

# CONFIRMED MINUTES

## BOARD OF TRUSTEES MEETING

At the **Board of Trustees Meeting** on **9 May 2023** these minutes were **confirmed as presented**.

<b>Name:</b>	Long Bay College
<b>Date:</b>	Tuesday, 28 March 2023
<b>Time:</b>	5:00 pm to 6:59 pm (NZDT)
<b>Location:</b>	Long Bay College, Ashley Avenue, Long Bay
<b>Board Members:</b>	CJ Healey, Fusi Magill, Grant Stott, Katherine Woollard, Kristen Evans, Steve Piner, Tipene Tahana, Wendy Ellis
<b>Attendees:</b>	Melinda Hobman
<b>Apologies:</b>	Derek Blank, Celeste Li

### 1. Opening Meeting

#### 1.1 Welcome and Karakia

- Steve Piner opened the meeting in the absence of the Presiding Member, Derek Blank.
- Apologies were received from Derek Blank and Celeste Li (away at Volleyball Nationals)

#### 1.2 Confirm Minutes

**Board of Trustees Meeting 14 Feb 2023**, the minutes were confirmed as presented.



#### Confirmation of Minutes - 14 February 2023 Meeting

*MOTION:* Move that the Board confirm the Minutes and Confidential Minutes from the 14 February 2023 Board meeting, as presented.

<b>Decision Date:</b>	28 Mar 2023
<b>Mover:</b>	Kristen Evans
<b>Seconder:</b>	Grant Stott
<b>Outcome:</b>	Approved

#### 1.3 Interests Register

Ongoing interest disclosures registered on 01/11/2022:

- Derek Blank - receives a small wage for coaching LBC Cricket.
- Fusi Magill - receives payment as a host family for LBC.

## 2. Open Forum

### 2.1 Mike Lewis - Implementation Plan Goal 1

Deputy Principal Mike Lewis presented to the Board on the Wellbeing Journey at Long Bay College and highlighted and thanked the Board for the increase in resources to support wellbeing since 2018.

Wellbeing Journey PowerPoint and handout attached.

Mr Lewis left the meeting at 5:40pm.

## 3. Principal's Report

### 3.1 Principal's Report

Mr Healey spoke to his report which included the following topics:

- Principal's Comments
  - PPTA Strike update - an additional strike has been confirmed for Wednesday, 29 March. More staff have become union members.*
  - Our 5 year ERO cycle has now lapsed and the new cycle has changed. We have been given an ERO contact.*
- Resignations and Staffing Appointments (see separate motion)
- Staff Leave Request - Kiaya Lupi (see separate motion)
- Overnight Trip Request - L3 Geo Rotorua Trip (see separate motion)
- Principal's Expenses (see separate motion)
- Reporting on Roll Data, Health and Safety, International, Performing Arts, Specialist Classroom Teacher, Sports and Wellbeing
- Implementation Plan Goal 1 and 2
- Stand-down and Suspension data
- Short-term staff leave granted by the Principal
- Advertised positions
- Celebrations and Events - Key Dates



### Resignations and Appointments

**MOTION:** Move that the Board accept the resignations and new staffing appointments as follows:

Resignations:

- Tegan Adamson, Communications and Marketing Specialist, effective 17 March 2023.
- Laura Curwood, HOF Global Studies/Languages, effective 23 April 2023 (end of Term).
- Karen Orsler, Sports Administrator, effective 21 April 2023 (end of Term).

New staff appointments:

- Sefita Manu, Māori and Pasifika Community Liaison, fixed term part-time commencing 13/03/23.
- Rebecca (Bex) Woolfall, Alumni and Sponsorship Coordinator, permanent part-time commencing 20/03/23.
- Zhongwei Wang, Bilingual Teacher Aide (covering for Jing Wu for 15 weeks while she is on practicum).

- Ashley Murphy, English/Business Teacher, fixed term part-time commencing 20/03/23.
- Binghui Shen, Mathematics/Science Teacher, fixed term full-time commencing 11/05/23.

Internal staff appointments:

- Sarah Dennis (Receptionist) has been appointed to the Communications and Marketing Specialist role commencing 20/03/23.
- Tim Spratt has been appointed as the Head of Faculty Mathematics.

