

# CONFIRMED MINUTES

## LBC BOARD MEETING

At the **LBC Board Meeting** on **26 Mar 2024** these minutes were **confirmed as presented**.

<b>Name:</b>	Long Bay College
<b>Date:</b>	Tuesday, 13 February 2024
<b>Time:</b>	5:00 pm to 8:00 pm (NZDT)
<b>Location:</b>	Long Bay College, Ashley Avenue, Long Bay
<b>Board Members:</b>	CJ Healey, Derek Blank, Fusi Magill, Gauri Ramesh, Grant Stott, Katherine Woollard, Kristen Evans, Steve Piner, Tipene Tahana, Wendy Ellis
<b>Attendees:</b>	Melinda Hobman

### 1. Opening Meeting

#### 1.1 Welcome and Karakia

- Derek opened the meeting at 5:04pm
- Apologies received from Grant who would be arriving late (arrived 5:45pm)
- Opening Karakia

#### 1.2 Appoint a Presiding Member

At the first board meeting of the year the board must appoint a presiding member for the next 12 months. Derek Blank was reappointed Presiding Member (see separate motion).



##### Appointment of Presiding Member

*MOTION:* Move that the board appoint Derek Blank as Presiding Member for the next 12 months.

**Decision Date:** 13 Feb 2024  
**Mover:** CJ Healey  
**Second:** Kristen Evans  
**Outcome:** Approved

#### 1.3 Appoint a Deputy Presiding Member

The board reappointed Steve Piner as Deputy Presiding Member for the next 12 months (see separate motion).



##### Appointment of Deputy Presiding Member

*MOTION:* Move that the board appoint Steve Piner as the Deputy Presiding Member for the next 12 months.

**Decision Date:** 13 Feb 2024

**Mover:** Derek Blank  
**Seconder:** Wendy Ellis  
**Outcome:** Approved

## 1.4 Confirm Minutes

**Board of Trustees Meeting 5 Dec 2023**, the minutes were confirmed as presented.



### Confirmation of Minutes - 5 December 2023

**MOTION:** Move that the Minutes of the 5 December 2023 Board Meeting be confirmed as presented.

**Decision Date:** 13 Feb 2024  
**Mover:** Derek Blank  
**Seconder:** Katherine Woollard  
**Outcome:** Approved

## 1.5 Interests Register

- Current interests registered in BoardPro for Derek Blank, Fusi Magill and Grant Stott.
- New interest declared for Wendy Ellis - her husband Darren Ellis is contracted to run the Box Fit programme at LBC.

## 2. NZSTA Board Task Checklist

### 2.1 Board Task Checklist - Term 1

The board reviewed the NZSTA Term 1 Task Checklist. This included:

At First Meeting:

- Appoint the Presiding Member - *Derek Blank*
- Appoint the Deputy Presiding Member - *Steve Piner*
- Review the Code of Conduct for Board Members  
*The board reviewed and acknowledged they were happy to abide by the Code of Conduct for Board Members.*
- Review Board Delegations  
*The board reviewed and approved the annual delegations list as provided in the board pack (see separate motion).*
- Review conflict of interest register  
*The board reviewed the conflict of interest register. An additional interest will be added for Wendy Ellis as her husband Darren Ellis is contracted to run the Box Fit programme at Long Bay College.*
- Review your board's work plan and review programme.  
*There is currently no work plan in place. The principal and presiding member will work on putting a work plan together. (Action)*

Strategic Planning:

- Publish and submit your strategic plan and annual implementation plan  
*The strategic plan and annual implementation plan do not have to be submitted until March. The principal will present these documents to the board at the next meeting.*

Legislative Changes:

- Ensure our school implements phone rules that reflect new regulations  
*Mr Healey's recommendation was to just ban phones as per the new legislation. Some schools are banning all devices. The new legislative requirement has to be implemented from the start of term 2. Mr Healey explained non-compliance would be confiscation of the phone that can be collected at the end of the day. The school will require a process around how the phones are stored and kept safe until collected. The SLT will come up with protocols and processes.*
- Ensure your school is meeting the updated curriculum requirements  
*Mr Healey assured the board the school was meeting the updated curriculum requirements.*

#### Board as Employer:

- Check in with your Principal about their Professional Growth Cycle  
*The principal's PGC was signed off at the previous meeting. He met with his appointed appraiser last week and Mr Healey suggested he does a 360-degree feedback with an immediate team. He has suggested it be done with every employee of the school. Mr Healey has been a member of the ASSPA executive committee and was asked if he would consider being their new president but has announced he will be stepping down from the committee.*

#### End of Year Reporting:

- Approve the financial budget for the year - *2024 draft budget approved by the board*
- Get your school's annual financial statement audited
- Prepare your annual report  
*These are all part of the annual financial reports which the school hopes to have completed for the next board meeting. They are currently in the process of being completed by Solutions and Services, our accounting provider.*

#### Learning and development opportunities and Housekeeping



#### **Board work plan and review programme**

CJ to work with Derek on putting a work plan together.

