

# CONFIRMED MINUTES

## BOARD OF TRUSTEES MEETING



At the **LBC Board Meeting** on **13 Feb 2024** these minutes were **confirmed as presented**.

<b>Name:</b>	Long Bay College
<b>Date:</b>	Tuesday, 5 December 2023
<b>Time:</b>	4:00 pm to 6:42 pm (NZDT)
<b>Location:</b>	Long Bay College, Ashley Avenue, Long Bay
<b>Board Members:</b>	CJ Healey, Derek Blank, Fusi Magill, Grant Stott, Katherine Woollard, Kristen Evans, Steve Piner, Wendy Ellis, Gauri Ramesh
<b>Attendees:</b>	Melinda Hobman
<b>Apologies:</b>	Tipene Tahana

### 1. Opening Meeting

#### 1.1 Welcome and Karakia

Derek Blank opened the meeting at 4:04pm with a Karakia. Apologies were received from Tipene Tahana.

#### 1.2 Confirm Minutes

**Board of Trustees Meeting 24 Oct 2023**, the minutes were confirmed as presented.



#### Confirmation of the 24 October 2023 Board Minutes

*MOTION:* Move that the Minutes of the 24 October 2023 Board meeting be confirmed as presented.

<b>Decision Date:</b>	5 Dec 2023
<b>Mover:</b>	Derek Blank
<b>Seconder:</b>	Steve Piner
<b>Outcome:</b>	Approved

#### 1.3 Interests Register

New Interests:

- Grant Stott's wife Sanchia Stott has been employed at LBC as the Education Data and Process Specialist on a casual basis for Nov 2023 then permanent commencing January 2024.
- Ongoing registered interests in BoardPro for Derek Blank and Fusi Magill.
- Wendy Ellis has a conflict of interest regarding the Boxfit Funding Request as her husband is involved in it. She will not have voting rights for this agenda item.

## 2. Open Forum

### 2.1 School Uniform

An Open Forum was included for members of the public to address their concerns about the uniform assembly. No members of the public attended.

## 3. Principal's Report

### 3.1 Principal's Report

**Topics in the Principal's Report include: Principal's Comments; Staffing Resignations, Appointments, and Long Term Leave Requests; Planning, Reviewing and Reporting: Roll Data, Health and Safety, International, Performing Arts, Learning Support, Sports, Specialist Classroom Teacher, 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/Term 1 Keys dates.**

Mr Healey spoke to his report. Discussion points:

- Mr Healey is currently working through a complaint with a family raised due to the bomb threat closure of the school. Their child, who was not able to sit the NCEA assessment that day, did not have a derived grade to use. He sat the initial assessment (which is used as a derived grade if needed) under summative assessment specialist conditions, however his paper was not in the cover sheet when it was handed in. The school can't prove or disprove he did the paper. The family would like the details in writing. The student has 89 credits + 49 available to him so it won't hinder his NCEA Level 1 or moving to L2 Physics.
- Our expected roll for 2024 looks strong. With the increase in numbers the Ministry have given us approval for another 4 members of staff. The difficulty is finding teachers to fill these gaps. We do have the facilities to accommodate the roll growth.
- The Health and Safety report includes a significant incident where glass from a second story window fell on to a student. The window has been isolated and fixed. It was identified that a bracket had warped over time and warped the glass. Similar windows in the school are being checked.
- Resignations and staffing appointments were accepted by the board (separate motion).
- The board approved the leave requests for Jackson Kyle and Libby Staden-Lea (separate motions).
- We are remaining consistent with the roll throughout the course of the year. We still have a waiting list at every year level. International numbers look really stable.
- The Head of Wellbeing is very appreciative of the board funding a youth worker in 2024.
- A report was included in the board pack outlining all the stand-downs and suspensions for 2023. There were two recent suspension meetings where students were excluded. The first student is looking to be supported through alternative education. The second student's family approached Westlake Boys who declined. Rangitoto College have also declined. Both families were incredibly complementary about the panel and support they have received at LBC.
- A regular attendance report was included in the board pack. It shows we are significantly above the Auckland average of attendance in most of the categories. LBC student attendance has dropped approx. 6% since covid. Mr Healey felt people are culturally more in tune with taking time off when not feeling well as a result of covid. Attendance is a massive concern for schools and the new government, and affects educational outcomes at end of the year. A question was raised by a board member about what processes are in

place to help with Māori and Pasifika attendance. Mr Healey explained that Sef Manu's role as Māori and Pasifika Community Liaison is part of the strategy to support with this.



