

# CONFIRMED MINUTES

## LBC BOARD OF TRUSTEES MEETING



At the **LBC Board of Trustees Meeting on 1 Nov 2022** these minutes were **confirmed as presented**.

<b>Name:</b>	Long Bay College
<b>Date:</b>	Tuesday, 6 September 2022
<b>Time:</b>	6:15 pm to 7:50 pm (NZST)
<b>Location:</b>	Long Bay College, Ashley Avenue, Long Bay
<b>Board Members:</b>	CJ Healey, Derek Blank, Melinda Hobman, Steve Piner, Holly Bagwell, Kristen Evans
<b>Attendees:</b>	David Bodger, Simon Tran, Vanessa Mitschak, Richard Beechey
<b>Apologies:</b>	Kevin de Jong, Christy Allison

### 1. Opening Meeting

#### 1.1 Welcome and Karakia

- Derek Blank opened the meeting as the Acting Chair.
- Welcome and Apologies. Apologies received from Kevin de Jong and Christy Allison.
- CJ Healey - Opening Karakia

#### 1.2 Confirm Minutes

**LBC Board of Trustees Meeting 9 Aug 2022**, the minutes were confirmed as presented.



#### Confirmation of Minutes - 9 August 2022

*MOTION:* Move that the Board confirm the Minutes of the 9 August 2022 meeting, as presented.

**Decision Date:** 6 Sep 2022  
**Mover:** Derek Blank  
**Seconder:** CJ Healey  
**Outcome:** Approved

#### 1.3 Interests Register

## 2. Finance & Property

### 2.1 Finance and Property Report



#### Confirmation of P&F Minutes, 9 August 2022

*MOTION:* Move that the Board confirm the Minutes of the 9 August 2022 Property and Finance meeting, as presented.

**Decision Date:** 6 Sep 2022  
**Mover:** Simon Tran  
**Seconder:** CJ Healey  
**Outcome:** Approved

**Topics in the Business Manager's Report include: Conflict of Interest Disclosure, July Financial Reports, 2020 Audit, 2021 Audit, July Direct Credit Reports, Property Building Condition Assessment Project, Recreational Services Report, Watershed Property Management Services Report, K Block Roof Revised Project Approval Form, Support Staff Team, Capital Expenditure Projects, Collections Report, Performing Arts Consolidation, T10 Engineering Equipment Review.**

The Business Manager presented his Property and Finance report to the Board and opened the floor for questions.



#### 2020 Audited Accounts and Auditor's Report

*MOTION:* Move that the Board accept the 2020 Audited Accounts and Auditor's Report to the Board of Trustees, as read.

**Decision Date:** 6 Sep 2022  
**Mover:** Simon Tran  
**Seconder:** Derek Blank  
**Outcome:** Approved



#### Direct Credit Reports - July 2022

*MOTION:* Move that the Board accept the Direct Credit Reports for July 2022. All payments have been approved through ApprovalMax.

**Decision Date:** 6 Sep 2022  
**Mover:** Simon Tran  
**Seconder:** Steve Piner  
**Outcome:** Approved



#### K Block Roof Revised Project Approval

*MOTION:* Move that the Board approve a Board contribution of \$60,666.39 towards the K Block Roof Project.

**Decision Date:** 6 Sep 2022  
**Mover:** Simon Tran  
**Seconder:** Steve Piner  
**Outcome:** Approved



#### Performing Arts Consolidation

*MOTION:* Move that the Board approve expenditure of up to \$35,000 (ex GST) to upgrade P3 to a Dance Studio with mirrored wall and sprung floor.

**Decision Date:** 6 Sep 2022  
**Mover:** Simon Tran  
**Seconder:** Vanessa Mitschak  
**Outcome:** Approved



## T10 Engineering Equipment

*MOTION:* Move that the Board approve expenditure of up to \$60,000 (exc GST) to upgrade the equipment in T10 Engineering Room.

**Decision Date:** 6 Sep 2022  
**Mover:** Derek Blank  
**Seconded:** Vanessa Mitschak  
**Outcome:** Approved



## Acceptance of Business Manager's Report

*MOTION:* Move that the Board accept the Business Manager's report as read.

