

CONFIRMED MINUTES

BOARD OF TRUSTEES MEETING



At the **Board of Trustees Meeting** on **1 Aug 2023** these minutes were **confirmed as presented**.

Name:	Long Bay College
Date:	Tuesday, 20 June 2023
Time:	5:00 pm to 7:13 pm (NZST)
Location:	Long Bay College, Ashley Avenue, Long Bay
Board Members:	Celeste Li, Derek Blank, Fusi Magill, Grant Stott, Kristen Evans, Wendy Ellis
Attendees:	Melinda Hobman
Apologies:	CJ Healey, Katherine Woollard, Steve Piner, Tipene Tahana
Guests/Notes:	James Heneghan (Acting Principal), Sarah Bicknell (DP), Mike Lewis (presenting at Open Forum)

1. Opening Meeting

1.1 Welcome and Karakia

- Mr Blank opened the meeting
- Apologies received from Steve Piner, Kath Woollard, and Tipene Tahana
- Mr Heneghan (Acting Principal) standing in for Mr Healey who is on sabbatical
- Karakia

1.2 Confirm Minutes

Board of Trustees Meeting 9 May 2023, the minutes were confirmed as presented.



Minutes Confirmed - 9 May 2023

MOTION: Minutes and In-committee Minutes of the 9 May 2023 Board meeting were confirmed as presented.

Decision Date: 20 Jun 2023
Mover: Derek Blank
Seconder: Fusi Magill
Outcome: Approved

1.3 Interests Register

No new interests to register. Ongoing interests registered for Derek Blank and Fusi Magill in BoardPro.

2. Open Forum

2.1 EOTC Processes and Procedures

Deputy Principal Mike Lewis presented to the board on the school's EOTC processes and procedures. (Power point presentation attached.)

- EOTC enhances the curriculum/extra-curricular.
- As part of a new staff induction, Mr Lewis goes over the EOTC process and the need for careful planning. Staff can get one-on-one support by the EOTC coordinator and staff members within faculties who have experience with EOTC.
- Our systems are based on EONZ Management Tools and Training (Education Outdoors NZ), the MOE – TKI – EOTC, Support Adventures, and EOTC Guidelines. We regularly check their updates to see if we need to update our own documents/process.
- We have an EOTC Process Flowchart for staff to follow. The first step is to submit a planning application which the SLT either approves, rejects or requests further information. Board approval is needed for overnight or overseas trips. If it is an overseas trip, it gets submitted to the Board for approval to move forward with the planning.
- The second step is to complete the EOTC Checklist/documents, then the third step is to submit the Risk Based Checklist and Final Approval Request form. This gets assessed by the SLT and final approval granted.
- The ratio of staff to students is based on the competency of students, not a number ratio.
- There will be an external provider agreement in place when the activity is through an external provider (i.e. Tree Adventures, MERC). We can check the current registered status of the provider through the Worksafe website.
- The Emergency Response Guide gives key contacts in case of an emergency (i.e. SLT) and includes local medical facility details where the trip is taking place. It also includes Incident Management/1st Responder guidelines. A first aid kit is always taken on trips. These are kept in the Medical Centre.
- Final Approval Form - the staff member organising the trip goes through the final checklist to make sure everything has been covered thoroughly and completed, then the final steps in the process is the relief cover for classes, details into Kamar, attendance details to Student Centre and the SLT checking in during and after the event.
- Moving forward, Mr Lewis is looking into other solutions for streamlining (i.e SchoolBridge software) and further training within our recruitment software as part of the onboarding for new staff.

Questions from the board:

- The board asked whether the initial EOTC planning approval comes back to the board after the planning is fully completed. Mr Lewis explained that currently it does not go back to the board, however moving forward he will look into this. The board expressed that they would like to have access to the final planning form. Mr Lewis is currently investigating some new software 'SchoolBridge' for EOTC management which would streamline the EOTC process and potentially offer an additional step where completed EOTC applications can be reviewed by the board. Mr Lewis will communicate where things are at with the board after investigating the SchoolBridge software.
- The board questioned where EOTC sits in scenarios where parents are offering to transport students across town to a game. It was explained that this is a private arrangement amongst families and not the school.

The board thanked Mr Lewis for the very robust EOTC process the school has in place and he left the meeting at 6:05pm.

3. Principal's Report

3.1 Principal's Report

Topics in the Principal's Report include: Principal's Comment, Resignations, New Staff Appointments, Staff Leave Requests, Overnight Trip Requests, Principal's Expenses. *Context and Information:* Roll Data, Health and Safety, International, Learning Support, Performing Arts, Specialist Classroom Teacher, Wellbeing Centre. *Strategic and Annual Planning:* Implementation Plan, Stand-down and Suspension data. *Personnel:* Leave granted by the Principal, Advertised positions. Celebrations and Events.

