

# CONFIRMED MINUTES

## BOARD OF TRUSTEES MEETING



At the **Board of Trustees Meeting** on **28 Mar 2023** these minutes were **confirmed as presented**.

<b>Name:</b>	Long Bay College
<b>Date:</b>	Tuesday, 14 February 2023
<b>Time:</b>	5:00 pm to 8:00 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, Katherine Woollard, Kristen Evans, Steve Piner, Tipene Tahana, Wendy Ellis
<b>Attendees:</b>	Melinda Hobman

### 1. Opening Meeting

#### 1.1 Welcome and Karakia

- Derek Blank opened the meeting
- Opening Karakia by Fusi Magill

#### 1.2 Confirm Minutes

**Board of Trustees Meeting 29 Nov 2022**, the minutes were confirmed as presented.



#### Confirmation of Minutes - 29 November 2022

*Motion:* Move that the Minutes of the 29 November 2022 Board Meeting are confirmed as presented.

**Decision Date:** 14 Feb 2023  
**Mover:** Derek Blank  
**Seconder:** Grant Stott  
**Outcome:** Approved

#### 1.3 Interests Register

Conflict of Interest recorded for Wendy Ellis with regards to the Box Fit Proposal as it relates to her husband, Darren Ellis. Wendy will not have voting rights for this proposal.

## 2. Open Forum

### 2.1 2022 NCEA Examination Results

Deputy Principal Jac Beasleigh presented to the Board on the 2022 Examination Results. (PowerPoint attached)

Points of interest:

- If a student attended and left after 70 school days they are incorporated and counted in the statistics.
- LBC exceeded the national average in every category.
- The overall endorsement rate has dropped a bit from 2021. The only real impact of endorsement figures is if we are being compared to other schools.
- To note, we are comparing 2022 results against 10% less attendance across the school.
- We continue to be aspirational for our Māori and Pacifica learners with targets being set for 2023
- Traditionally, LBC has been compared to decile 10 schools, but now that the equity index has come out we are more comparable to a decile 5 school.

The Board thanked Mrs Beasleigh and she left the meeting at 5:37pm.

## 3. Principal's Report

### 3.1 Principal's Report

Mr Healey spoke to his report which included the following topics: Principal's Comment, Resignations and Appointments, Staff Leave Requests, Overnight Trip Requests, Roll Data, International Report, Strategic and Annual Planning, New Positions Advertised, Celebrations and Events.

Points of discussion:

- Te Kawerau a Maki Update: At the end of last year, Mr Healey enquired whether it would be possible to contractually commit for the first year initially to the programme to ensure the needs of both parties were being met. He then received communication from Te Kawerau a Maki stating they had stopped accepting new schools and now had a waiting list. This means LBC does not currently have a partner. We have the option of pursuing a relationship with Ngati Manuhiri. The goal is to have a relationship with an iwi to give the school guidance and support to advance our understanding of who we are.
- There is a nationwide PPTA strike on 16 March 2023. With the number of staff in the PPTA, it would be impossible to keep the school open. The partial strike is not currently having too much of an impact on LBC as we have a great pool of relievers.
- Mr Healey is happy with the calibre of staff that we have been recruiting. Two new staff members were trainee teachers he met at the Otago University Principal's Open Day last year.
- Due to the rise in student numbers, we will be able to employ 2.7 additional teachers.
- The Resignations and Appointments were accepted (see separate motion). Mr Healey has exit interviews with staff who are leaving and this information is shared with the BOT Chair. Not all staff take up the offer of an exit interview. A comment was made that some staff may feel uncomfortable having the exit interview with the principal and if there was someone else who could do the interviews. LBC does not have an HR person so at this stage it remains sitting with the principal.

- The Board have deferred making a decision on Gina O'Sullivan's request for one week's leave in Term 4, until the Board meeting in week 3, Term 2, due to the current shortage of relief provision (see separate motion).
- The Strategic Plan Goals were discussed. The Board asked how the school measures the effectiveness of the plan - what are the metrics and measures that sit alongside it, and whether there are too many goals/commitments. They would like to see this information included in the plan. Mr Healey said that moving forward, each DP who has responsibility for areas will do an open forum to talk about their goals. (Action Item - HEA)
- The Board accepted the Principal's report as read.



### Appointments and Resignations

*Motion:* Move that the Board accept the resignations and ratify the staffing appointments as detailed in the board pack.

