

CONFIRMED MINUTES

LBC BOARD OF TRUSTEES MEETING

At the **Board of Trustees Meeting** on **29 Nov 2022** these minutes were **confirmed as presented**.

Name:	Long Bay College
Date:	Tuesday, 1 November 2022
Time:	5:00 pm to 7:02 pm (NZDT)
Location:	Long Bay College, Ashley Avenue, Long Bay
Board Members:	CJ Healey, Derek Blank, Wendy Ellis, Melinda Hobman, Fusi Magill, Grant Stott, Katherine Woollard, Tipene Tahana, Kristen Evans, Celeste Li, Holly Bagwell, Steve Piner
Attendees:	Richard Beechey
Guests/Notes:	Lucy Doran, Head of Health and Mo Gleeson, HOF Health and PE

1. Opening Meeting

1.1 Welcome and Karakia

The Principal welcomed the new board to the meeting followed by a karakia.

1.2 Co-option of additional BOT member

The board decided to co-opt Steve Piner for his experience and knowledge of our school setting and journey. Steve increases Māori board representation and male representation and has experience chairing disciplinary meetings. Steve will be co-opted for a 3 year term. (See separate motion.)



Co-option of Board Member

MOTION: Move to co-opt Steve Piner to the board for a 3 year term.

Decision Date:	1 Nov 2022
Mover:	CJ Healey
Seconder:	Derek Blank
Outcome:	Approved

1.3 Appoint a presiding member (chair) and deputy presiding member

Nominations were called for a presiding member. As Derek Blank was the only nomination he was elected unopposed.

Nominations were called for a deputy presiding member. As Steve Piner was the only nomination he was elected unopposed.



Appointment of Presiding Member

MOTION: Move that Derek Blank be appointed unopposed as the presiding member for the board.

Decision Date: 1 Nov 2022
Mover: CJ Healey
Seconder: Grant Stott
Outcome: Approved



Appointment of Vice Presiding Member

MOTION: Move that Steve Piner be appointed unopposed as the deputy presiding member for the board.

Decision Date: 1 Nov 2022
Mover: Derek Blank
Seconder: Wendy Ellis
Outcome: Approved

1.4 Confirm Minutes

LBC Board of Trustees Meeting 6 Sep 2022, the minutes were confirmed as presented.



Minutes for Confirmation - 6 September 2022

MOTION: Move that the Minutes of the 6 September 2022 meeting be confirmed as presented.

Decision Date: 1 Nov 2022
Mover: Derek Blank
Seconder: Steve Piner
Outcome: Approved

1.5 Interests Register

- Richard Beechey - disclosure related to his company Rose's Alterations and that he receives payment as a host family for LBC.
- Derek Blank - disclosure that he receives a small wage for coaching LBC cricket.
- Fusi Magill - disclosure that she receives payment as a host family for LBC.

2. Health Education Consultation

2.1 Health Education Consultation Results - Lucy Doran

Lucy Doran (Head of Health) and Mo Gleeson (Head of Faculty Health and PE) presented the Health Education Consultation results to the board.

The Health Consultation takes place every two years. A selection of Year 9 and 10 students were asked what their favourite and least favourite units are, and then a survey was sent to parents/caregivers of year 9 and 10 asking them to rate all the units. This feedback is used to create a health statement.

The power point presentation will be shared with board members.

Miss Doran and Mrs Gleeson left the meeting at 5:30pm.

3. Finance & Property

3.1 Business Manager's Report and related documents attached

Topics in the Business Manager's Report include: Conflict of Interest Disclosure, Financial Reports, 2021 Audit, Direct Credit Reports, Property Building Condition Assessment Project, Recreational Services, Watershed Property Management Services, Support Staff Team, Property - Capital Expenditure Projects, Collections Report.

Mr Beechey spoke to his report and opened the floor for questions.

A new Property and Finance subcommittee was decided. The members of the subcommittee are: Steve Piner, Grant Stott, Derek Blank, Kath Woollard, CJ Healey and Richard Beechey. The meetings will take place on Tuesday's at 8:00am, week 2 and week 8 of each term in the Principal's office. This is one week before the board meetings.

Mr Beechey left the meeting at 6:00pm.



Financial Reports for Aug & Sept 2022

MOTION: Move that the Board accept the Financial Reports for August and September 2022 as read.