**Due Date:** 18 Mar 2024

**Owner:** CJ Healey

## 3. Principal's Report

### 3.1 Principal's Report

Topics in the Principal's Report include: Principal's Comments, Resignations and Staffing Appointments, Staff Leave Requests, Overnight Trip Requests, Principal's Expenses. Planning, Reviewing and Reporting: Roll Data, Health and Safety, International, Learning Support, Performing Arts. Strategic and Annual Planning: Standdown Data. Personnel: Leave granted by the Principal, New positions advertised, Key Dates.

Mr Healey spoke to his report.

Discussion points:

#### *Principal's Comments*

- Staff were very appreciative of the board contribution to the end of year lunch.
- The Academic Prizegiving at the end of last year was a spectacular occasion.
- The roll is at what we believe its largest in the history of the school.

- Increased staffing means we are now employing 110 teachers, 10 itinerant teachers and 45 support staff. Staffing our teaching roster has proved challenging in the current teaching shortage climate.
- Academic success will be broken down at the next meeting.
- Scholarship results – we had our smallest scholarship cohort in 2023 but matched 2022 for scholarships awarded. We have a strategic direction to follow over the next few years to grow our scholarship programme. Students receive \$500 contribution to university fees the following year. Scholarship is more a prestige award which is given to the top 3% in a subject.
- The school has organised for an external independent reviewer, Roger Moses, to review the care and provision we made for a high needs student who attended Long Bay College. He will be interviewing the parents and members of staff who worked with the student to ascertain if we could have done things better and look at the points of complaints from the family. The board will receive a report on the findings. A term of reference has been drawn up for the review. Derek will share this with the board as a draft.

#### *Staff Resignations and Appointments*

The board moved to accept the staff resignations and appointments as detailed in the board pack (see separate motion).

#### *Staff Leave Requests*

The board approved the following staff leave applications (see separate motion):

- Margaret Hawke, Teacher Aide – request for 5 days leave from 26 February to 1 March 2024. Unpaid leave approved.
- Kiaya Lupi, Performing Arts teacher – request for 8 days leave from 20 to 27 June 2024 to compete at the SDA World Dance Crew Championship Qualifier (Sydney). Leave approved and the board have given Mr Healey discretion to advice whether this is unpaid or paid leave.
- Richard Beechey, Business Manager – request for 5 days leave from 11 to 17 July 2024. Annual Leave approved.
- Rebecca Pringle, Science teacher – request for 4 days leave from 9 to 12 December 2024. Approved as two days paid and two days unpaid for her contribution to the school.

#### *Overnight Trip Requests*

Mr Healey explained the Year 9 Camp hasn't been done since pre covid. They are wanting to revisit this as it is a valuable experience in setting tones and creating bonds with the students. The other two trips are annual trips. The board asked if there were ways financially disadvantaged students could attend. The letters which go out to families offer them an opportunity to pay for an additional student who is financially disadvantaged. It also states to contact the school if there are financial issues that prevent their child from attending. The school has funds that can be used if they believe a student really can't afford to go.

The following trips were approved (see separate motion):

- Year 9 Camp, 8-12 April 2024, Mangawhai Heads Holiday Park
- L2PED and L2PES Camp, 4-8 March 2024, Mangawhai Heads Holiday Park
- L2 Tongariro Geo, 20-22 March 2024, Tongariro National Park

#### *Principal's Expenses*

The board approved the principal's expenses of \$1,673.91 for January 2024 (see separate motion).

The board moved to accept the Principal's Report as read (see separate motion).