**Decision Date:** 6 Sep 2022  
**Mover:** Simon Tran  
**Seconded:** Steve Piner  
**Outcome:** Approved

Mr Beechey left the meeting after the Finance and Property report.

## 3. Principal's Report

### 3.1 Principal's Report

**Topics in the Principal's Report include: Principal's Comments, Board Assurances, Staffing Appointments, Overnight Trip Approvals, Principal's Expenses, Roll Data, Health and Safety, International, Learning Support, Sports, Performing Arts, Medical Room, Wellbeing Centre, Implementation Plan Goal 3, Stand-down and Suspension data, Staff leave, Advertised positions, Key dates.**

The Principal presented his report to the Board and opened the floor for questions.

*Discussion points:*

#### School Ball

The Board acknowledged the staff involved in organising the very successful school ball held on 27 August.

#### School Ballot

The Board discussed the 2023 out of zone cohort and decided to forgo the ballot and offer places to all current out of zone applicants, with an acceptance deadline.

#### Board Assurances

The Board reviewed the following Term 3 implementation audits and reports:

- Appraisal of the Principal
- Safety Management System
- Surrender and Retention of Property and Searches
- Physical Restraint
- Risk Management

#### Overnight Trip Approvals

The NZ Schools Nationals trip from 23/09/22 to 25/09/22 was approved via email and ratified at the board meeting.



## Out of Zone Ballot

*MOTION:* Move that the Board forgo the ballot for the 2023 out of zone enrolments and offer places to all current out of zone applicants.

**Decision Date:** 6 Sep 2022

**Mover:** CJ Healey  
**Seconder:** Steve Piner  
**Outcome:** Approved



### Staffing Appointments

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

#### *New staff appointments*

- Parth Sharma, Maths and Science Teacher, full-time permanent to commence Term 1, 2023 (still to accept in writing).

#### *Internal staff appointments*

Fixed term staff appointed to permanent positions:

- Andrea Robertson - Teacher Aide
- Daren Li - Maths Teacher
- Hope Nobile - Visual Arts Teacher
- Sharon Powell - English/Media/Health and PE Teacher

**Decision Date:** 6 Sep 2022  
**Mover:** CJ Healey  
**Seconder:** Steve Piner  
**Outcome:** Approved



### Principal's Expenses

*MOTION:* Move that the Board approves the Principal's Expenses of \$830.29 for July 2022.

**Decision Date:** 6 Sep 2022  
**Mover:** CJ Healey  
**Seconder:** Derek Blank  
**Outcome:** Approved



### Acceptance of Principal's Report

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

**Decision Date:** 6 Sep 2022  
**Mover:** CJ Healey  
**Seconder:** Derek Blank  
**Outcome:** Approved

## 4. Student Trustee Report

### 4.1 Student Trustee Report

Holly Bagwell presented her report to the Board. Topics included updates on Arts Week, Daffodil Day, School Ball, Environment Day.



### Vegetable Garden Meeting

Organise meeting with Holly Bagwell and Debra Scragg before school or lunchtime.

**Due Date:** 30 Sep 2022  
**Owner:** Melinda Hobman

## 5. Other Business

### 5.1 Policies for Review



#### Policies for Review

*MOTION:* Move that the Board have reviewed the Child Protection and Harassment policies and no changes were required.

**Decision Date:** 6 Sep 2022  
**Mover:** CJ Healey  
**Seconder:** Derek Blank  
**Outcome:** Approved

### 5.2 Principals Sabbatical



#### Principal's Sabbatical Board Contribution

*MOTION:* Move that the Board contribute a minimum of \$7,000 or match the Ministry contribution, whichever is the greater, towards the Principal's Sabbatical in 2023.

**Decision Date:** 6 Sep 2022  
**Mover:** Steve Piner  
**Seconder:** Derek Blank  
**Outcome:** Approved

### 5.3 Other Business

As this was the last meeting with the current Board, the Principal thanked the Board members for their contribution during their time on the Board.

## 6. In-Committee Business

### 6.1 In-Committee Business

There was no in-committee business to discuss.

## 7. Housekeeping

### 7.1 Next Meeting Dates

Next meeting dates for the new Board:

- 25 October
- 29 November

## 8. Meeting Review / Closing Karakia

### 8.1 Karakia

## 9. Close Meeting

### 9.1 Close the meeting

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

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

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