

# CONFIRMED MINUTES

## BOARD OF TRUSTEES MEETING



At the **Board of Trustees Meeting** on **20 Jun 2023** these minutes were **confirmed as presented**.

<b>Name:</b>	Long Bay College
<b>Date:</b>	Tuesday, 9 May 2023
<b>Time:</b>	5:00 pm to 7:18 pm (NZST)
<b>Location:</b>	Long Bay College, Ashley Avenue, Long Bay
<b>Board Members:</b>	Celeste Li, CJ Healey, Derek Blank, Fusi Magill, Katherine Woollard, Kristen Evans, Steve Piner, Tipene Tahana, Wendy Ellis
<b>Attendees:</b>	Melinda Hobman
<b>Apologies:</b>	Grant Stott
<b>Guests/Notes:</b>	James Heneghan

### 1. Opening Meeting

#### 1.1 Welcome and Karakia

- Derek Blank opened the meeting at 5:02 pm.
- Apologies received from Grant Stott. Kath Woollard joined the meeting at 5:23pm.
- Karakia

#### 1.2 Confirm Minutes

**Board of Trustees Meeting 28 Mar 2023**, the minutes were confirmed as presented.



#### Minutes Confirmed - 28 March 2023

*MOTION:* Move that the Minutes from the 28 March 2023 Board Meeting be confirmed as presented.

**Decision Date:** 9 May 2023  
**Mover:** Derek Blank  
**Seconder:** CJ Healey  
**Outcome:** Approved

#### 1.3 Interests Register

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

## 2. Open Forum

### 2.1 Goal 3 Tino Akoranga (Exceptional Learning)

Mr Heneghan presented to the Board on Tino akoranga *Exceptional learning* (Implementation Plan Goal 3). Powerpoint attached.

In 2019, LBC reviewed its approach to teaching and learning. The journey moving forward is to continue growing and developing for the next 3-4 years to embed this into our practice in all of our teaching areas.

The board asked how the school will identify success measures. From 2019 to now:

- Much higher engagement of staff in professional learning.
- The programme is attracting a higher caliber of staff to come to LBC.
- Reinvigorated some of our long-term teachers.
- A platform to grow our 1st and 2nd year teachers.

Strategic / Academic Outputs – Every faculty has developed a set of action plans. A large number relate to Tino akoranga. Outputs include improving engagement around some of our courses.

Another metric we are looking to address is endorsement rates. An area we could grow in is having students think harder, critically and independently.

We have showcased our LBC teaching and learning philosophy nationally and internationally which has been well received. We have presented at Edgewater College, at the University of Waikato at the NZEALS Conference, at the NASDAP National Conference in Canterbury, and have just been invited to present at the NASDAP Conference 2023. Our work has been published in the NZ Research Societies blog and in New Zealand's 'Leading Light', a culturally responsive education journal. The presentation is shared to other schools as a powerpoint in the context of: this is what we have done, these are the researchers we have found and this is our approach.

The next step down this journey is to present this for the Prime Minister's Excellence Awards and to develop our classroom observation culture.

The Board asked if there was anything they can do to support the work in this area. The principal explained that we are utilizing the Kahui Ako Within School Lead funds, and that the work our WSLs have put in far exceeds the time allowance they are given. It would be a nice gesture from the Board to fund Mr Heneghan taking the WSL team and their partners out for dinner in acknowledgement of the time, effort and sacrifice they make. This was approved.

Questions about Tino akoranga *Exceptional learning* can be sent to: James Heneghan (jheneghan@lbc.school.nz).

Mr Heneghan stayed for the remainder of the meeting.



#### WSL Team Dinner

**MOTION:** Move that the Board approve funding a dinner for James Heneghan, the WSL team and their partners to acknowledge the time, effort and sacrifice they make.

<b>Decision Date:</b>	9 May 2023
<b>Mover:</b>	Derek Blank
<b>Seconder:</b>	Fusi Magill
<b>Outcome:</b>	Approved

### 3. Principal's Report

#### 3.1 Principal's Report

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

- Principal's Comments
- Resignations and Staffing Appointments (*separate motion*)
- Staff Leave Requests (*separate motion*)
- Principal's Expenses (*separate motion*)
- Reporting On: Roll Data, Health and Safety, Learning Support, Sports, Medical Report, Wellbeing Centre Report
- Implementation Plan Goal 3 (Tino akoranga *Exceptional learning*) and Goal 4 (Whanaungatanga *Connections, relationships and partnerships*)
- Stand-down and Suspension data
- Short-term leave granted by the Principal
- Advertised positions
- Celebrations and Events – Key dates

Discussion points:

##### *NCEA Changes*

There is lack of detail and clarity from the MOE around the NCEA changes and co-requisites. We are piloting the co-requisite for literacy and numeracy with a small group of Y10 students in June, with the majority of Y10 students at the end of the year.