#### **Staff Resignations and Appointments**

**MOTION:** Move that the staff resignations and appointments as detailed in the board pack be accepted.

**Decision Date:** 13 Feb 2024  
**Mover:** CJ Healey  
**Seconder:** Kristen Evans  
**Outcome:** Approved



### Staff Leave Requests

*MOTION:* Move that the following staff leave requests be approved:

- Margaret Hawke, Teacher Aide – request for 5 days leave from 26 February to 1 March 2024. Unpaid leave approved.
- Kiaya Lupi, Performing Arts teacher – request for 8 days leave from 20 to 27 June 2024 to compete at the SDA World Dance Crew Championship Qualifier (Sydney). Leave approved and the board have given Mr Healey discretion to advise whether this is unpaid or paid leave.
- Richard Beechey, Business Manager – request for 5 days leave from 11 to 17 July 2024. Annual Leave approved.
- Rebecca Pringle, Science teacher – request for 4 days leave from 9 to 12 December 2024. Approved as two days paid and two days unpaid for her contribution to the school.

**Decision Date:** 13 Feb 2024  
**Mover:** CJ Healey  
**Seconder:** Kristen Evans  
**Outcome:** Approved



### Overnight Trip Requests

*MOTION:* Move that the board approve the following overnight trip requests:

- Year 9 Camp, 8-12 April 2024, Mangawhai Heads Holiday Park
- L2PED and L2PES Camp, 4-8 March 2024, Mangawhai Heads Holiday Park
- L2 Tongariro Geo, 20-22 March 2024, Tongariro National Park

**Decision Date:** 13 Feb 2024  
**Mover:** CJ Healey  
**Seconder:** Tipene Tahana  
**Outcome:** Approved



### Principal's Expenses for January 2024

*MOTION:* Move that the board approved the Principal's expenses of \$1,673.91 for January 2024.

**Decision Date:** 13 Feb 2024  
**Mover:** Derek Blank  
**Seconder:** Fusi Magill  
**Outcome:** Approved



### Principal's Report Accepted

*MOTION:* Move that the Principal's report be accepted as read.

**Decision Date:** 13 Feb 2024  
**Mover:** CJ Healey  
**Seconder:** Derek Blank  
**Outcome:** Approved

## 4. Finance & Property

### 4.1 Business Manager's Report

Grant Stott gave an update on the Property and Finance Subcommittee meeting that took place on 7 February 2024.

The subcommittee made the following recommendations for the full board to accept/approve:

- Financial Reports for November and December 2023 (*approved - see separate motion*)
- 2024 Draft Budget (*approved - see separate motion*).  
*A note that three new support roles have been included in the budget to support SchoolBridge, HR/Enrolments, Hard Technology.*
- Solutions and Services Year End Accounts Board Motions (*approved - see separate motion*)
- M Block Courtyard Redevelopment Proposal of \$99,000 (*on hold - see comment below*)

A proposal was made to the board for the M Block Courtyard Redevelopment Proposal of \$99,000. The board noted the upgrade did not include sunshades or rain shelter. They have put the project on hold and would like the Business Manager to investigate shade and rain covering as well as identify where it might be positioned. Once this information is in hand, the proposal can be sent out as a flying minute. (Action: Grant to speak to BCY).

Grant informed the board the finances were looking healthy. The subcommittee had queried a few line items that the Business Manager covered off at the subcommittee meeting. Recreational Services have not been forthcoming with their monthly reports which may be a staffing issue. The Business Manager will engage with them and let them know they are on notice pending seeing improvements, or we will look at using another service. The following property projects are now complete - Staffroom, Carpark repairs, Electronic signage, Gym roof. We have signed a design programme with the Architects for the O Block Refurbishment.



#### Financial Reports for Nov/Dec 2023

**MOTION:** Move that the board accept the Financial Reports for November and December 2023.

**Decision Date:** 13 Feb 2024  
**Mover:** Grant Stott  
**Seconder:** Derek Blank  
**Outcome:** Approved



#### 2024 Draft Budget

**MOTION:** Move that the board approve the 2024 Draft Budget, in principle.

**Decision Date:** 13 Feb 2024  
**Mover:** Grant Stott  
**Seconder:** Steve Piner  
**Outcome:** Approved



#### Solutions and Services End of Year Accounts Motions

**MOTION:** Move that the board approve the following four Solutions and Services End of Year Accounts motions in a block.

**MOTION 1:** The Board authorises the Presiding Member and Principal to sign the Statement of Responsibility for the 2023 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed.

**MOTION 2:** The Board approves the 2023 budgeted Statement of Financial Position and 2023 budgeted Statement of Cash Flows, which are both derived from the Board's approved 2023 operating and capital budget.