### **Resignations and Staffing Appointments Accepted**

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

**Decision Date:** 5 Dec 2023  
**Mover:** Steve Piner  
**Seconder:** Wendy Ellis  
**Outcome:** Approved



### **Leave Request: Jackson Kyle**

*MOTION:* Move that the board approve Jackson Kyle's request for 6 days leave (30/07/24 to 06/08/2024) as unpaid leave.

**Decision Date:** 5 Dec 2023  
**Mover:** Derek Blank  
**Seconder:** Grant Stott  
**Outcome:** Approved



### **Leave Request: Libby Staden-Lea**

*MOTION:* Move that the board approve Libby Staden-Lea's request for 15 days unpaid leave from 17/06/24 to 05/07/24.

**Decision Date:** 5 Dec 2023  
**Mover:** Grant Stott  
**Seconder:** Steve Piner  
**Outcome:** Approved

## **4. Student Representative**

### **4.1 Student Representative Report**

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

- Externals/end of year exams
- Projects

Mr Healey informed the board that attendance in exams has gone up. We currently have approximately 85% attendance rate.

## **5. Finance & Property**

### **5.1 Business Manager's Report**

Grant Stott gave an update on the Property and Finance subcommittee meeting of 28 November 2023.

- The overall state of the financials is looking good from a revenue perspective.
- Note the point on international students' money sitting on the balance sheet as paid in advance.
- Interest received is well above what we budgeted.
- There is still work to do on the donations to get a higher level of participation. (Action: Grant will check what donations relates to.)

- Richard Beechey is going to follow up with Recreational Services around some inconsistency with the lawnmowing.
- The Library Book Write-off Request of 157 books was approved by the board (separate motion).
- A question was asked if the library issues ebooks. (Action: Mr Healey to check)
- The board approved the honorarium payments for Board meetings as detailed in the board pack and agreed that subcommittee meetings should not be included (separate motion).
- Support staff appointments - Andy Mobberley has had an internal promotion to Director of Sport and Sanchia Stott has been appointed the Education Data and Process Specialist.
- Support staff passed on their thanks and appreciation to the board for the support staff breakfast held at Sticky Fingers Cafe recently.
- Property – O block refurbishment is getting underway with designs. All other Capital Expenditure projects are being worked on over the Dec/Jan shut down period. Following the staffroom reclad, a small leak was identified.
- The electronic signage is hopefully going up in December. A mock-up design was included of how this will look. A plinth will go up in Māori where the current sign is.
- Window incident - Discussion took place around the wording used in the Business Manager's report of the window incident being a 'near miss'. It was a significant incident. (Actions - Board Secretary to change the wording of page 58 in Business Manager's report from 'near miss' to 'incident'; Mr Healey to speak to LEM/BCY; Wendy Ellis to support staff with H&S terminology).
- The Fixed Asset Audit has been completed.
- The board accepted the Business Manager's Report and associated attachments as read (separate motion).



### Donations Clarification

Check what donations relates to (ie. is it just the donations or also the contributions people make towards courses).

**Due Date:** 30 Jan 2024

**Owner:** Grant Stott



### Library - eBooks

Check if the library issues out eBooks.

**Due Date:** 30 Jan 2024

**Owner:** CJ Healey



### H&S Terminology

Speak to LEM/BCY about the terminology used around incidents (i.e. the window falling out was not a 'near miss' as detailed in the Business Manager's report)

**Due Date:** 30 Jan 2024

**Owner:** CJ Healey



### Library Book Write-Off Request

*MOTION:* Move that the board approve the Library write-off request of 157 books, as detailed in the board pack.

**Decision Date:** 5 Dec 2023

**Mover:** Grant Stott

**Seconder:** Derek Blank

**Outcome:** Approved



### **Board Honorarium Payment**

*MOTION:* Move that the Board approves the honorarium payments as detailed in the board pack, with the addition of the December attendance.

**Decision Date:** 5 Dec 2023

**Mover:** Grant Stott

**Seconder:** Fusi Magill

**Outcome:** Approved



### **Business Manager's Report Accepted**

*MOTION:* Move that the Business Manager's Report and associated attachments are accepted as read.

**Decision Date:** 5 Dec 2023

**Mover:** Grant Stott

**Seconder:** Derek Blank

**Outcome:** Approved

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

### **6.1 Policy & Procedures Updates**

Wendy Ellis gave the board an update on the Policy and Procedures subcommittee meeting of 30 November.

