

CONFIRMED MINUTES

LBC BOARD OF TRUSTEES MEETING

At the **LBC Board of Trustees Meeting on 6 Sep 2022** these minutes were **confirmed as presented**.

Name:	Long Bay College
Date:	Tuesday, 9 August 2022
Time:	7:00 pm to 9:16 pm
Location:	Long Bay College, Ashley Avenue, Long Bay
Board Members:	Kevin de Jong (Chair), Christy Allison, CJ Healey, Derek Blank, Melinda Hobman, Simon Tran, Steve Piner, Holly Bagwell, Vanessa Mitschak
Apologies:	David Bodger

1. Opening Meeting

1.1 Welcome and Karakia

- Derek Blank opened the meeting. Apologies were received from Dave Bodger.
- Steve Piner - Opening Karakia

1.2 Confirm Minutes

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



Confirmation of 5 July 2022 Minutes

MOTION: Move that the Minutes of the 5 July 2022 meeting be confirmed as presented.

Decision Date: 9 Aug 2022
Mover: Kevin de Jong
Seconder: Steve Piner
Outcome: 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; Staff leave requests; Principal's expenses; Context and Information: Roll Data, Health & Safety,

International, Learning Support, Performing Arts, Medical, Specialist Classroom Teacher; Stand-down/Suspension data; Short-term Leave; Positions advertised; Celebrations and Events: Key dates.

Mr Healey spoke to his report with particular points as follow:

- Covid has seen a shift in culture and has had a detrimental affect on students learning and behaviour. The school is moving to 'back to basics' to support the focus of teaching and learning by eliminating distractions such as cell phones in class. The SLT are meeting to discuss the strategies around back to basics tomorrow afternoon following the SLT/HOF/Deans meeting yesterday.
- Last week the school had to roster home year levels to accommodate the staff absences. There were 30 staff absent from classes on the Monday and we are utilising a pool of 12 relief teachers daily. Two relief teachers have been employed on full time fixed term contracts for the remainder of the year which will also assist with compensating staff who have given up non-contacts during the year.
- Holly gave feedback that the Year 13 students did not receive the assembly and back to basic strategies that have been implemented very well. Mr Healey spoke about the current Year 13 situation and the past 3 years of disrupted NCEA learning due to Covid and lockdowns, and what this has meant for them.
- The findings of the PPTA workplace survey should be released soon.
- The Open Evening on 27 July was a great success with lots of positive feedback. Congratulations to Sarah Bicknell and the faculties for the activities they put on.
- Mr Healey attended the ASSPA meeting online and discussed the trainee teacher shortage. Mr Healey and Mr Heneghan have attended some University Principal's days to meet the trainees and are hoping to fly some promising trainees up to Auckland to check out LBC. A question was raised as to how we can up the anti on promoting teacher trainees, and it was decided that the board move to continue to engage in the Waikato University Programme in 2023 if the applicants are good.
- The letter constructed by ASSPA has gained the support of regional principal associations regarding the pressures around the NCEA change package and the tight timeframes. Numeracy and Literacy has been put back by a year. Learning Recognition credits are likely to be announced in the next week.
- We have 10 candidates for the 6 parent representative vacancies on the Board so will be going to election. Kristen Evans (HOF Learning Support) has been appointed the Staff Representative.
- The School production 'All Shook Up' was brilliant. Congratulations to Dannielle Savage and her team.
- Resignations, Appointments and Principal's Expenses were approved and minuted.
- There was extensive discussion around whether leave requests should be paid or unpaid following clarification requested from a staff member who had leave approved. The leave will be unpaid. Mrs Hobman will look into a leave request online process.
- The Principal's Report was accepted as read.



Waikato University Teacher Training Programme 2023

MOTION: Move that the board continue to engage in the Waikato University Teacher Training programme in 2023.

Decision Date: 9 Aug 2022
Mover: CJ Healey
Second: Vanessa Mitschak
Outcome: Approved



Resignations and Appointments

MOTION: Move that the Resignations be accepted and the Staffing Appointments be ratified, as detailed below:

- Resignations: Tanya Tyrer, Administration Assistant to Careers Advisor, effective 31/08/22.
- Appointments: Anthea Flusk, Food Technology Teacher, permanent full-time commencing 12/09/22.

Decision Date: 9 Aug 2022
Mover: Kevin de Jong
Seconder: Derek Blank
Outcome: Approved



Principal's Expenses

MOTION: Move that the board approve the Principal's expenses of \$960.98 for June 2022.

Decision Date: 9 Aug 2022
Mover: Kevin de Jong
Seconder: Christy Allison
Outcome: Approved



Principal's Report

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

Decision Date: 9 Aug 2022
Mover: Kevin de Jong
Seconder: Derek Blank
Outcome: Approved

3. Student Trustee Report

3.1 Student Trustee Report

Holly Bagwell spoke to her report.