MOTION 3: That the Board approves the inclusion of a budget for Ministry paid teacher salaries in the 2023 Statement of Comprehensive Income. The budget shall be equal to the actual teacher salary costs for the 2023 year and will include an income amount and an equivalent expenditure budget.

MOTION 4: That the Board approves the inclusion of a budget for the use of land and buildings equal to the Ministry of Education estimate of notional lease cost for 2023. The 2023 figure will include an income amount and an equivalent expenditure budget.

**Decision Date:** 13 Feb 2024  
**Mover:** Grant Stott  
**Seconder:** Steve Piner  
**Outcome:** Approved



### **M Block Courtyard Proposal Shelter**

Grant to speak to BCY about investigating shade/rain cover and where it may be positioned in the M Block courtyard.

**Due Date:** 14 Mar 2024  
**Owner:** Grant Stott

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

### **5.1 SchoolDocs Updates**

SchoolDocs updates were included in the BoardPack. These are also emailed to board members via SchoolDocs.

### **5.2 Policies Subcommittee**

Wendy Ellis gave an update to the board on the Policies subcommittee meeting that took place on 08 February 2024. Minutes of their meeting were included in the board pack. The subcommittee reviewed the following policies and procedures:

- Te Tiriti o Waitangi (board) – no change
- Board Responsibility (board) – no change
- Parent Involvement – no change
- Communicating with Parents – no change
- Community Conduct Expectations – no change
- Documentation and Self-Review Policy (board) – no change
- School Planning and Reporting – no change
- Reporting to Parents on Student Progress and Achievement – no change

The SLT are undertaking a review of 69 school specific policies to ensure that the 2024 documentation is current and accurate. There are some very minor changes and Mr Healey will bring this to the attention of the board at their next meeting.

At a previous board meeting Wendy Ellis offered to check SchoolDocs for any gaps in policies. This has been a massive undertaking as the SchoolDocs documents have links upon links in them, however she is confident SchoolDocs covers everything the school needs.

When board members get the SchoolDocs email updates and are interested in the topic, please feel free to send feedback to the policies subcommittee.



## 6. In-Committee Business

### 6.1 Formal Complaints

The board moved into committee to discuss the following topics:

- Parent Exam Complaint
- Parent Uniform Assembly Complaint update
- Staff Issue - Decision of the Complaints Assessment Committee



#### Prepared Media Responses

Recirculate prepared media responses to the board.

**Due Date:** 14 Mar 2024

**Owner:** CJ Healey



#### PR Communications

Work with DES to start putting school information and highlights on the local social media pages.

**Due Date:** 14 Mar 2024

**Owner:** CJ Healey



#### Social Media Message

Send CJ the message the AA use to put on social media posts that have incorrect information.

**Due Date:** 14 Mar 2024

**Owner:** Katherine Woollard



#### Contact lawyers re disinformation

Work with CJ about engaging with lawyers for advice on dealing with disinformation posted on media/social media from individuals and reporters.

**Due Date:** 14 Mar 2024

**Owner:** Derek Blank

### 6.2 Staff Allowances 2024

The board reviewed and approved the 2024 Staff Allowances in committee (see separate motion).



#### 2024 Staff Allowances

*MOTION:* Move that the board approve the 2024 Staff Allowances as provided in hardcopy at the meeting.

**Decision Date:** 13 Feb 2024

**Mover:** CJ Healey

**Seconder:** Steve Piner

**Outcome:** Approved

## 7. Other Business

### 7.1 AV Upgrade for Gymnasium

The Business Manager requested board approval for a spend of up to \$80,000 to facilitate the AV upgrade for the gymnasium. This would provide better audio and vision quality and can be used as



an electronic scoreboard for sporting events. This was approved by the board (see separate motion). The board discussed the option of having air conditioning in the gym. (Action: Melinda to speak to BCY about doing a feasibility study.)



### **AV Upgrade for Gymnasium**

*MOTION:* Move that the board approve a spend of up to \$80,000 to facilitate the AV upgrade for the gymnasium.

**Decision Date:** 13 Feb 2024  
**Mover:** Steve Piner  
**Seconder:** Grant Stott  
**Outcome:** Approved



### **Air Conditioning Feasibility Study for Gym**

Speak to the Business Manager about doing a feasibility study for air conditioning in the gym.