School docs sent through 6 items for review:

- Curriculum and Student Achievement Policy (no change)
- Student Assessment and Achievement (no change)
- Home Learning (no change)
- Distance Learning – Further clarification was needed around “if we are required to work from home...” as it is open to interpretation. (Action: Mr Healey to review and make a recommendation.)
- Religious Instruction/Religious Instruction (not applicable)
- Health Education (no change)

Derek Blank spoke to the board about needing a clear policy or guidelines in place for members of the public attending board meetings. The board were given the NZSTA C1.1 Public attending board meetings example document which they provided feedback on.

Changes discussed to be made to the following bullet points:

- Members of the public may request speaking rights on a particular item that is on the agenda. Preferably this request will have been made in advance and pre-reading submitted to the board prior to the meeting. Public participation is at the discretion of the board.
- No more than 5 speakers will be permitted on any one agenda item.
- If the person presiding over the meeting believes that any of these conditions have been breached or the speaker has gone over time, they may be asked to finish and at the sole discretion of the presiding member, the meeting may be closed.

The board also discussed whether there needed to be something included about media attendance at board meetings and the possibility of recordings or images taken.

Action: Board Secretary to contact NZSTA for guidance around media attendance at board meetings and ask them what we may be missing in terms of general procedures that we might

need in our toolbox. Once changes are made, Board Secretary to send the Public Attending Board Meetings document to the board as a flying minute for approval.

Action: Wendy Ellis has offered to look through the NZSTA policies to see if there are some we could use.



### **Distance Learning Policy**

Distance Learning – clarification needed around “if we are required to work from home...” as it is open to interpretation.

**Due Date:** 30 Jan 2024

**Owner:** CJ Healey



### **Public Attending Board Meetings Document**

Contact NZSTA for guidance around media attendance at board meetings and ask them what we may be missing in terms of general procedures that we might need in our toolbox. Once changes are made, Board Secretary to send the Public Attending Board Meetings document to the board as a flying minute for approval.

**Due Date:** 15 Dec 2023

**Owner:** Melinda Hobman



### **NZSTA Policies and Procedures templates**

Look through the NZSTA policies and procedures templates to see if there are some the board could use.

**Due Date:** 30 Jan 2024

**Owner:** Wendy Ellis

## **7. In-Committee Business**

### **7.1 In-Committee Business**

There was no in-committee business discussed.

## **8. Other Business**

### **8.1 Principal's Wellbeing & Professional Support Entitlement**

The principal put in a request to the board that the money allocated to *Wellbeing and Professional Support Entitlement for Principals* be rolled over to the 2024 financial year. This was approved by the board (separate motion).



### **Wellbeing and Professional Support Entitlement for Principals**

**MOTION:** Move that the Board support rolling over the amount of \$6,000 for the Wellbeing and Professional Support Entitlement for Principals from 2023 to 2024.

**Decision Date:** 5 Dec 2023

**Mover:** Derek Blank

**Second:** Kristen Evans

**Outcome:** Approved

## 8.2 Bereavement Leave Delegation Request

The principal put in a request for the board to consider delegating authority to the principal to approve up to 5 days bereavement leave for staff, particularly if they need to travel overseas to a funeral. We have recently had staff members travel to England and South Africa on bereavement leave. The board were supportive of this request (separate motion).

Action: Board Secretary to add this to the annual delegation list.



### Bereavement Leave Delegation

**MOTION:** Move that the Board delegate authority to the principal to approve up to 5 days paid bereavement leave for staff, at his discretion.

**Decision Date:** 5 Dec 2023  
**Mover:** Steve Piner  
**Seconded:** Derek Blank  
**Outcome:** Approved



### Bereavement Leave Annual Delegation

Add the following motion to the annual delegations:

**MOTION:** Move that the Board delegate authority to the principal to approve up to 5 days paid bereavement leave for staff, at his discretion.

**Due Date:** 30 Jan 2024  
**Owner:** Melinda Hobman

## 8.3 BoxFit Report / Funding Request

*Due to a conflict of interest, Wendy Ellis did not have voting rights on this request.*

Sarah Bicknell submitted a request to continue funding the BoxFit initiative. Funding to be provided for two groups of students one session per week for each group – 2 x (\$90 per session x 35 weeks) - total cost of \$6,300. The purpose of BoxFit is to improve and contribute to support attendance and engagement of students at LBC through a non-contact boxing fitness programme.

