

# CONFIRMED MINUTES

## BOARD OF TRUSTEES MEETING

At the **Board of Trustees Meeting** on **14 Feb 2023** these minutes were **confirmed as presented**.

<b>Name:</b>	Long Bay College
<b>Date:</b>	Tuesday, 29 November 2022
<b>Time:</b>	5:00 pm to 6:15 pm (NZDT)
<b>Location:</b>	Long Bay College, Ashley Avenue, Long Bay
<b>Board Members:</b>	Celeste Li, CJ Healey, Derek Blank, Fusi Magill, Grant Stott, Kristen Evans, Steve Piner, Tipene Tahana, Wendy Ellis
<b>Attendees:</b>	Melinda Hobman
<b>Apologies:</b>	Katherine Woollard

### 1. Opening Meeting

#### 1.1 Welcome and Karakia

- Derek Blank opened the meeting with welcome and apologies.
- Opening Karakia by Kristen Evans

#### 1.2 Confirm Minutes

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



#### Minutes for Confirmation - 1 November 2022

*MOTION:* Move that the Minutes of the 1 November 2022 Board Meeting be confirmed as presented.

<b>Decision Date:</b>	29 Nov 2022
<b>Mover:</b>	Derek Blank
<b>Seconder:</b>	Grant Stott
<b>Outcome:</b>	Approved

#### 1.3 Interests Register

There were no additional interests to register.

## 2. Principal's Report

### 2.1 Principal's Report

**Topics in the Principal's Report include: Principal's Comments; Appointments and Resignations; Overnight Trip Requests; Context and Information: Roll Data, Health & Safety, Learning Support, Sports, Performing Arts, Medical and Wellbeing Centre. Strategic and Annual Planning: Faculty Action Plan Summaries, Stand-down Data. Personnel: Staff Leave, New Positions Advertised, Celebrations and Events.**

The Board raised some questions about the Wellbeing Report and whether there was need for additional resources. Mr Healey will get clarification around the comment in the report that we do not have sufficient funding for Māori and Pacifica mentoring programmes. The Health Centre is looking to get an additional defibrillator. A question was raised whether we have external mentors working with our Māori and Pacifica students – we do not currently.

Mr Healey explained the stand-down and suspension process to the Board. Incidents are brought to him by a Deputy Principal. The student's family are invited in to unpack what has happened. If it is serious enough the student would be suspended and it would go to the Board for a disciplinary meeting, otherwise it would be a stand-down. Stand-downs can be 1-5 days in any given term, but no more than 10 days in a year. When a student returns from a stand-down or suspension the restorative process starts. The student is on daily report to check on attendance, attitude and behaviour.

There was discussion around what the reasons could be for the drop in roll data from year 11 in 2021 to year 12 in 2022. Comments were that Covid has had an impact on engagement and has also created lots of job opportunities.



#### Wellbeing Centre

Get clarification from Hiltrud on Wellbeing Report comment that we do not have sufficient funding for Māori and Pacifica mentoring programs and discuss capacity and capability in the Wellbeing Centre.

**Due Date:** 14 Feb 2023

**Owner:** CJ Healey



#### Resignations and Appointments

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

*Resignations effective end of the 2022 school year:*

- Charmayne Armstrong, English Teacher
- Rob Price, Science Teacher
- Lynn Tanton, Student Centre Attendance Officer
- Brendan Perkins, Support Staff Auditorium Technician role

*New staff appointments for Term 1, 2023:*

- Jenna Donohoe, Mathematics Teacher, permanent full-time
- Harrison Booth, Mathematics Teacher, permanent full-time
- Hubaan Saher, English Teacher, permanent full-time
- Adam Trail, English Teacher, fixed term full-time

*Internal staff appointments for 2023:*

- Carla Owen, English Teacher, variation extending fixed term for 2023
- Anna Motion, Performing Arts Teacher, fixed term full-time for 2023
- Brendan Perkins, Performing Arts Teacher, fixed term parental cover for Term 1, 2023 (pending signed contract)
- Kyle Jackson, Performing Arts Teacher, fixed term part-time for 2023

**Decision Date:** 29 Nov 2022

**Mover:** CJ Healey  
**Seconder:** Kristen Evans  
**Outcome:** Approved



### Overnight Trip Requests

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

- L2 Tongariro Geography Trip - Dates: 22/03/2023 to 24/03/2023
- NZF Futsal Northern Regional Cup - Dates: 28/03/2023 to 31/03/2023

**Decision Date:** 29 Nov 2022  
**Mover:** CJ Healey  
**Seconder:** Steve Piner  
**Outcome:** Approved

## 3. Student Representative Report

### 3.1 Student Representative Report

Celeste Li spoke to her report which covered exams, charitable initiatives and recent school awards.

## 4. Board Assurances, Policies & Procedures

### 4.1 SchoolDocs Update

The Board reviewed the following policies and procedures:

- Health, Safety and Welfare Policy
- Alcohol/Drugs and Other Harmful Substances

Mr Healey suggested that a subcommittee be formed to look at the policies each time they come up for review then make recommendations to the full Board. The subcommittee could meet online. This will be put on the Agenda for the next Board meeting on 14 February 2023.



### Feb 2023 Agenda Item: Policies & Procedures Subcommittee

Add Policies and Procedures Subcommittee as an agenda item for 14 February 2023 meeting.

**Due Date:** 6 Feb 2023  
**Owner:** Melinda Hobman

## 5. Additional Agenda Items

### 5.1 Mana Kura Programme Funding Request

Mana Kura Programme Funding Request

There was extensive discussion around the Mana Kura programme funding request and what the 20 hours looks like. Mr Healey explained that the programme is about finding a source of knowledge and support for our school, where there has been a chronic shortage and lack of information available. What we are hoping to gain from the programme is to understand our place in Te Ao Māori. The school is committed to having Māori curriculum imbedded with local information and knowledge.



## Mana Kura Programme Funding Request

*MOTION:* Move that the LBC BOT provide funding of \$11,000 per annum, for three years, for the Mana Kura programme and as such acknowledging our relational connection and partnership (whanaungatanga) with Te Kawerau a Maki. This contribution will be dependent on the ability for co-construction of the programme to suit the needs of the school.

**Decision Date:** 29 Nov 2022  
**Mover:** CJ Healey  
**Seconder:** Derek Blank  
**Outcome:** Approved

## 6. In-Committee Business

### 6.1 In-Committee Business

There was no in-committee business.

## 7. Closing Karakia

### 7.1 Closing Karakia

- Closing Karakia by Kristen Evans.
- Fusi Magill has offered to do the opening and closing Karakia at the February 2023 meeting.

## 8. Close Meeting

### 8.1 Close the meeting

**Next meeting:** Board of Trustees Meeting - 14 Feb 2023, 5:00 pm

### New Actions raised in this meeting

Item	Action Title	Owner
2.1	Wellbeing Centre <b>Due Date:</b> 14 Feb 2023	CJ Healey
4.1	Feb 2023 Agenda Item: Policies & Procedures Subcommittee <b>Due Date:</b> 6 Feb 2023	Melinda Hobman

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

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