Mr Heneghan spoke to the Principal's Report.

Discussion points:

- A significant challenge at present is the industrial action and rostering home. The latest update is that the PPTA have committed to arbitration. They are asking that the arbitration is binding. At present, the Ministry have not committed to binding arbitration.
- The board approved the leave requests for Jayne Jones, Shreyoshi Ghosh and Karen Le Roux in 2024. The board have made this decision on the basis that the leave is for 2024 and the industrial action is resolved. [See separate motions]
- The board approved the four overnight trip requests: UNI Tier 4 Hockey National Tournament, Girls Secondary School Football National Tournament, Hockey Girls National Tournament, Netball National Tournament Cambridge. All trips run from 27/08/23 to 01/09/23 and are part of the Schools Winter Tournament Week. [See separate motion]
- The Principal's expenses for May 2023 were approved. [See separate motion]



Leave Request - Jayne Jones

MOTION: Move that the board approve Jayne Jones' request for leave with pay, from 03/04/24 to 12/04/24 (end of Term 1, 2024). The board have made this decision on the basis that the leave is for 2024 and the industrial action is resolved.

Seconded by James Heneghan (Acting Principal)

Decision Date: 20 Jun 2023
Mover: Derek Blank
Outcome: Approved



Leave Request - Shreyoshi Ghosh

MOTION: Move that the board approve Shreyoshi Ghosh's request for one year's leave in 2024. The board have made this decision on the basis that the leave is for 2024 and the industrial action is resolved.

Seconded by James Heneghan (Acting Principal)

Decision Date: 20 Jun 2023
Mover: Derek Blank
Outcome: Approved



Sabbatical Request: Karen Le Roux

MOTION: Move that the board approve Karen Le Roux's application for a Sabbatical in Term 2, 2024.

Seconded by James Heneghan (Acting Principal)

Decision Date: 20 Jun 2023
Mover: Derek Blank
Outcome: Approved



Trip Requests: Winter Tournament Week x 4 trips

MOTION: Move that the board approve the following four sports trips taking place from 27/08/23 to 01/09/23 for Winter Tournament Week:

- UNI Tier 4 Hockey National Tournament
- Girls Secondary School Football National Tournament
- Hockey Girls National Tournament
- Netball National Tournament Cambridge

Decision Date: 20 Jun 2023
Mover: Grant Stott
Seconders: Derek Blank
Outcome: Approved



Principal's Expenses for May 2023

MOTION: Move that the board approve the Principal's expenses of \$2,340.95 for May 2023.

Decision Date: 20 Jun 2023
Mover: Derek Blank
Seconders: Fusi Magill
Outcome: Approved

3.2 Faculty Action Plan Summaries

Faculty Action Plans were provided in the board pack for the board's information. Mr Heneghan explained that the Faculty Action Plans are an outcome of our Quality Assurance (QA) process. These plans focus on four areas of improvement throughout the school: Te Tiritiri O Waitangi, Curriculum, Tino Akoranga, Leadership and Culture. The Action Plans allow for mutual learning and strategic growth.

4. Student Representative

4.1 Student Representative Report

Celeste Li spoke to her report which covered the following topics: School Ball, Learning delays, Sicknesses, Academic extension system.

- Mrs Bicknell updated the board on the current situation with the uniform jumpers. She received a letter from the suppliers today saying stock would arrive end of July. Originally they had said June. Their excuse for the delay is that they have had to replace damaged equipment from the floods in January, however her thoughts are that the uniform supplier should have had the jumpers ready at the end of last year. Attached is a letter from SAS.
- Mr Heneghan met with Celeste today to discuss the new system being put in place for 2024 to improve the academic extension system.

5. Finance & Property

5.1 Business Manager's Report

Mr Stott briefed the board on the Property and Finance Subcommittee meeting held on 13 June.

There were no areas of concern with the financial or draft accounts.

Two recommendations were brought to the board for actioning:

1. Donation amount for 2024

The subcommittee made note that the intention is to increase the donations each year, and improve the donations in terms of communication to the community. There needs to be a lot of care and thought around the messaging that goes out to parents and caregivers. There was discussion around the early bird rate and a feeling of being penalised if not paid early, with a suggestion that the early bird rate could be removed and an incentive included, for example a draw for a prize pack if paid by a certain date.

The board approved the 2024 donation amounts in a separate motion, as follows:

- Earlybird (before 31st March) - one student attending \$280, family 2+ students attending \$395.
- Standard (from 1st April) - one student attending \$310, family 2+ students attending \$425.
- If at least \$100 paid before the end of the school year, then the student/s will receive a complimentary Yearbook.
- Yearbooks available at \$50 per copy.

