

# CONFIRMED MINUTES

## BOARD OF TRUSTEES MEETING



At the **Board of Trustees Meeting** on **24 Oct 2023** these minutes were **confirmed as presented**.

<b>Name:</b>	Long Bay College
<b>Date:</b>	Tuesday, 12 September 2023
<b>Time:</b>	5:00 pm to 6:25 pm (NZST)
<b>Location:</b>	Long Bay College, Ashley Avenue, Long Bay
<b>Board Members:</b>	CJ Healey, Fusi Magill, Katherine Woollard, Kristen Evans, Steve Piner, Tipene Tahana, Wendy Ellis
<b>Attendees:</b>	Melinda Hobman
<b>Apologies:</b>	Grant Stott, Derek Blank, Celeste Li

### 1. Opening Meeting

#### 1.1 Welcome and Karakia

- Steve Piner opened the meeting at 5:08pm
- Apologies received from Derek Blank, Grant Stott and Celeste Li.
- Steve chaired the meeting in Derek's absence.
- Karakia

#### 1.2 Confirm Minutes

**Board of Trustees Meeting 1 Aug 2023**, the minutes were confirmed as presented.



#### Minutes Confirmed - 01 August 2023

*MOTION:* Move that the minutes of the 01 August 2023 Board meeting were confirmed as presented.

**Decision Date:** 12 Sept 2023  
**Mover:** Tipene Tahana  
**Seconder:** Kristen Evans  
**Outcome:** Approved

#### 1.3 Interests Register

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

## 2. Principal's Report

### 2.1 Principal's Report

Topics in the Principal's Report include Principal's Comment, Resignations and Staffing Appointments, Staff Leave Requests, Overnight Trip Requests. Planning, Reviewing and Reporting: Roll Data, Reports from Health & Safety, International, Learning Support, Sports, Performing Arts, Medical Room, Specialist Classroom Teacher, Wellbeing Centre. Strategic and Annual Planning: Implementation Plan Goals 1 and 2, Stand-down and Suspension data. Personnel: Staff Leave (short-term), Positions Advertised. Celebrations & Events.

#### *Discussion points:*

- Sarah Bicknell and James Heneghan did a fantastic job stepping in as Acting Principal while CJ Healey was on sabbatical, and Mike Lewis for the final week while Sarah was away at sports tournament week. Thank you to the board for their support.
- Teachers covered by the Secondary Teachers' Collective Agreement who were union members on 9 August 2023 (date of ratification) received the following additional one-off payments in pay period 12 (pay day 5 September): \$5000 for all teachers, \$1500 for all PPTA members, \$710 Teaching Council payment for all PPTA members. It will be interesting to see if it is enough to get good people into the profession over the next few years.
- The resignations, staffing appointments and leave requests were moved as a block (separate motion).
- We have received three resignations in the last few days effective end of the school year. Two are promotional moves. Cameron Lacey has been appointed as the HOF English at Kristen School, Nicholas Booth has been appointed as the Head of Building Academy at Mahurangi College (he lives in Wellsford), and Brigitte Chan is taking time out from teaching.
- The board approved the North Island 3 Day Tour for international students from 27-29 November 2023 (separate motion).
- Mr Healey informed the board the school numbers are increasing and that we will likely need to hold a ballot in 2024 for out of zone students. We will be in a position where we can reduce our out of zone numbers. We will also need to look at reducing our international roll to accommodate the domestic roll growth.
- On 15 November we will receive our staffing prediction for 2024 from the Ministry. We will then need to make decisions around staffing.
- The board accepted the Principal's Report as read (separate motion).



#### **Resignations, Staffing Appointments and Leave Requests Accepted**

**MOTION:** Move that the Board accept the resignations, staffing appointments and leave requests as detailed in the board pack.

**Decision Date:** 12 Sept 2023  
**Mover:** Katherine Woollard  
**Second:** Wendy Ellis  
**Outcome:** Approved



#### **Trip Request: North Island 3 Day Tour (International students)**

**MOTION:** Move that the Board approve the North Island 3 Day Tour for International Students from 27/11/23 to 29/11/23 travelling to Hobbiton, Huka Falls, Taupo, Wai o Tapo, Rotorua, Hamilton.

**Decision Date:** 12 Sept 2023  
**Mover:** Wendy Ellis  
**Second:** Katherine Woollard

**Outcome:** Approved



### **Principal's Report accepted as read**

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

**Decision Date:** 12 Sept 2023  
**Mover:** Katherine Woollard  
**Seconder:** Kristen Evans  
**Outcome:** Approved

## **3. Student Representative**

### **3.1 Student Representative Report**

**Topics in the Student Representative Report: Daffodil Day, Arts Week, Tournament Week, UNICEF Movie Night.**

- Celeste submitted her resignation as Student Representative to focus on her academic responsibilities, effective 11 September 2023.
- Voting for the student representative election will close on Thursday, 14 September so there will be a new student representative present at the next Board meeting in October.

## **4. Finance & Property**

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

The Property and Finance Subcommittee met on 05 September 2023. There were no recommendations for the full board to action.



### **Business Manager's Report accepted**

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

**Decision Date:** 12 Sept 2023  
**Mover:** Wendy Ellis  
**Seconder:** Kristen Evans  
**Outcome:** Approved

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

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

Email from SchoolDocs dated 15/08/23 re Mid-term updates was provided in the board pack for information.

## **6. In-Committee Business**

### **6.1 In-Committee Business**

The Board moved into Committee at 5:34pm to discuss a confidential student matter. In-committee minutes kept separate.

## 7. Additional Business

### 7.1 Principal's Sabbatical Report

The Principal's Sabbatical Report was provided in the board pack for information.

### 7.2 Student Election Update

An update on the Student Election and the candidate statements were provided in the board pack for information. Voting closes at 4:00pm on Thursday 14 September.

### 7.3 New Business

#### Senior Leadership Team Structure Proposal

Mr Healey spoke to the board about the current structure of the Senior Leadership Team and the additional pressures they are under. He proposed to the board making the Assistant Principal role a permanent position (this is currently fixed term) and have it cover a lot of the administrative tasks that Jac Beasleigh currently does, i.e. Principal's Nominee, Timetabling, etc. This would be advertised in-house. Jac Beasleigh is interested in this position, and if appointed, it would give us an opportunity to advertise for a Deputy Principal. The board were in support of this proposal.

#### Senior Management Allowance Proposal

The Deputy Principal's currently receive 7MU (management units \$5,000 each) and 1SMA (senior management allowance \$2,000) for their responsibilities. Mr Healey informed the board that when he started at LBC, the Deputy Principals received 8MU and that other schools are currently advertising for Deputy Principal's with an 8MU allowance. He proposed to the board increasing the Deputy Principal's management units to 8, with one of the management units being board funded. This would demonstrate their value and help attract good candidates when advertising a new Deputy Principal position. This would commence from 2024. The board were supportive of the proposal and asked that the Business Manager provide them with an assurance on the impact to board funds.

## 8. Closing Karakia

### 8.1 Closing Karakia

## 9. Close Meeting

### 9.1 Close the meeting

**Next meeting:** Board of Trustees Meeting - 24 Oct 2023, 4:00 pm

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



Date: 25/10/2023