**Decision Date:** 28 Mar 2023  
**Mover:** CJ Healey  
**Seconder:** Steve Piner  
**Outcome:** Approved



### **Staff Leave Request - Kiaya Lupi**

*MOTION:* Move that the Board approve Kiaya Lupi's tentative request for 12 days leave if her dance crew qualify for the World Hip Hop Championships in July/August in Phoenix, Arizona (approx. dates 24/07/23 to 08/08/23). The Board have approved this as paid leave.

**Decision Date:** 28 Mar 2023  
**Mover:** Katherine Woollard  
**Seconder:** Grant Stott  
**Outcome:** Approved



### **Trip Request: L3 Geo Rotorua Trip**

*MOTION:* Move that the Board approve the L3 Geography Rotorua Trip from 07/06/23 to 09/06/23.

**Decision Date:** 28 Mar 2023  
**Mover:** CJ Healey  
**Seconder:** Wendy Ellis  
**Outcome:** Approved



### **Principal's Expenses for January 2023**

*MOTION:* Move that the Board approve the Principal's Expenses of \$2,599 for January 2023.

**Decision Date:** 28 Mar 2023  
**Mover:** Steve Piner  
**Seconder:** Grant Stott  
**Outcome:** Approved



### **Principal's Report March 2023**

*MOTION:* Move that the Board accept the Principal's Report for March 2023 as read.

**Decision Date:** 28 Mar 2023  
**Mover:** Grant Stott  
**Seconder:** Fusi Magill  
**Outcome:** Approved

## 4. Finance & Property

### 4.1 Business Manager's Report

Grant Stott briefed the Board on the Property and Finance subcommittee meeting that took place last Tuesday.

The subcommittee request that the Board approve the following items (see separate motions).

- Financial Reports for period ending 31 January 2023
- Textbook control write-off request
- School Entry Electronic Signage Quote
- Alarm Upgrade Quote

Grant commented that the Revenue was looking good and that the subcommittee had spoken about donations and the school's approach to increase the collection rate, as well as other revenue streams i.e. Alumni involvement. There was no depreciation posted in the Financial Reports, otherwise nothing out of the ordinary with expenses. Mr Beechey is organising an updated Fixed Assets Register at a cost of approx. \$20,000. He will also seek an additional quote for the electronic signage at the front of the school and look into the procurement/quote process from the MOE guidelines to bring a recommendation back to the Board. There was not a great response from neighbours when approached about contributing to the new fencing behind the Gym.



#### Financial Reports for period ending 31 January 2023

*MOTION:* Move that the Board accept the Financial Reports for the period ending 31 January 2023.

**Decision Date:** 28 Mar 2023  
**Mover:** Grant Stott  
**Seconder:** Steve Piner  
**Outcome:** Approved



#### School Textbook Control Write-off Request

*MOTION:* Move that the Board approve the Textbook control write-off request as per the board pack (4422 textbooks in faculties that are old, obsolete and not in circulation with students, and 135 textbooks from English, Maths and Music that have not been sighted for 3 consecutive stock-takes).

**Decision Date:** 28 Mar 2023  
**Mover:** Grant Stott  
**Seconder:** Kristen Evans  
**Outcome:** Approved



#### School Entry Electronic Signage Quote

*MOTION:* Move that the Board approve \$65,000 for new electronic signage at the front of the school.

**Decision Date:** 28 Mar 2023  
**Mover:** Grant Stott  
**Seconder:** Katherine Woollard  
**Outcome:** Approved



#### Alarm Upgrade Quote

*MOTION:* Move that the Board approve the alarm upgrade as quoted for \$20,730.

**Decision Date:** 28 Mar 2023

**Mover:** Grant Stott  
**Seconder:** Fusi Magill  
**Outcome:** Approved



### **Business Managers Report**

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

**Decision Date:** 28 Mar 2023  
**Mover:** Grant Stott  
**Seconder:** Steve Piner  
**Outcome:** Approved

## **5. Board Assurances, Policies & Procedures**

### **5.1 Policy & Procedures Updates**

The Policy subcommittee met last week to review six policies:

- Legislation and Admin policy
- Student Attendance
- Enrolment
- Privacy
- Official Information Requests
- Uniform/Dress

Wendy Ellis was elected as the subcommittee Chair.

The Uniform/Dress code is currently being challenged by a parent who has an issue around confiscation of jewellery items. She has put an official information act request in on a community survey from 2018. Mr Healey is currently working through this process.