##### *Principal's Sabbatical*

James Heneghan and Sarah Bicknell will be stepping in as Acting Principal when Mr Healey is on Sabbatical. Mr Heneghan from 12 June to 16 July and Mrs Bicknell from 17 July until 4 September.

##### *Leave Requests*

Eric Wheeler's request for leave in week 10 of Term 2 was approved by the Board under compassionate grounds. (See separate motion.)

Gina O'Sullivan and Ashley Davies request's for unpaid leave in 2023 were declined as the Board felt that students learning has already been disrupted this year by weather events and industrial action and to support further staff absenteeism would be a disservice to our community. (See separate motion.)

##### *Principal's Expenses*

The Board approved the Principal's expenses of \$1,379.59 for March 2023. (See separate motion.)

The Principal's report and attachments were accepted as read.



#### **Appointments and Resignations**

**MOTION:** Move that the Board accept the new staff appointments and resignations as per the Principal's Report.

<b>Decision Date:</b>	9 May 2023
<b>Mover:</b>	Steve Piner
<b>Seconder:</b>	Derek Blank
<b>Outcome:</b>	Approved



### Leave Request - Eric Wheeler

*MOTION:* Move that the Board approve Eric Wheeler's request for one week's leave in Term 2 under compassionate grounds. This will be paid leave for exceptional circumstances.

**Decision Date:** 9 May 2023  
**Mover:** Derek Blank  
**Seconder:** Fusi Magill  
**Outcome:** Approved



### Leave Requests - Gina O'Sullivan and Ashley Davies

*MOTION:* Move that the Board decline the unpaid leave requests from Ashley Davies and Gina O'Sullivan in 2023 with the rationale being that the students learning has already been disrupted this year by weather events and industrial action and to support further staff absenteeism would be a disservice to our community.

**Decision Date:** 9 May 2023  
**Mover:** Steve Piner  
**Seconder:** Derek Blank  
**Outcome:** Approved



### Principal's Expenses for March 2023

*MOTION:* Move that the Board approve the Principal's Expenses of \$1,379.59 for March 2023.

**Decision Date:** 9 May 2023  
**Mover:** Derek Blank  
**Seconder:** Fusi Magill  
**Outcome:** Approved



### Principal's Report Accepted

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

**Decision Date:** 9 May 2023  
**Mover:** Kristen Evans  
**Seconder:** Derek Blank  
**Outcome:** Approved



### Declined Leave Requests

HEA to meet with Gina O'Sullivan and Ashley Davies regarding their leave requests which have been declined.

**Due Date:** 14 May 2023  
**Owner:** CJ Healey

## 4. Student Representative

### 4.1 Student Representative Report

Celeste Li spoke to her report.

- Students are looking forward to Pink Shirt Day and World Environment Day which are coming up soon.

- Policy on Behaviour - Celeste explained that while most students understand the fundamentals of the uniform rules, they see an inconsistency where some students are asked to remove non-uniform items and others are not asked.

## 5. Finance & Property

### 5.1 Business Manager's Report

Katherine Woollard gave an update from the Property and Finance meeting that took place on 2nd May.

Recommendations for the full board to accept/approve (see separate motions):

- Financial Reports for period ending 31 March 2023
- 2022 Draft Annual Accounts
- Library Book Write-off Request for 209 books
- Asset Stock Take / Reconciliation

*Discussion points:*

- The Financial Reports are looking really positive.
- The Draft Accounts have been prepared and are now with the auditor.
- The January weather events payment from the Ministry has not yet been received.
- The request to write off 209 Library books that are lost, damaged or outdated was approved. The books are given to a charity who sends them offshore to the islands.
- There is a question outstanding related to insurance for the Principal if he was off for a long period due to illness. Richard Beechey will check with the school insurer's and come back to the board.
- Rekeying of the school and the Alarm upgrade has been completed.
- There will be an opening of the T10 Engineering room. [Action Point for HOM to check when this is and invite the Board.]
- The Board approved the request from the subcommittee to appoint Williams Valuations to update and reconcile the asset register.

A question was raised about whether the liability for insurance for the school house still sits with the school. The house is owned by the Ministry, but if sold the school would be entitled to 100% of the profits. Rent for the house goes straight to the Ministry. [Action Point for HEA/BCY to look into this.]

Mr Stott and Mr Beechey are meeting on 15 May to review the purchases and procurements policy. They will come back to the board with an update on recommendations.



#### Financial Reports for March 2023

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

**Decision Date:** 9 May 2023  
**Mover:** Derek Blank  
**Seconder:** Fusi Magill  
**Outcome:** Approved



#### 2022 Draft Annual Accounts

**MOTION:** Move that the Board approve the 2022 Draft Annual Accounts to 31 December 2022 and sign the Statement of Responsibility.