2. Outdoor signage additional funds

The board approved \$65,000 at their 28 March 2023 meeting for the outdoor signage project. Mr Beechey has experienced challenges getting a company to commit to the project and has had additional quotes provided. He is requesting an additional \$10,000 to proceed with the outdoor signage to bring the total amount to \$75,000. This was approved by the board in a separate motion.



2024 Donation Amounts

MOTION: Move that the board approve the following donation amounts for 2024:

- Earlybird (before 31st March) - one student attending \$280, family 2+ students attending \$395.
- Standard (from 1st April) - one student attending \$310, family 2+ students attending \$425.
- If at least \$100 paid before the end of the school year, then the student/s will receive a complimentary Yearbook.
- Yearbooks available at \$50 per copy.

Decision Date: 20 Jun 2023
Mover: Derek Blank
Second: Grant Stott
Outcome: Approved



Outdoor Signage Additional Funding

MOTION: Move that the board approve an additional \$10,000 to proceed with the purchase of a new outdoor signage solution, including cabling and removal of the old sign. The board approved \$65,000 at their 28 March 2023 meeting, so this would bring the total amount to \$75,000.

Decision Date: 20 Jun 2023
Mover: Grant Stott
Second: Fusi Magill
Outcome: Approved

6. Board Assurances, Policies & Procedures

6.1 Policy & Procedures Updates

Mrs Evans gave the board an update on the Policy subcommittee meeting held on 6 June.

Key changes include:

- The **Uniform/Dress** policy is being renamed **Student Uniform** and we are removing school-specific uniform information, and information about managing uniform breaches. Schools can link to this information on their website.
- The **Dress Code** policy is being renamed **Student Dress Expectations** and now includes information about bylaws.

The following policies have been updated:

- Third-Party Use of School Property (previously Using School Property Outside School Hours)
- Sleepovers at School
- Media

Policies in development:

Artificial Intelligence (AI) tools: An AI policy for school is being developed by SchoolDocs. The AI policy will be part of our Digital Technology and Online Safety section and will tie into other policy areas.

7. In-Committee Business

7.1 In-Committee Business

There were no in-committee discussions.

8. Additional Business

8.1 Code of conduct for school board members

A code of conduct for all state and state integrated board members has been issued by the Ministry of Education and comes into effect on 21 June. The code of conduct was provided in the board pack.

ACTION: To be rolled over to the next meeting when more board members are in attendance.



Board Code of Conduct

Add Board Code of Conduct to 1 August BOT Agenda (see info in June agenda).

Due Date: 24 Jul 2023
Owner: Melinda Hobman

9. Late Agenda Item

9.1 Trip to China 2023

A proposal was provided to the board for a trip to China. The trip is part of an international partnership to build relationships and connection. Our partner schools in Suzhou have invited us to take a group of students to participate in their annual cultural week. They are flexible and willing to schedule the event based on our availability and when we can bring the group to Suzhou. This cultural week is a significant event, open to several secondary schools in the region.

- Dates: Thursday, 21st September until Friday, 6th October (this falls within the term 3 school holidays).

- Costs: approx. \$5,000-\$6,000 + visa application fees per student.
- Staff attending: Xiaoman Shao and Micky Smith.

The board approved the China trip proposal to move into the planning stages. [See separate motion]



Trip Request: 2023 China Trip

MOTION: Move that the board approve the request for the 2023 China Trip to move forward with it's planning stage. The intended dates are 21/09/23 to 06/10/23 (term 3 school holidays).

Decision Date: 20 Jun 2023
Mover: Derek Blank
Seconder: Wendy Ellis
Outcome: Approved

9.2 Iwi Partnership

CJ Healey and Sarah Bicknell received an email from Hone Heke Ngapua-Rankin that he recently had an opportunity to connect with Te Kawerau ā Maki and the key points they raised regarding Long Bay College. Mrs Bicknell explained this came out of the blue as she thought the school was moving ahead with Ngāti Manuhiri. She spoke with Hone Heke and his reasoning with going with Te Kawerau ā Maki is that they come from an educational perspective so they have resources and people there. It was decided that Mrs Bicknell would check in with Tipene Tahana, Steve Piner and Wendy Ellis to see if one of them would be happy to phone Hone Heke to figure out a way forward.

10. Closing Karakia

10.1 Closing Karakia

11. Close Meeting

11.1 Close the meeting

Next meeting: Board of Trustees Meeting - 1 Aug 2023, 5:00 pm

New Actions raised in this meeting

Item	Action Title	Owner
8.1	Board Code of Conduct Due Date: 24 Jul 2023	Melinda Hobman

Signature: D Blank

Date: 02/08/2023