**Due Date:** 14 Mar 2024  
**Owner:** Melinda Hobman

## **7.2 Public Attending Board Meetings Procedure**

The Public Attending Board Meeting Procedure document was sent out as a flying minute after discussion and slight amendments at the December meeting but was not approved electronically (must have 100% voting if electronic). After discussion, the board approved the procedure (see separate motion).



### **Public Attending Board Meeting Procedure**

*MOTION:* Move that the board approve the Public Attending Board Meeting Procedure as included in the board pack.

**Decision Date:** 13 Feb 2024  
**Mover:** Derek Blank  
**Seconder:** Kristen Evans  
**Outcome:** Approved

## **7.3 Flying Minutes (between meeting decisions)**

Flying Minutes sent out in between Dec/Feb meeting, for information:

- Physical Restraint Training Authorisation for Non-teaching Staff, approved 24/01/24
- Procurement Plan - Ashphalt Remediation, approved 13/12/23
- Public Attending Board Meetings Procedure, not approved (approved at February 2024 meeting)

## **7.4 Physical Restraint Online Training**

The Senior Leadership Team identified the following four support staff they would like to undertake the Physical Restraint Online training due to the areas they work in:

- Andrew Mobberley (Director of Sports)
- Sarah Phoenix (Sports Coordinator)
- Kelly Rose (Gateway/STAR/Work Experience)
- Libby Staden-Lea (Librarian)



## Conflict Training

Kath to follow up on the conflict training with Quinten.

**Due Date:** 14 Mar 2024  
**Owner:** Katherine Woollard

## 7.5 BOT and SLT Dinner

The Board and SLT dinner was unable to go ahead in December 2023 due to clashes with school events. Board Secretary and Principal to look at dates and a venue for this term. A Tuesday night seems to be the preference.



## Board and SLT Dinner

Board Secretary and Principal to look at dates and a venue this term for the Board and SLT dinner.

**Due Date:** 28 Feb 2024  
**Owner:** Melinda Hobman

## 7.6 Late Agenda Item - Bereavement Leave

Jimmy Bowens has requested 8 days bereavement leave to travel to Ireland to be with his father who has been moved to palliative care. The principal used his delegated authority to approve 5 days paid bereavement leave, and the board approved the additional 3 days as unpaid leave (see separate motion).

- 5 days paid leave approved by the Principal (14-20 February)
- 3 days unpaid leave approved by the board (21-23 February)



## Bereavement Leave - Jimmy Bowens

*MOTION:* Move that the board approve Jimmy Bowens request for 3 days bereavement leave from 21-23 February 2024. This is unpaid leave in addition to the 5 days paid bereavement leave approved by the principal.

**Decision Date:** 13 Feb 2024  
**Mover:** CJ Healey  
**Seconder:** Steve Piner  
**Outcome:** Approved

## 8. Closing Karakia

### 8.1 Closing Karakia

## 9. Close Meeting

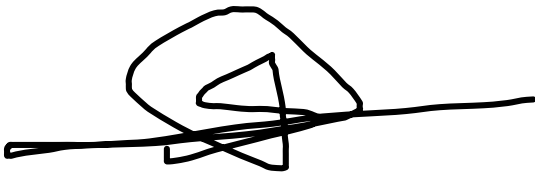
### 9.1 Close the meeting

**Next meeting:** LBC Board Meeting - 26 Mar 2024, 5:00 pm

## New Actions raised in this meeting

Item	Action Title	Owner
2.1	Board work plan and review programme <b>Due Date:</b> 18 Mar 2024	CJ Healey

<b>Item</b>	<b>Action Title</b>	<b>Owner</b>
4.1	M Block Courtyard Proposal Shelter <b>Due Date:</b> 14 Mar 2024	Grant Stott
6.1	Prepared Media Responses <b>Due Date:</b> 14 Mar 2024	CJ Healey
6.1	PR Communications <b>Due Date:</b> 14 Mar 2024	CJ Healey
6.1	Social Media Message <b>Due Date:</b> 14 Mar 2024	Katherine Woollard
6.1	Contact lawyers re disinformation <b>Due Date:</b> 14 Mar 2024	Derek Blank
7.1	Air Conditioning Feasibility Study for Gym <b>Due Date:</b> 14 Mar 2024	Melinda Hobman
7.4	Conflict Training <b>Due Date:</b> 14 Mar 2024	Katherine Woollard
7.5	Board and SLT Dinner <b>Due Date:</b> 28 Feb 2024	Melinda Hobman



Steve Piner  
4 Apr 2024