**Decision Date:** 14 Feb 2023  
**Mover:** CJ Healey  
**Seconder:** Derek Blank  
**Outcome:** Approved



### Staff Leave Request

*Motion:* Move that the Board will defer their decision for Gina O'Sullivan's request for one week's unpaid leave (9-13 October) to their meeting in Week 3, Term 2.

**Decision Date:** 14 Feb 2023  
**Mover:** Derek Blank  
**Seconder:** Katherine Woollard  
**Outcome:** Approved



### Acceptance of Principal's Report

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

**Decision Date:** 14 Feb 2023  
**Mover:** Derek Blank  
**Seconder:** Fusi Magill  
**Outcome:** Approved



### Action: Strategic/Implementation Plan

- DPs to do an open forum at board meetings to talk about their goals for the areas of the implementation plan they oversee.
- Identify measures of effectiveness of Implementation Plan.

**Due Date:** 28 Mar 2023  
**Owner:** CJ Healey



### Action: Add Gina O'Sullivan Leave Request to Term 2, Week 3 Agenda

*Motion:* Move that the Board will defer their decision for Gina O'Sullivan's request for one week's unpaid leave (9-13 October) to their meeting in Week 3, Term 2.

**Due Date:** 9 May 2023  
**Owner:** Melinda Hobman

### **3.2 Addendum: Board Report 15 November 2022**

Addendum: Clarification around comments in the Wellbeing/Guidance report from 15 November 2022 were provided in the board pack.

## **4. Student Trustee Report**

### **4.1 Student Trustee Report**

Celeste Li spoke to her report which covered the following topics:

- New Student Orientation Day and Peer Support - positive feedback.
- Outdoor Classrooms – vision to extend school garden into a space suitable for learning.
- Extension Class System – why do extension class opportunities diminish as students progress into their senior years?

Mr Healey spoke about the extension class system and has encouraged Celeste to have a conversation with the academic prefects who have a voice into Mr Heneghan's ear. Mr Heneghan oversees curriculum and assessment.

## **5. Finance & Property**

### **5.1 Business Manager's Report**

Grant Stott has been appointed the Property and Finance Subcommittee Chairperson. Kath Woollard has agreed to be the Deputy Chairperson.

Mr Stott gave an update from the Property and Finance meeting.

- There were no areas of concern raised about the Financial Reports for October, November and December 2022. The board moved to accept them (see separate motion).
- There was a query raised and discussed around forecasting a deficit in the 2023 budget. Mr Stott will raise this with the Business Manager. (Action Item)
- There has been no increase in the school donations the past few years. The Board will need to make a decision about the 2024 donations at the next meeting. The LBC donations (\$280) are considerably less than other local school donations.
- The Business Manager is doing a review of fixed assets which will be brought to the next meeting.
- There was discussion around other revenue options, in particular an Alumni focus. Mr Healey explained this is part of the Strategic Plan and that he has consulted with an organisation in Australia and currently looking to advertise a position to build and establish an alumni network.
- The Board moved to accept the 2023 Draft Budget (see separate motion).
- The Board moved to accept the Direct Credit Reports for October, November and December 2022 (see separate motion).
- The Board discussed the replacement of the Southern Boundary Fence and were supportive of approaching the neighbours about contributing towards the costs (see separate motion).
- The Business Manager will provide options for a new Digital Screen at the next meeting.



### Financial Reports for Oct, Nov, Dec 2022

*Motion:* Move that the Board accept the Financial Reports for October, November and December 2022.

**Decision Date:** 14 Feb 2023  
**Mover:** Grant Stott  
**Seconder:** Derek Blank  
**Outcome:** Approved



### 2023 Draft Budget

*Motion:* Move that the Board accept the 2023 Draft Budget.

**Decision Date:** 14 Feb 2023  
**Mover:** Grant Stott  
**Seconder:** Derek Blank  
**Outcome:** Approved



### Direct Credit Reports for Oct, Nov, Dec 2022

*Motion:* Move that the Board accept the Direct Credit reports for October, November and December 2022.

**Decision Date:** 14 Feb 2023  
**Mover:** Grant Stott  
**Seconder:** Derek Blank  
**Outcome:** Approved



### Southern Boundary Fence Replacement

*Motion:* Move that the Board approve replacing the Southern Boundary Fence at an approx. cost of \$13,000 and approaching neighbours about contributing towards the cost.

