

# CONFIRMED MINUTES

## BOARD OF TRUSTEES MEETING



At the **Board of Trustees Meeting** on **12 Sept 2023** these minutes were **confirmed as presented**.

<b>Name:</b>	Long Bay College
<b>Date:</b>	Tuesday, 1 August 2023
<b>Time:</b>	5:00 pm to 6:28 pm (NZST)
<b>Location:</b>	Long Bay College, Ashley Avenue, Long Bay
<b>Board Members:</b>	Celeste Li, Derek Blank, Fusi Magill, Katherine Woollard, Kristen Evans, Steve Piner, Tipene Tahana, Wendy Ellis
<b>Attendees:</b>	Melinda Hobman
<b>Apologies:</b>	Grant Stott, CJ Healey
<b>Guests/Notes:</b>	Sarah Bicknell, Acting Principal

### 1. Opening Meeting

#### 1.1 Welcome and Karakia

- Derek Blank opened the meeting at 5:03pm.
- Apologies received from Grant Stott.
- Mrs Bicknell (Acting Principal) standing in for Mr Healey.
- Karakia

#### 1.2 Confirm Minutes

**Board of Trustees Meeting 20 Jun 2023**, the minutes were confirmed as presented.



#### Minutes of Meeting Confirmed - 20 June 2023

*MOTION:* Move that the Minutes from the 20 June 2023 Board Meeting are confirmed as presented.

**Decision Date:** 1 Aug 2023  
**Mover:** Derek Blank  
**Seconder:** Kristen Evans  
**Outcome:** Approved

#### 1.3 Interests Register

There were no new interests to register. Ongoing interests registered in BoardPro for Derek Blank and Fusi Magill.

## 2. Principal's Report

### 2.1 Principal's Report

**Topics in the Principal's Report include: Principal's Comment, Resignations, New Staff Appointments, Staff Leave Requests, Overnight Trip Requests. Context and Information: Roll Data, Health and Safety, International, Sports, Medical Centre. Strategic and Annual Planning: Implementation Plan, Stand-down and Suspension data. Personnel: Short-term leave granted by the Principal, Advertised positions. Celebrations and Events.**

Mrs Bicknell spoke to the Principal's Report.

Discussion points:

- The Arbitration panel's recommendations are being considered by Cabinet and an announcement is expected on Wednesday 2/8/23. If Cabinet approves the recommendations, PPTA expect an offer for settlement of the STCA to be made very soon after that, i.e. within the next 24 hours. The offer will be available on the members' section of the PPTA website, and a ratification ballot will follow shortly after.
- The board accepted the resignations and staffing appointments (separate motion). They raised if there were ways in which we can retain staff who are leaving.
- The board discussed a staff leave request for the last three days of Term 4. They felt that the impact on students would be minimal due to seniors not being at school and the last day being a staff only day. The leave request was approved (separate motion).
- The board approved the NZ Secondary School Football Boys 1st XI trip during winter tournament week (separate motion).
- Sarah informed the board that following a family meeting, one of the 3-day stand-downs was changed to a 2-day stand-down after the parents went onto the Ministry website and challenged that we had exhausted all options available.
- The whānau hui scheduled for 27 July has been postponed until later in the term.
- The implementation plans are tracking along nicely. We are behind where we would expect to be around alumni aspects due to a recent change in staff.
- Iwi partnership - Following on from the June meeting, Steve Piner spoke with Delma from Ngāti Manuhiri. The conversation mainly revolved around building a relationship. Ngāti Manuhiri do not have an education package formalised as does Te Kawerau ā Maki. Steve indicated his concerns are implementing courses from Te Kawerau ā Maki as in the future when current board members or SLT move on, the basis for the relationship is more around delivering material rather than relationships. It was decided that the board would pursue Ngāti Manuhiri. Currently the school is using PLD funded hours for Hone Heke Ngapua-Rankin, however the school may need to eventually look at investing outside of the PLD hours for it to be ongoing and nurture that relationship.



#### **Resignations and Staffing Appointments, Aug 2023**

*MOTION:* Move that the resignations and staffing appointments as detailed in the Principal's Report for August 2023, be accepted.

**Decision Date:** 1 Aug 2023  
**Mover:** Derek Blank  
**Seconder:** Kristen Evans  
**Outcome:** Approved



#### **Leave Request: Ashley Murphy**

*MOTION:* Move that the board approve Ashley Murphy's request for three days unpaid leave from 6-8 December 2023.