Decision Date: 1 Nov 2022
Mover: Derek Blank
Seconder: Katherine Woollard
Outcome: Approved



2021 Annual Report School Website Publishing Approval

MOTION: Move that the board approves the publishing of the 2021 Annual Report on the school website.

Decision Date: 1 Nov 2022
Mover: Derek Blank
Seconder: Grant Stott
Outcome: Approved



Direct Credit Reports for Aug & Sept 2022

MOTION: Move that the Board accept the Direct Credit reports for August and September 2022 as read.

Decision Date: 1 Nov 2022
Mover: Derek Blank
Seconder: Grant Stott
Outcome: Approved



Acceptance of Business Manager's Report

MOTION: Move that the Board accept the Business Manager's Reports and associated attachments as read.

Decision Date: 1 Nov 2022
Mover: Derek Blank
Seconder: Kristen Evans
Outcome: Approved

4. Principal's Report

4.1 Principal's Report

Topics in the Principal's Report include: Principal's Comments; Appointments and Resignations; Staff Leave Requests; Overnight Trip Requests; Principal's Sabbatical Dates; Principal's Expenses; Context and Information: Roll Data, Health and Safety, Learning Support, Sports, Performing Arts, Medical, Wellbeing Centre; Strategic and Annual Planning: Implementation Plan Progress, Stand down/Suspension data; Personnel: Short term leave, New positions advertised, Celebrations and Events.

Mr Healey spoke to his report with particular discussion points as follows.

- Te Ao Māori - discussion took place on LBC's past and present journey to connect with local iwi and to find one who has the capacity and willingness to work with our school.
- Te Reo Māori - a question was raised about the schools strategy for having our Te Reo Māori students being taught by a teacher in the classroom rather than online learning. The Principal explained that the school is currently working on a proposal to launch a mātauranga māori programme in the junior school in 2024.
- Health and Safety - A suggestion was raised that Health and Safety should be a separate agenda item rather than incorporated into the Principal's Report. Mr Healey asked Mrs Ellis if she would consider being the Board representative at the health and safety meetings within school. Mr Healey will arrange a meeting with Mrs Ellis and Mr Lewis to discuss. [Action item]
- Boarding House - the Principal briefed the board on the international boarding house initiative.
- Principal's Expenses - the Board decided that Principal's Expenses do not need to be included in the report if below \$1,000.



Resignations and Staffing Appointments

MOTION: Move that the board accept the resignations and ratify the staffing appointments as follows:

- *Resignations:* Zena Foyster, Emma Watson, Michelle Gallagher, Kitty Chui, Suretha Steyn, Martin Brennan.
- *New Staff Appointments for Term 4:* Jackie Gough and Sarah Dennis (Receptionists).
- *New staff appointments commencing Term 1, 2023:* Victoria Brown, Geography Teacher; Katrina Woodley, English Teacher; Jessica Munt, Social Sciences Teacher; Samantha Garrick, Health and PE Teacher; Yana Cox, Mathematics Teacher; Kieran Machin, Health and PE Teacher; Heehwan Kim, Mathematics Teacher (pending signed contract); Carina Engelbrecht, Learning Support Teacher (pending signed contract).
- *Internal staff appointments:* Patricia Querubin, fixed term contract for 2023; Ray Xing, Margaret Hawke and Mark Carroll all changed from fixed term to permanent.
- *Internal Staff Additional Responsibilities:* Kiaya Lupi, HOF Performing Arts, fixed term maternity cover; Xiaoman Shao, International Coordinator (Academic Focus); Tian Zhang, International Coordinator (Experience Focus).

Decision Date: 1 Nov 2022
Mover: CJ Healey
Seconder: Derek Blank
Outcome: Approved



Staff Leave Requests

MOTION: Move that the Board approve the following staff leave requests:

- Micky Smith, Health and PE Teacher – request for refreshment leave in Term 2, 2024.
- Nicole Beeston, Mathematics Teacher – request to extend maternity leave by another year and return in January 2024.
- Amanda French, English Teacher – request for 4 days unpaid leave from Friday 18th to Wednesday 23rd November 2022.

Decision Date: 1 Nov 2022
Mover: CJ Healey
Seconder: Steve Piner
Outcome: Approved



Overnight Trip Requests

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

1. Volleyball North Island Champs, 21/11/2022 to 25/11/2022 in Tauranga.
2. 2022 Prefect Camp, 02/12/2022 to 04/12/2022 at Motutapu Island.
3. 2023 Year 9 Camp, 13/03/2023 to 17/03/2023 at Mangawhai Heads Holiday Park.

