

CONFIRMED MINUTES

BOARD OF TRUSTEES MEETING



At the **Board of Trustees Meeting** on **5 Dec 2023** these minutes were **confirmed as presented**.

Name:	Long Bay College
Date:	Tuesday, 24 October 2023
Time:	4:00 pm to 6:13 pm (NZDT)
Location:	Long Bay College, Ashley Avenue, Long Bay
Board Members:	CJ Healey, Derek Blank, Grant Stott, Katherine Woollard, Kristen Evans, Steve Piner, Wendy Ellis, Gauri Ramesh
Attendees:	Melinda Hobman
Apologies:	Fusi Magill, Tipene Tahana

1. Opening Meeting

1.1 Welcome and Karakia

- Derek opened the meeting at 4:06pm.
- Welcome to Gauri Ramesh, the new student representative.
- Apologies received from Fusi Magill and Tipene Tahana.
- Karakia

1.2 Confirm Minutes

Board of Trustees Meeting 12 Sept 2023, the minutes were confirmed as presented.



Minutes Confirmed - 12 September 2023

MOTION: Move that the Minutes and In-Committee Minutes of the 12 September 2023 Board Meeting be confirmed as presented.

Decision Date: 24 Oct 2023
Mover: Steve Piner
Seconder: Katherine Woollard
Outcome: Approved

1.3 Interests Register

- Krick Evans has a conflict of interest as she has submitted a leave request. She will leave the room while staff leave requests are being discussed for this meeting.
- Ongoing registered interests in BoardPro for Derek Blank and Fusi Magill.

2. Open Forum

2.1 Mahi Tahi Overview

James Heneghan (Deputy Principal) and Lauren Wing (HoF Social Sciences) presented to the board on Tino Akoranga "Mahi Tahi" - a proposed next step in securing exceptional learning.

- This initiative is to support collective knowing and sharing of practice in faculties and as a wider teaching staff. It involves observing other staff teaching to support professional growth and a cultivation of trust, and starts with the Senior Leadership Team as vulnerable models of practice.
- The projected costs were outlined to the Board with a request of \$109,037.25 to support the initiative over three years.
- The key performance indicators being sustained gains in our engagement data relating to professional learning across our wider staff, and significant gains (greater than 5%) in our measures of student outcomes - NCEA, the co-requisite, Endorsement, UE and NZQA Scholarship by 2026.
- The board were very supportive of this initiative, and approved in principle the funding of up to \$200,000 over the next 3 years, subject to annual review and the Business Manager's approval. (Separate motion)
- The board commented that this initiative would also help improve the safety and wellbeing of staff, and that it would be good to have feedback not just from the observer, but also the person being observed. They also suggested having a team feed back to the board annually.



Mahi Tahi Initiative 2024

MOTION: Move that the board approve, in principle, the funding of up to \$200,000 over the next 3 years for the Mahi Tahi initiative, subject to annual review and the Business Manager's approval.

Decision Date:	24 Oct 2023
Mover:	Derek Blank
Seconder:	Grant Stott
Outcome:	Approved

3. Strategic Plan

3.1 Strategic Planning

Mr Healey informed the board the Ministry have new board and reporting requirements. The way the Ministry wants schools to report is the way LBC has been reporting for the last 5 years. The significant issue is the Ministry wants schools to do a 2-year plan for next year which doesn't align with our current Strategic Plan time frame.

An additional consideration was the National Education Learning Priorities (NELPs) which needed to be incorporated into the Strategic Plan. CJ has used numeric coding in the Strategic Plan to relate to the NELPs.

- The board were supportive of our current 3-year Strategic Plan cycle and felt it should continue rather than move to the new Ministry 2-year cycle.
- Mr Healey said the school will consult with the community at the start of 2025 and put together a Strategic Plan for the new board to consider adopting.
- Wendy attended a board webinar training course and said there were things related to health, safety and wellbeing that didn't appear to be sitting within our Strategic Plan. She will identify what has been suggested should be in the Strategic Plan and email the

information to CJ, Mike Lewis and Jeff Evans to look at, before bringing back to the board for consideration. (Action)

- The board will review the Strategic Plan and provide feedback at the next meeting. (Action)



Strategic Plan - Health & Safety

Identify what has been suggested should be in the Strategic Plan from the webinar and email the information to CJ, Mike Lewis and Jeff Evans to look through.

Due Date: 24 Nov 2023

Owner: Wendy Ellis



BOT Strategic Plan Review

Board to review the Strategic Plan and provide feedback at the next meeting (5 December).

Due Date: 5 Dec 2023

Owner: Melinda Hobman

4. Principal's Report

4.1 Principal's Report

Topics in the Principal's Report include: Principal's Comments; Staffing Resignations, Appointments, and Leave Requests; Overnight Trip Requests; Planning, Reviewing and Reporting: Roll Data, Health and Safety, International, Performing Arts, Learning Support, Medical and Wellbeing Centre; Strategic and Annual Planning: Implementation Plan Goals, Standdown and Suspension data; Personnel: Short-term staff leave, New positions advertised; Term 4 Keys dates.