**Decision Date:** 1 Aug 2023  
**Mover:** Derek Blank

**Seconded:** Kristen Evans  
**Outcome:** Approved



### **Trip Request: NZ Secondary School Football Boys 1st XI**

*MOTION:* Move that the board approve the overnight trip request for the NZ Secondary School Football Boys 1st XI from 27/08/23 to 01/09/23 in Whanganui (Winter tournament week).

**Decision Date:** 1 Aug 2023  
**Mover:** Derek Blank  
**Seconded:** Kristen Evans  
**Outcome:** Approved

## **3. Student Representative**

### **3.1 Student Representative Report**

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

- Student Wellbeing
- Learning Progresses
- Open Evening and Subject Information Evening
- UNICEF Movie Night

Discussion took place around what indoor spaces are open for students to go to during morning tea and lunch in cold weather. Celeste said the library is often full during the breaks as some students use it as a 'common' room rather than a study area. Students don't normally have access to an internal space unless teachers open their classrooms.

Sarah informed the board the school jumpers have still not arrived. We were expecting them this week, but SAS are now saying end of next week at the very best they will have 60 jumpers in the shop. Students are able to wear underlayers if they are not visible.

Celeste felt that some academic support structures, such as the Academic prefects tutoring programme, is not widely known about by students.

A board member raised that credits have been dropped from some subjects and that if the student wanted to do the standard it would be totally self-directed. Sarah explained that we usually offer more credits than needed in each subject, and that the minimum we aim for is 14 credits in each subject, but we generally offer 20 credits. There is a new NCEA change package coming into effect next year. NCEA Level 1, 2 and 3 will each become 60-credit qualifications. Information on understanding how NCEA requirements are changing can be found at:

<https://ncea.education.govt.nz/understanding-how-ncea-requirements-are-changing>

Long Bay College have recently founded a UNICEF club and are holding a fundraiser movie night to watch 'Rio'.

## **4. Finance & Property**

### **4.1 Business Manager's Report**

The board were provided with the Property and Finance Subcommittee meeting pack. There were no recommendations for the full board to action.

Kath provided an update from the subcommittee meeting:

- This is the first Kindo Collections report which was interesting to see.

- The subcommittee had a conversation around school fees and philosophy around communication to parents/caregivers.
- The test and tag of electrical equipment has been completed. There are some power boards that need replacing.
- No areas of concern with the Recreational Services and Watershed reports.

## 5. Board Assurances, Policies & Procedures

### 5.1 Policy & Procedures Updates

The Policy Subcommittee reviewed the following topics at their meeting on 18 July 2023. There were no recommendations to bring to the full board.

- Inclusive Education
- Māori Educational Success
- Learning Support
- Learning Support Coordination
- Identify Learning Support
- Identify Gifted Learners

### 5.2 Board Assurances

The board were provided with Term 3, 2023 Assurances by the Senior Leadership Team for the following:

- Risk Management
- Safety Management System and Worker Engagement, Participation and Representation
- Searches, Surrender, and Retention of Property
- Minimising Physical Restraint
- Stand-down, Suspension, Exclusion and Expulsion

## 6. In-Committee Business

### 6.1 In-Committee Business

There were no in committee discussions.

## 7. Additional Business

### 7.1 Code of conduct for school board members



#### Code of Conduct for School Board Members

**MOTION:** Move that the board have read and understood the Code of Conduct for school Board Members.

<b>Decision Date:</b>	1 Aug 2023
<b>Mover:</b>	Derek Blank
<b>Seconded:</b>	Katherine Woollard
<b>Outcome:</b>	Approved

## 7.2 2023 Student Elections



### 2023 Student Elections

**MOTION:** Move that the board set the 2023 Student Election date for 14 September 2023, and appoint Melinda Hobman as the Returning Officer.

**Decision Date:** 1 Aug 2023

**Mover:** Steve Piner

**Seconder:** Fusi Magill

**Outcome:** Approved

## 7.3 Emergency Response Training

Kath informed the board she has hired Quinton Swanson of HardTarget Ltd to train 600 of her frontline team in emergency response following staff members experiencing elevated stress and aggression from members of the community. Quinton is ex Police and Special Forces who has provided PLD training with a school in Kaitia on dealing with an emergency response situation, specifically a lockdown situation.

Long Bay College has evacuation/lockdown policy and procedures for staff to follow, but Sarah felt that this could be of specific benefit to frontline staff, i.e. the Receptionists, who are often the first point of call for disgruntled parents. She will ask Mike Lewis to contact Quinton.

## 8. Closing Karakia

### 8.1 Closing Karakia

## 9. Close Meeting

### 9.1 Close the meeting

**Next meeting:** Board of Trustees Meeting - 12 Sept 2023, 5:00 pm

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

Date: 13/09/2023