- The Sustainability Strategic Plan was shared with the board which was drafted up by the previous Head Girl and Holly discussed the challenges faced to get people onboard. Mr Healey is happy to have a conversation with the new Head of Food Technology about the garden.
- Mr Healey will speak with Mr Lewis about Holly's suggestion of a Student Wellbeing survey and felt it could be an opportunity for the Student Council to work with Mr Lewis to formulate questions for the survey and/or how to communicate to students about the resources/services available to them in the school.



Speak to LEM about Wellbeing Survey

Mr Healey will speak with Mr Lewis about the Student Wellbeing survey suggestion and felt it could be an opportunity for the Student Council to work with Mr Lewis to formulate questions for surveying students and/or communicating to students about the resources/services available to them in the school.

Due Date: 6 Sep 2022
Owner: CJ Healey



Speak to HOS Food Tech re Garden

Offered to speak to HOS Food Tech about the garden to support the Sustainability Strategic Plan.

Due Date: 6 Sep 2022

Owner: CJ Healey

4. Finance & Property

4.1 Matters Arising from the Finance & Property Subcommittee Meeting

Simon Tran updated the board on the Property and Finance meeting.

- The school is tracking well financially. There is a \$175,000 surplus. The subcommittee had a discussion around surpluses and that this needs to be something for the new board to discuss, including looking to see if there are any projects or things that surplus funds could go towards.
- The board approved the 2020 Audited Annual Accounts and Direct Credit Reports for June 2022.
- The 2021 Audit is underway.
- The subcommittee revisited the school house. The Business Manager is constantly in contact with Ray White to see when would be a good time to sell. This will be a decision for the new board.
- The Condition assessments with buildings is critical as it will impact the way the Ministry funds moving forward - making sure schools are not funded on deciles but on need.



2020 Audited Accounts

MOTION: Move that the board accept the Audited Accounts present fairly, in all material respects the financial position as at 31 December 2020 and the financial performance and cashflows for the year ended 31 December 2020, and approve to sign the Representation Letter for the year ended 31 December 2020.

Decision Date: 9 Aug 2022

Mover: Simon Tran

Seconder: CJ Healey

Outcome: Approved



Direct Credit Reports June 2022

MOTION: Move that the board accept the Direct Credit Reports for June 2022.

Decision Date: 9 Aug 2022

Mover: Kevin de Jong

Seconder: Derek Blank

Outcome: Approved

5. Other Business

5.1 Other Business

Two International proposals were considered:

1) Additional Staffing Requests for 2022 and 2023

Proposal for rest of 2022

Total: DP International + 2 Teaching lines + 85 hours' Support Staff
On-call staff: JON & International Student Coordinator/YAN (2 person rotation)

Currently: Jan-July 2022

Total: DP International + 1 Teaching line + 50 hours' Support Staff
On-call staff: JON (No rotation)

Proposal for 2023

Total: DP International + 3 Teaching lines + 100 hours' Support Staff
On-call staff: JON & International Student Coordinator & YAN (3 person rotation)

The board approved the additional staffing request for 2022 and will revisit the 2023 staffing request later in the year.

2) International Budget Request

The Board approved the International Budget Request up to a value of \$50,000, to be used at the Principal's discretion.

Board of Trustees Staff Election Results

Kristen Evans (HOF Learning Support) is the new Staff Representative on the Board of Trustees. This was a non-voting election.

Student Election

The board approved the date of 21 September 2022 as the Election Day for the student elections.

Board Chair Farewell

The Principal acknowledged and thanked Kevin de Jong's contribution to the Board over the last two election terms. Kevin is not standing for the next elections and will be away for the last meeting with the current board.



International Additional Staffing Request 2022 & 2023

MOTION: Move that the board approve the Additional International Staffing Request for 2022 and the board will review the 2023 staffing request near the end of the year.

Decision Date: 9 Aug 2022
Mover: Derek Blank
Seconder: Simon Tran
Outcome: Approved



International Budget Request

MOTION: Move that the Board approve the International Budget Request up to a value of \$50,000, to be used at the Principal's discretion.

Decision Date: 9 Aug 2022
Mover: Vanessa Mitschak
Seconder: Simon Tran
Outcome: Approved



2022 Student Election Date

MOTION: Move that the board agree to 21 September 2022 as the election day for the student trustee elections.

Decision Date: 9 Aug 2022
Mover: CJ Healey
Seconder: Simon Tran
Outcome: Approved

6. In-Committee Business

6.1 In-Committee Business

There was no in-committee business.

7. Housekeeping

7.1 Inwards & Outwards Correspondence

7.2 Next Meeting Dates

- 6 September
- 25 October
- 29 November

8. Meeting Review / Closing Karakia

8.1 Karakia

Holly Bagwell - Closing Karakia

9. Close Meeting

9.1 Close the meeting

Next meeting: LBC Board of Trustees Meeting - 6 Sep 2022, 6:15 pm

Signature: _____

Date: _____