Discussion topics:

- There is a good field of candidates for the Deputy Principal position. We are struggling for quality candidates for other teaching roles. We are offering an RRR (recruitment, retention and responsibility) payment and the school house as an incentive.
- The Waikato University school-based teacher training programme is proving successful with the trainees we have had to date. We are hoping for three trainees for 2024.
- The staffing resignations and appointments were accepted. (Separate motion)
- The board discussed the staff leave requests (due to a conflict-of-interest Krick Evans stepped out of the room). The board approved Hope Nobilo's leave request (2 days paid leave), and approved Krick Evans leave request (6 days unpaid leave and 6 days paid leave in recognition of the roles she plays in the school). (Separate motion)
- The board approved the parental leave requests for Anna Motion, Claire Moorhead and Stephanie Curtis. (Separate motion)
- The board approved the overnight trip request for the 2023 Prefect Camp. (Separate motion)
- CJ will seek clarification over staff ratios for the Discover Aotearoa T4 Camp Trip Request. (Action)
- A query was raised and discussed over the dispensing of medication in the Medical Centre report. The school asks for parental permission to hand out painkillers.
- The board discussed the stand-downs and their concern with what they felt was an increase in physical violence.



Resignations and Appointments

MOTION: Move that the Board accept the resignations and staffing appointments as detailed in the Principal's Report.

Decision Date: 24 Oct 2023
Mover: CJ Healey
Seconders: Derek Blank
Outcome: Approved



Staff Leave Requests

MOTION: Move that the Board approve the staff leave requests as detailed below:

- Hope Nobilo, request for leave on 30/11/23 and 01/12/23, approved 2 days paid leave.
- Krick Evans, request for leave from 12/09/24 to 27/09/24, approved 6 days unpaid and 6 days paid in recognition of the roles she plays in the school.

Decision Date: 24 Oct 2023
Mover: Derek Blank
Seconders: Steve Piner
Outcome: Approved



Parental Leave Requests

MOTION: Move that the Board approve the parental leave requests for Anna Motion, Claire Moorhead and Stephanie Curtis.

Decision Date: 24 Oct 2023
Mover: CJ Healey
Seconders: Derek Blank
Outcome: Approved



Trip Request: 2023 Prefect Camp

MOTION: Move that the Board approve the 2023 Prefect Camp at the Motutapu Outdoor Education Centre from 01/12/23 to 03/12/23.

Decision Date: 24 Oct 2023
Mover: CJ Healey
Seconders: Steve Piner
Outcome: Approved



Discover Aotearoa Term 4 Camp

Check the overnight ratios for the Discover Aotearoa Term 4 Camp. Will need to be sent to the board for approval once clarified.

Due Date: 30 Oct 2023
Owner: CJ Healey



Principal's Report Accepted

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

Decision Date: 24 Oct 2023
Mover: Derek Blank
Seconders: Grant Stott
Outcome: Approved

5. Student Representative

5.1 Student Representative Report

Gauri Ramesh spoke to her report which covered the following topics:

- Profile and Statement
- Externals/End of year exams
- Cultural Council
- House Leaders
- Apologies

6. Finance & Property

6.1 Business Manager's Report

The Property and Finance Subcommittee met on 17 October 2023. There were no recommendations for the full board to action.

- The financial reports are looking healthy, nothing of concern.
- Everything is on track with property.
- Grant met with Richard recently regarding the procurement supply. They are working through three draft documents - the Policy, Supplier Code of Conduct and Questionnaire. The board needs to consider the amount of work being introduced with the policy and identify the reason. Once Richard and Grant have revised the draft documents, they will be given to the policy / property and finance subcommittees to read through. The target is for it to go to the board at the December meeting or the first meeting in 2024.

7. Board Assurances, Policies & Procedures

7.1 Policy & Procedures Updates

The Policy subcommittee met on 12 October 2023 to review the following policies:

- Staff Leave
- Covid
- Infectious diseases
- Firearms
- Before and after school supervision
- Third-party use of school property
- Use of drones
- Emergency

Review of Term 4 review topics under curriculum and student achievement:

1. Curriculum and student achievement policy
2. Student achievement information/student assessment and achievement
3. Home Learning
4. Distance Learning
5. Religious Instruction/Religious Education (not applicable)

6. Health Education

7.2 Board Assurances

The board were provided with assurances on the following:

- Safety Checking
- Principal Professional Growth Cycle
- Provisionally Certified Teachers
- Teacher Registration, Certification, and Police Vetting
- Police Vetting for Non-Teachers
- Appointment Procedure
- School Donations
- Length of School Year
- International Learners
- Evacuation and Emergency Kits and Supplies
- Expenditure
- Monitoring and Auditing School Bus

The Principal's appraisal is shared with Derek as the Presiding Member. It was suggested Derek also share this with Steve Piner as the Deputy Presiding Member.

8. In-Committee Business

8.1 In-Committee Business

There were no in-committee discussions.

9. General Business

9.1 Decisions In-between Meetings

Decisions approved in between meetings via flying minutes:

- Deputy Principal Allowance Increase - approved 13/09/2023

9.2 New Business

There was no new business to report.

10. Closing Karakia

10.1 Closing Karakia

11. Close Meeting

11.1 Close the meeting

Next meeting: Board of Trustees Meeting - 5 Dec 2023, 4:00 pm

New Actions raised in this meeting

Item	Action Title	Owner
3.1	Strategic Plan - Health & Safety Due Date: 24 Nov 2023	Wendy Ellis
3.1	BOT Strategic Plan Review Due Date: 5 Dec 2023	Melinda Hobman
4.1	Discover Aotearoa Term 4 Camp Due Date: 30 Oct 2023	CJ Healey