Neill, Sonia Collins, Markus Zutic, Robyn Hunn and Shiree Urquhart.

Staffing Appointments: Fazul Khan, Saehyun Kate Kim, Andrew Illman and Micaela Baard.

**Decision Date:** 7 Jun 2022

**Mover:** CJ Healey

**Seconded:** Steve Piner

**Outcome:** Approved



### Overnight Trip Requests

*MOTION:* Move that the Board approve the following three trip requests:

1. **L2PED and PES Camp**, Date(s): 2022-08-01 to 2022-08-03, Location: YMCA Shakespear Lodge Whangaparaoa
2. **Maurice Hulme Girls Tournament**, Date(s): 2022-08-28 to 2022-09-02, Location: Rotorua International Stadium, Rotorua
3. **DofE Adventurous Journey**, Date(s): 2022-07-12 to 2022-07-15, Location: MERC

**Decision Date:** 7 Jun 2022  
**Mover:** David Bodger  
**Seconder:** Steve Piner  
**Outcome:** Approved



### Principal's Expenses, April 2022

*MOTION:* Move that the Board approve the Principal's Expenses of \$394.43 for April 2022.

**Decision Date:** 7 Jun 2022  
**Mover:** Christy Allison  
**Seconder:** David Bodger  
**Outcome:** Approved



### Principal's Sabbatical Application

*MOTION:* Move that the Board approve the Principal's application for a Sabbatical in 2023.

**Decision Date:** 7 Jun 2022  
**Mover:** Kevin de Jong  
**Seconder:** Derek Blank  
**Outcome:** Approved



### Principal's Report

*MOTION:* Move that the Board accept the Principal's Report as read.

**Decision Date:** 7 Jun 2022  
**Mover:** Kevin de Jong  
**Seconder:** Steve Piner  
**Outcome:** Approved

## 3. Finance & Property

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

Simon Tran gave an update from the Finance and Property sub-committee meeting, with the following recommendations to the full board:

- To approve the Direct Credit Reports for April 2022.
- To approve and sign the EECA Crown Energy Efficiency Loan Contract.
- To delegate authority for Jac Beasleigh to approve Payroll SUE reports as part of the Toolkit digital approval process. This is additional approval which does not replace the Principal's approval.



### **EECA Crown Energy Efficiency Loan Contract**

*MOTION:* Move that the Board approve the EECA Crown Energy Efficiency Loan and delegate authority to the Board Chair to sign.

**Decision Date:** 7 Jun 2022  
**Mover:** Simon Tran  
**Seconder:** Derek Blank  
**Outcome:** Approved



### **Direct Credit Reports**

*MOTION:* Move that the Board accept the Direct Credit reports for April 2022.

**Decision Date:** 7 Jun 2022  
**Mover:** Simon Tran  
**Seconder:** Kevin de Jong  
**Outcome:** Approved



### **Payroll Sue Report Process**

*MOTION:* Move that the Board delegate authority for Jac Beasleigh to approve Payroll SUE reports as part of the Toolkit digital approval process.

**Decision Date:** 7 Jun 2022  
**Mover:** Simon Tran  
**Seconder:** David Bodger  
**Outcome:** Approved

## **4. Other Business**

### **4.1 Other Business**

#### **Triennial Elections**

- The Board approved the common election date of 7 September 2022 as the election date for LBC.
- Board members were asked to shoulder tap if they know someone who would be willing to apply to be on the Board at the next elections.
- Steve Piner and Derek blank confirmed they will be restanding.
- Board Secretary to check if a staff representative needs to be appointed in the interim with Alwyn leaving.

#### **Principal's Sabbatical**

- The Principal's Sabbatical application was approved and minuted during the Principal's Report.
- The Board approved that they would contribute to the Principal's Sabbatical to meet some of the costs.

#### **Principal's Appraisal**

- The Board chair congratulated the Principal on his Appraisal, and will send it out to Board members for their information.



### **Triennial Election Date 2022**

*MOTION:* Move that the Board select the common election date of 7 September 2022 for the Long Bay College triennial elections.

**Decision Date:** 7 Jun 2022

**Mover:** Kevin de Jong  
**Seconder:** Steve Piner  
**Outcome:** Approved



### **Principal's Sabbatical Board Contribution**

*MOTION:* Move that the Board contributes to the Principal's Sabbatical to meet some of the costs.

**Decision Date:** 7 Jun 2022  
**Mover:** Kevin de Jong  
**Seconder:** Steve Piner  
**Outcome:** Approved



### **Staff Representative**

Check if a staff representative needs to be appointed in the interim before next elections.

**Due Date:** 10 Jun 2022  
**Owner:** Melinda Hobman

## **5. In-Committee Business**

### **5.1 In-Committee Business**

There were no in-committee discussions.

## **6. Housekeeping**

### **6.1 Inwards and Outwards Correspondence**



#### **Inwards and Outwards Correspondence**

*MOTION:* Moved that the Board accepted the Inwards and Outwards correspondence as per attachment 6.1a of the board pack.

**Decision Date:** 7 Jun 2022  
**Mover:** Kevin de Jong  
**Seconder:** Steve Piner  
**Outcome:** Approved

### **6.2 Next Meeting Dates**

## **7. Meeting Review / Closing Karakia**

### **7.1 Karakia**

Simon Tran - closing Karakia  
Holly Bagwell - Karakia for July meeting

## **8. Close Meeting**

### **8.1 Close the meeting**

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

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

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