**Decision Date:** 14 Feb 2023  
**Mover:** Grant Stott  
**Seconder:** CJ Healey  
**Outcome:** Approved



### Action: 2023 Draft Budget

Grant to have a conversation with Richard about the forecasting of deficits in the budget.

**Due Date:** 28 Mar 2023  
**Owner:** Grant Stott

## 5.2 Long Bay College / Long Bay Primary School Land

An email was shared with the Board from the Ministry who are asking the Board to give consideration on how the land between the college and primary school could be utilised to assist the primary school with construction of roll growth buildings. The primary school want to build a Special Education Unit. LBC has invested a lot of money already for the development of sports fields, however this project went on hold and contractors left. LBC declined giving this land back to the primary school.

## 6. Board Assurances, Policies & Procedures

### 6.1 Board Assurances

The following assurances were provided to the Board:

- Risk Management
- School Planning and Reporting
- Equal Employment Opportunities
- Healthcare
- Safety for Students on Work Experience

### 6.2 Legislative Update

The *New physical restraint rules and guidelines* legislative update was provided in the board pack.

### 6.3 Policies and Procedures Subcommittee

A suggestion was made at the November meeting to have a Policies and Procedures subcommittee to review the SchoolDocs legislative updates and make recommendations to the full board.

Kristen Evans, Wendy Ellis and CJ Healey will form the subcommittee. Mr Healey will make contact with the subcommittee members when the updates come through so they can work their way through them remotely.

## 7. Additional Agenda Items

### 7.1 Annual Delegations of Authority



#### Annual Delegations of Authority

*Motion:* Move that the Board adopt the annual delegations of authority, as detailed below:

- MOVE that the Board of Trustees delegates the responsibility of appointing the role of Acting Principal to the Principal as appropriate when required in the absence of the Principal.
- MOVE that the Board of Trustees delegates authority to the Principal to run initial informal disciplinary/competency processes (with regard to staff).
- MOVE that the Board of Trustees delegates authority to the Principal to suspend staff members in emergency situations. The Board Chairperson must be advised of such action as soon as possible.
- MOVE that the Board of Trustees delegates authority to the Principal to grant discretionary requests for leave of absence for staff up to three days' duration.
- MOVE that the Board of Trustees delegates authority to its members to form a Disciplinary Sub Committee of at least three (3) members and not less than two members (2), as required, from time to time. At the Disciplinary Sub Committee meeting, any Board member will identify if there is a conflict of interest, that Board member will remove him or herself from the decision-making process and the remaining Board member(s) will decide what the outcome of the meeting will be.

- MOVE that the Board of Trustees delegates authority to the Business Manager to sign hireage and similar contracts on behalf of the Board.
- MOVE that the Board of Trustees delegates authority to the Principal to appoint a Deputy Principal to act as Privacy Officer.
- MOVE that the Board of Trustees delegates the Business Manager as the Records Retention Manager for Long Bay College.
- MOVE That the Board of Trustees delegates Deputy Principal Jac Beasleigh authority to approve the SUE report on the Boards behalf.

**Decision Date:** 14 Feb 2023  
**Mover:** Derek Blank  
**Seconder:** Fusi Magill  
**Outcome:** Approved

## 7.2 School Records Disposal Request



### Roll Return Disposal Request

*Motion:* Move that the Board approve the disposal of Roll Return Reports dated from 2005 to 2019 as the reporting actions required by the MOE have been completed and the documentation no longer required.

**Decision Date:** 14 Feb 2023  
**Mover:** Derek Blank  
**Seconder:** Fusi Magill  
**Outcome:** Approved



### Attendance Register Disposal Request

*Motion:* Move that the Board approve the disposal of hardcopy attendance registers dated from 2000 to 2015.

**Decision Date:** 14 Feb 2023  
**Mover:** Derek Blank  
**Seconder:** Grant Stott  
**Outcome:** Approved

## 7.3 Box Fit Proposal

The purpose of the Box Fit Engagement programme is to improve and contribute to support attendance and engagement of students at LBC through a non-contact boxing fitness programme. It includes mentoring students about:

- Discipline, Respect, Care
- Meeting high expectations within school, classes and outside of school
- Social skills and deescalating behaviours

Request for funding to be provided for two groups of students, one session per week for each group held from 0700-0745 weekday mornings.