**Decision Date:** 9 May 2023  
**Mover:** Steve Piner  
**Seconded:** Derek Blank  
**Outcome:** Approved



### Library Book Write-off Request

**MOTION:** Move that the Board approve the write-off request of 209 Library books which are lost, damaged or outdated.

**Decision Date:** 9 May 2023  
**Mover:** Wendy Ellis  
**Seconded:** Kristen Evans  
**Outcome:** Approved



### Asset Register - Williams Valuations

**MOTION:** Move that the Board approve the appointment of Williams Valuations to update and reconcile the asset register.

**Decision Date:** 9 May 2023  
**Mover:** Steve Piner  
**Seconded:** Derek Blank  
**Outcome:** Approved



### School House Insurance Liability

HEA/BCY to check who liability for insurance for the school house sits with.

**Due Date:** 31 May 2023  
**Owner:** CJ Healey



### Opening of T10

HOM to check details for T10 Opening and send invite to the Board.

**Due Date:** 31 May 2023  
**Owner:** Melinda Hobman

## 6. Board Assurances, Policies & Procedures

### 6.1 Policy & Procedures Updates

The Policy subcommittee met on 27 April 2023.

The subcommittee went through all the policy changes that were required this term.

They were satisfied with the new version of the Physical Restraint policy now named *Minimizing Physical Restraint*, and that it complies with the requirements set out by the Education Training Act 2020.

No changes were required to the Concerns and Complaints Policy and EOTC policy as these had been reviewed by the Board in 2022.

The Board were provided with assurances on the following policies and procedures:

- Digital Technology and Online Safety
- Computer Security and Cybersecurity
- Student Attendance
- Health Education
- Child Protection

- Abuse Recognition and Reporting
- Evacuation and Emergency Kits and Supplies
- Expenditure
- Monitoring and Auditing School Bus
- Risk Management

A question was raised about the Board adopting a statement about the delivery of the health curriculum as per the Health Education assurance. This will get sent when we next survey the school community in 2024. Currently this sits under our Health Education Policy - 'Health Curriculum Statement'.

## 7. In-Committee Business

### 7.1 In-Committee Business

The Board moved into committee to discuss:

- Principal's Employment Collective Information and Principal's Leave Email Communication
- Alleged Incident Report
- Term 1 Suspension Update
- Uniform Complaint Update

Refer to In-committee Minutes.



#### **Student Suspension Progress Report for BOT**

HOM to check student suspended at the end of last term has written a report to the Board on their progress by the end of May.

**Due Date:** 23 May 2023

**Owner:** Melinda Hobman



#### **Teacher's Record Query**

HEA to check how long incidents/complaints stay on a teacher's record.

**Due Date:** 31 May 2023

**Owner:** CJ Healey

## 8. Additional Business

### 8.1 Flying Minutes

Motions approved in between meetings:

- International Pupil Explore Aotearoa Ski Trip
- Behaviour Management Policy
- Sheilah Winn Nationals Trip Request

## 9. Closing Karakia

### 9.1 Closing Karakia

## 10. Close Meeting

### 10.1 Close the meeting

**Next meeting:** Board of Trustees Meeting - 20 Jun 2023, 5:00 pm

#### Approved decisions made between meetings



##### **Trip Request: International Pupil Explore Aotearoa Ski Trip**

**MOTION:** Move that the Board approve the International Pupil Explore Aotearoa Ski Trip to Queenstown from 27/07/23 to 31/07/23.

**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:** 5 Apr 2023

**Outcome:** Approved



##### **Trip Request: Sheilah Winn Nationals**

**MOTION:** Move that the Board approve the Shielah Winn Nationals overnight trip to Wellington from 01/06/23 to 05/06/23.

**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:** 5 Apr 2023

**Outcome:** Approved



##### **Behaviour Management Policy**

**MOTION:** Move that the Board reinstate the following procedural point into the Behaviour Management policy, which was omitted from policy during the recent change over to using School Docs:

1. Non-regulation clothing and/or jewellery may be confiscated and handed in to the Student Centre. These items may be collected by the student(s) at the end of the week (or following Friday if confiscated on a Friday) or returned directly to their parent/caregiver on request.

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

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 28 Apr 2023

**Outcome:** Approved



## New Actions raised in this meeting

Item	Action Title	Owner
3.1	Declined Leave Requests <b>Due Date:</b> 14 May 2023	CJ Healey
5.1	School House Insurance Liability <b>Due Date:</b> 31 May 2023	CJ Healey
5.1	Opening of T10 <b>Due Date:</b> 31 May 2023	Melinda Hobman
7.1	Student Suspension Progress Report for BOT <b>Due Date:</b> 23 May 2023	Melinda Hobman
7.1	Teacher's Record Query <b>Due Date:</b> 31 May 2023	CJ Healey

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

*D. Blank*

Date: 21/06/2023