Decision Date: 1 Nov 2022
Mover: CJ Healey
Seconder: Fusi Magill
Outcome: Approved



Principal's Expenses for Aug & Sept 2022

MOTION: Move that the Board approve the Principal's Expenses for August 2022 of \$610.94 and September 2022 of \$73.47.

Decision Date: 1 Nov 2022
Mover: Derek Blank
Seconder: Kristen Evans
Outcome: Approved



Principal's Report Accepted

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

Decision Date: 1 Nov 2022
Mover: Derek Blank
Seconder: Wendy Ellis
Outcome: Approved



Health and Safety Meeting

Arrange a meeting with Wendy Ellis and Mike Lewis to discuss board representation at the H&S meetings.

Due Date: 29 Nov 2022
Owner: CJ Healey

5. Student Trustee Report

5.1 Student Trustee Report

Celeste Li spoke to her report which covered information on Councils, Clubs, Student voice gathering and Sustainability Strategic Plan updates and actions for 2022/23. She was supported by Holly Bagwell (previous Student Representative).

- *Clubs* - Miss Li felt there needed to be more awareness of what clubs are available in the school for students to participate in and suggested promoting to all year levels, having a sign-up day, and information given at Atawhai sessions. [Action: Mr Healey will discuss with Mrs Strong]
- *Student Voice* - Miss Li discussed doing a wellbeing survey with students to gain 'student voice' feedback and the challenges this presents. It was explained that the role of Student Representative is not to try and get feedback from all students, but to be the student voice for all students. We have a group of staff who are currently doing a wellbeing survey with students being led by Ms Chan, our WSL for Diversity, Equity and Inclusion.
- *Sustainability Strategic Plan* - The plan highlights the strategies and direction the school needs to take in order to become an Enviro Gold School. We are currently a Silver. This is part of the Enviroschools nationwide programme.



School Club Awareness

Speak to Liese Strong about raising the awareness of school clubs to students.

Due Date: 29 Nov 2022

Owner: CJ Healey

6. Board Assurances, Policies & Procedures

6.1 Board Assurances

The following assurances were provided to the Board by the Principal:

- Evacuation/Emergency Kits and Supplies
- Staff Usage and Expenditure (SUE) Reports (in Expenditure)
- Monitoring and Auditing School Bus
- Risk Management
- Provisionally Certified Teachers
- Teacher Registration, Certification, and Police Vetting
- Appointment Procedure
- Length of School Year
- International Learners
- Information and content reminders – Emergency, Disaster and Crisis Management

6.2 SchoolDocs Update

SchoolDocs Policies and Procedures updates were provided in the board pack, including a Covid 19 policy update and scheduled review changes.

7. Additional Agenda Items

7.1 International Sports Tour Proposal

The board were supportive of the international sports tour proposal for 2024. (See separate motion.)



2024 International Sports Tour Proposal

MOTION: Move that the board support the concept and can continue with exploration and initiative of the international sports tour proposal.

Decision Date: 1 Nov 2022
Mover: CJ Healey
Seconder: Steve Piner
Outcome: Approved

7.2 Grant Funding Application approved electronically

In between meeting motion approved via email on 13 September 2022.



Grant Funding Motion (in-between meetings)

MOTION: Move that the Board agree to apply for assistance with funding to install a digital projector and sound system in the school gym.

- The Lion Foundation - \$9,480 &
- Four Winds Foundation Ltd \$9,480

Decision Date: 13 Sep 2022
Mover: CJ Healey
Seconder: Derek Blank
Outcome: Approved

8. In-Committee Business

8.1 In-Committee Business

There was no in-committee business.

9. Housekeeping

9.1 Christmas Dinner / Next Meeting Dates

There will be a short board meeting on Tuesday, 29 November at 5:00pm followed by dinner in a local restaurant at 6:30pm.

2023 Board Meeting Dates:

- 14 February
- 28 March
- 9 May
- 20 June
- 1 August
- 12 September

- 24 October
- 5 December

10. Closing Karakia

10.1 Closing Karakia

Closing karakia by CJ Healey.

Krick Evans has offered to do the karakia at the next meeting.

11. Close Meeting

11.1 Close the meeting

Next meeting: No date for the next meeting has been set.

Signature: _____

Date: _____