2 x (\$90 per session x 35 weeks) = \$6,300. This includes the supply of gear.

LBC ran the programme last year with a group of male students struggling with engagement. It is not currently open to female students, but this can be looked at if needed.

The Board were supportive of the programme (see separate motion). They queried how the school will measure outcomes of the programme.



### **Box Fit Engagement Programme Proposal**

*Motion:* Move that the Board approve the Box Fit Engagement Programme in 2023 at a cost of \$6,300.

Note: Due to a conflict of interest Wendy Ellis did not have voting rights.

**Decision Date:** 14 Feb 2023  
**Mover:** Derek Blank  
**Seconder:** Fusi Magill  
**Outcome:** Approved

## **7.4 Māori and Pasifika Community Liaison Proposal**

The purpose of the Māori and Pasifika Community Liaison programme is to support positive Māori and Pasifika outcomes within the school.

Request for funding to support employing a Māori and Pasifika Community Liaison person for 15 hours per week. The role could fit under the Teacher Aide Grade (C) classification. \$28.25 x 15 hours x 44 weeks = \$18,645.00.

The school has someone in mind for this role who is a mentor and truancy officer.

There were questions raised by the board around expected outcomes and how LBC defines what Māori and Pasifika success looks like. How will we know if the role has been successful – what are the key success measures? (Action Item: HEA/BIC).

The Board approved the Māori and Pasifika Community Liaison proposal (see separate motion).



### **Māori and Pasifika Community Liaison Proposal**

*Motion:* Move that the Board approve the Māori and Pasifika Community Liaison Proposal at a cost of \$18,645.00.

**Decision Date:** 14 Feb 2023  
**Mover:** Derek Blank  
**Seconder:** Kristen Evans  
**Outcome:** Approved



### **Action: Māori and Pasifika Community Liaison Proposal**

HEA/BIC - Identify the expected outcomes and key success measures for the Māori and Pasifika Community Liaison proposal.

**Due Date:** 28 Mar 2023  
**Owner:** CJ Healey

## **8. In-Committee Business**

### **8.1 In-Committee Business**

The Board moved into committee at 7:24pm to discuss a confidential staff matter.

## **9. Housekeeping**

### **9.1 Correspondence**



## 10. Closing Karakia

### 10.1 Closing Karakia

- Closing Karakia - Fusi Magill
- The karakia for the next meeting will be done as a group

## 11. Close Meeting

### 11.1 Close the meeting

**Next meeting:** Board of Trustees Meeting - 28 Mar 2023, 5:00 pm

### Approved decisions made between meetings



#### Trip Request: NZSS Beach Volleyball Champs

**MOTION:** Move that the Board approve the NZSS Beach Volleyball Champs trip from 04/02/2023 to 06/02/2023 as per the attached details.

**11 Supported:** Celeste Li , Derek Blank , Fusi Magill , Grant Stott , Kristen Evans , Melinda Hobman , Steve Piner , Tipene Tahana , Wendy Ellis , CJ Healey - Yes pending EOTC safety checks. , Katherine Woollard - Assuming they will closely monitor weather situation before departing next week.

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 1 Feb 2023

**Outcome:** Approved



#### Anne Millar Leave Request 2023

**MOTION:** Move that the Board approve Anne Millar's request for 8 days unpaid leave on either side of the Term 1 break in 2023.

**11 Supported:** Celeste Li , CJ Healey , Fusi Magill , Grant Stott , Katherine Woollard , Kristen Evans , Melinda Hobman , Steve Piner , Tipene Tahana , Wendy Ellis , Derek Blank - Assuming Anne's leave can be covered appropriately from an operational perspective I am in support

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 3 Feb 2023

**Outcome:** Approved

### New Actions raised in this meeting

Item	Action Title	Owner
3.1	Action: Strategic/Implementation Plan <b>Due Date:</b> 28 Mar 2023	CJ Healey
3.1	Action: Add Gina O'Sullivan Leave Request to Term 2, Week 3 Agenda <b>Due Date:</b> 9 May 2023	Melinda Hobman
5.1	Action: 2023 Draft Budget <b>Due Date:</b> 28 Mar 2023	Grant Stott

Item	Action Title	Owner
7.4	Action: Māori and Pasifika Community Liaison Proposal <b>Due Date:</b> 28 Mar 2023	CJ Healey

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

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