The board were supportive of this request (separate motion).



### Boxfit Programme Funding Proposal for 2024

**MOTION:** Move that the board approve the funding of \$6,300 for the BoxFit programme to continue in 2024.

**Decision Date:** 5 Dec 2023  
**Mover:** Steve Piner  
**Seconded:** Fusi Magill  
**Outcome:** Approved

## 8.4 Strategic Plan Review

The board were to review the Strategic Plan as tabled at the October meeting and provide feedback at this meeting. The board approved to adopt the 2024 Annual Strategic Plan.



### 2024 Annual Strategic Plan

**MOTION:** Move that the board adopt the 2024 Annual Strategic Plan as detailed in the board pack.

**Decision Date:** 5 Dec 2023  
**Mover:** Grant Stott

**Seconded:** Derek Blank  
**Outcome:** Approved

## 8.5 Uniform Assembly

The school received some complaints following the uniform assembly on Monday, 27 November.

The complaints related to:

- allegations of students being asked to lift their shirts to check if their skirts have been rolled up
- request to remove makeup
- request to remove taonga
- confiscation of jewellery
- hair ties on wrists
- inequality that it was a single sex assembly and not addressing the male students for uniform infringements.

Of the complaints received, approx. 18 of 22 initially came from one person. More have been received from that person today. Mr Healey and Mr Lewis met with 4 of the parents today.

Mr Healey has spent a great deal of time investigating the allegations by speaking with staff and students. He has spoken to approx. 70-80 students. Only one student mentioned the shirt lifting, but said they were not asked to do it and their friends were not asked to do it, it was just something they had heard. Students were offered the opportunity to speak to the guidance counsellors where they may feel more comfortable talking about it, however no students have come forward to the counsellors.

A member of staff did make an error by asking a student to take off their taonga. Our school rules state that all students can wear them. The taonga was not confiscated and Mr Healey met with the student after they wrote him a letter.

There has been a new allegation that a male member of staff has made a comment about a female students pierced belly button. Mr Healey does not know how historic this is and the member of staff was not at the uniform assembly.

There has been a lot of untruths and misinformation on social media. For example, comments about bands on braces and not being allowed to wear shorts under skirts.

Three students who started a petition came to meet with Mr Healey to present their views. Once they heard the perspective of the principal, they decided to take the petition down.

The person who organised the protest for the morning of Wednesday, 6 December wants Mr Healey to apologise to the students before the end of the term.

Mr Healey said there are things we can learn and do differently moving forward, and we are open to changes, and that 2024 is a good time to survey the school community around uniform to hear their feedback.

The board discussed how this can be brought to an end so the school can move forward. Mr Healey has checked with a lawyer, and they said that if we have a bylaw, and they are our school rules we have a right to uphold them.

The Presiding Member will write a letter to the main complainant. This will be circulated to the board for feedback before sending.

The school has also received lots of messages of support around upholding the school's uniform standards.

Emails of complaint and support were accessible to the board via BoardPro.



## 8.6 Principal's Annual Endorsement for PGC

A letter was provided in the board pack from Steve McCracken, Principal of Whangaparaoa College, endorsing Mr Healey's Professional Growth Cycle for 2023.

Mr Healey explained that as part of his professional growth cycle, he works with Peter Gall as an appraiser. He is also part of a professional learning group of principals (Greg Pierce from Orewa College, Tony Giles from Mahurangi College, and Steve McCracken from Whangaparaoa College). A member of the group signs off to say he is attending and contributing.

## 8.7 School House Insurance Liability

A question was raised at a previous meeting who liability for insurance for the school house sat with. A document was provided in the board pack.

## 8.8 Flying Minutes - Decisions In-between Meetings

Flying Minutes – decisions in-between meetings:

- Discover Aotearoa T4 Camp approved 02/11/23
- 2024 Youth Worker Proposal approved 02/11/23
- Public Attending Board Meetings Document 30/11/23 (not approved). Will be tabled at February 2024 meeting for review.

## 8.9 2024 Board and Subcommittee Meeting Dates

The 2024 Board and Subcommittee Meeting dates were provided in the board pack. Calendar invites will be sent out for these before the first meeting.

## 9. Closing Karakia

### 9.1 Closing Karakia

## 10. Close Meeting

### 10.1 Close the meeting

**Next meeting:** LBC Board Meeting - 13 Feb 2024, 5:00 pm



Derek Blank  
14 Feb 2024