### **Reviewed Policies**

*MOTION:* Move that the Board have reviewed the following policies and found them relevant, with no amendments required:

- Legislation and Admin policy
- Student Attendance
- Enrolment
- Privacy
- Official Information Requests
- Uniform/Dress

**Decision Date:** 28 Mar 2023  
**Mover:** CJ Healey  
**Seconder:** Kristen Evans  
**Outcome:** Approved



### **Policy Review in SchoolDocs**

Check how to change the policy reviewed date in SchoolDocs.

**Due Date:** 30 Apr 2023  
**Owner:** CJ Healey

## 6. In-Committee Business

### 6.1 In-Committee Business

Mr Healey gave an update on the staffing matter from the previous meeting and has confirmed the staff member has signed off on the conditions and they are being met.

## 7. Housekeeping

### 7.1 Correspondence

- Alana Hooton - BOT DUX Scholarship thank you email.

## 8. Closing Karakia

### 8.1 Closing Karakia

## 9. Close Meeting

### 9.1 Close the meeting

**Next meeting:** Board of Trustees Meeting - 9 May 2023, 5:00 pm

Approved decisions made between meetings



#### **Trip Request: NZ Secondary School Indoor Volleyball Champs**

*Motion:* Move that the Board approve the trip request for the NZ Secondary School Indoor Volleyball Champs in Palmerston North from 26/03/23 to 31/03/23.

**10 Supported:** Celeste Li , CJ Healey , Derek Blank , Fusi Magill , Grant Stott , Katherine Woollard , Kristen Evans , Steve Piner , Tipene Tahana , Wendy Ellis

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 19 Feb 2023

**Outcome:** Approved



#### **Trip Request: Te Ika A Maui North Island Secondary School 7's**

*Motion:* Move that the Board approve the trip request 2023 Te Ika A Maui North Island Secondary School 7's in Tauranga from 25/03/23 to 27/03/23.

**10 Supported:** Celeste Li , CJ Healey , Derek Blank , Fusi Magill , Grant Stott , Katherine Woollard , Kristen Evans , Steve Piner , Tipene Tahana , Wendy Ellis

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 19 Feb 2023

**Outcome:** Approved



### Trip Request: Music Camp 2023

Motion: Move that the Board approve the 2023 Music Camp at the YMCA Shakespeare Lodge from 28/04/2023 to 30/04/2023.

**10 Supported:** Celeste Li , CJ Healey , Derek Blank , Fusi Magill , Grant Stott , Katherine Woollard , Kristen Evans , Steve Piner , Tipene Tahana , Wendy Ellis

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 27 Feb 2023

**Outcome:** Approved



### Staff Leave Request: Fazul Khan

MOTION: Move that the Board approve Fazul Khan's request for 5 days leave (24/4, 26/4, 27/4, 28/4, 1/5) to attend his son's University Graduation in South Africa, with 3 days being paid leave as per the collective and two days unpaid leave.

**10 Supported:** Celeste Li , CJ Healey , Derek Blank , Fusi Magill , Grant Stott , Katherine Woollard , Kristen Evans , Steve Piner , Tipene Tahana , Wendy Ellis

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 2 Mar 2023

**Outcome:** Approved



### Trip Request: Classical Studies Trip to Europe 2023

MOTION: Move that the Board approve the Classical Studies Trip to Europe from 22/09/23 to 07/10/23.

**10 Supported:** Celeste Li , CJ Healey , Derek Blank , Fusi Magill , Grant Stott , Katherine Woollard , Kristen Evans , Steve Piner , Tipene Tahana , Wendy Ellis

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 16 Mar 2023

**Outcome:** Approved



### Trip Request: International Discover Aotearoa Camp

MOTION: Move that the board approve the overnight International Discover Aotearoa Camp from 24/03/23 to 25/03/23. at Mita Bay DOC Campsite.

**10 Supported:** Celeste Li , CJ Healey , Derek Blank , Fusi Magill , Grant Stott , Katherine Woollard , Kristen Evans , Steve Piner , Tipene Tahana , Wendy Ellis

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 17 Mar 2023

**Outcome:** Approved

## New Actions raised in this meeting

Item	Action Title	Owner
5.1	Policy Review in SchoolDocs <b>Due Date:</b> 30 Apr 2023	CJ Healey

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

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