

# CONFIRMED MINUTES

## LBC BOARD MEETING



At the **LBC Board Meeting** on **25 Mar 2025** these minutes were **confirmed as presented**.

<b>Name:</b>	Long Bay College
<b>Date:</b>	Tuesday, 11 February 2025
<b>Time:</b>	5:00 pm to 7:00 pm (NZDT)
<b>Location:</b>	Long Bay College, Ashley Avenue, Long Bay
<b>Board Members:</b>	CJ Healey, Derek Blank, Fusi Magill, Gauri Ramesh, Katherine Woollard
<b>Attendees:</b>	Melinda Hobman
<b>Apologies:</b>	Grant Stott, Wendy Ellis, Kristen Evans, Steve Piner, Tipene Tahana

### 1. Opening Meeting

#### 1.1 Welcome and Karakia

- Derek Blank opened the meeting at 5:00pm.
- Apologies received from Grant Stott, Wendy Ellis, Krick Evans and Steve Piner. Tipene Tahana was not in attendance.
- Karakia

NOTE: Due to not having enough board members in attendance to make a quorum, all motions/decisions throughout the meeting will be sent out via flying minute for board members to vote electronically.

#### 1.2 Confirm Minutes

**LBC Board Meeting 10 Dec 2024**, the minutes were confirmed as presented.

Motion confirming the 10 December 2024 minutes will be sent out via flying minute for board members to vote electronically.

#### 1.3 Interests Register

There were no new interests to register. Current registered interests in BoardPro for Wendy Ellis, Fusi Magill and Grant Stott.

## 2. Open Forum

### 2.1 Academic Performance

Assistant Principal Jac Beasleigh presented to the board on the 2024 Academic Results.  
(PowerPoint attached)

## 3. NZSTA Board Task Checklist

### 3.1 Board Task Checklist - Term 1

The board reviewed the Term 1 Task Checklist with the following motions to be sent out via flying minute for board members to vote electronically:

- Move that the board set the triennial election date as Wednesday, 10 September 2025 (recommended common date).
- Move that the board set the Student Representative election date as Thursday, 4 September 2025 (recommended common date).
- Move that the board approve the Annual Delegations of Authority as detailed in the February 2025 board pack.

As this was a triennial election year, the board did not appoint a new Presiding Member.

The board reviewed the Workplan, Code of Conduct for Board Members, and Conflict of Interest Register.

## 4. Principal's Report

### 4.1 Principal's Report

**Topics in the Principal's Report include: Principal's Comment, Staffing Appointments, EOTC Overnight Trip Requests. NAG 2: Planning, Reviewing and Reporting: Roll Data, Health and Safety, International, Learning Support, Sports, Performing Arts, Specialist Classroom Teacher, Wellbeing and Medical Centre. NAG 3: Personnel: Short-term staff leave, Advertised positions. Celebrations and Events – Key Dates.**

Mr Healey spoke to his report.

Motions to be sent out via flying minute for board members to vote electronically:

- Move that the board approve the 2025 staffing appointments and internal extra responsibility appointments.
- Move that the board approve the following EOTC overnight trip requests:
  - 2025 Senior Girls Volleyball Nationals, Dates: 23/03/25 to 29/03/25, Venue/Location: CET Arena and Massey University Teaching Gymnasium, Palmerston North.
  - Discover Aotearoa Term 1 Camp – International, Dates: 04/04/2025 to 05/04/25, Venue/Location: Tawharanui Regional Park - campground.
  - Discover Aotearoa Term 2 Camp – International, Dates: 13/06/25 to 14/06/25, Venue/Location: MERC Long Bay Regional Park.
  - Discover Aotearoa Term 3 Camp – International, Dates: 12/09/25 to 13/09/25, Venue/Location: Tawharanui Regional Park - campground.

## 5. Student Representative Report

### 5.1 Student Representative Report

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

- Term 1 Update
- Portfolios (Academic, Cultural, Sustainability, Sports, Arts, Technology, House Leaders)
- Valentines Day - Friday, 14 February. Roses are now sold out. \$1160 worth of roses have been sold.

## 6. Finance & Property

### 6.1 Business Manager's Report

The Property and Finance Subcommittee reviewed the Business Manager's Report and associated documents at their meeting on 04 February 2025.

In Grant Stott's absence, Kath Woollard provided an update on the Property and Finance meeting.

The following motions will be sent via flying minute for board members to vote electronically:

- Move that the board accept the Financial Reports for November and December 2024.
- Move that the board accept the Direct Credit Reports for November and December 2024.
- Move that the board approve the School Records Disposal.
- Move that the board approve the Library and Textbook Write-Offs for February 2025 (255 textbooks and 47 library books which are lost, damaged or outdated).
- Move that the board approve renewing the schools Insurance cover with Gallagher: 2025 Proposed Premium - \$82,639 + GST, and Additional Statutory Liability cover to \$2M – one-off premium of \$3,600 + GST.



#### Parent update on Property Modification

Update parents of Max (year 9) on the property modification.

**Due Date:** 18 Mar 2025

**Owner:** CJ Healey

## 7. Board Assurances, Policies & Procedures

### 7.1 Board Assurances, Policies and Procedures

- SchoolDocs Advisory emails were included in the board pack for information.
- Board Assurances will be provided at the next meeting.

## 8. Other Business

### 8.1 2025 Youthworker Proposal

The board discussed and were in support of the 2025 Youth Worker Proposal. The following motion will be sent via flying minute for board members to vote electronically:

- Move that the board approve the 2025 Youth Worker Proposal in conjunction with Long Bay Baptist Church. The headline cost to LBC for 2025 will be \$3625 + gst. This will

provide 10 hours per week during term time and 4 weeks of paid leave to be taken during school holidays.

## 8.2 Laptop Funding Request

The board discussed and were in support of the Laptop Funding Request. The following motion will be sent via flying minute for board members to vote electronically:

- Move that the board approve the request for funding of 30 laptops at a total cost of \$27,000 to support students whose families are in financial needs or with short term loans as a result of a laptop being in for repair.

Mr Healey informed the board that it will be proposed later in the year to purchase 10 laptops a year moving forward.

The board asked if there was any merit to purchasing vs leasing student laptops. (Action: HEA)



### Student Laptops

Check with LEM/BCY on the various merits of purchasing vs leasing student laptops moving forward.

**Due Date:** 18 Mar 2025

**Owner:** CJ Healey

## 8.3 EOTC Safety Management Plan



### EOTC Safety Management Plan

Table the EOTC Safety Management Plan on the March Agenda for discussion/feedback.

**Due Date:** 18 Mar 2025

**Owner:** Melinda Hobman

## 8.4 Succession Planning BOT 2025-2027

With triennial elections taking place this year, Mr Healey said it is time to start considering who may or may not wish to stand for representation for a second term. Please have conversations with anyone you know who may wish to be on the board. Ideally, we would like to have a board with a mixed skill set of experience.

Please signal your intentions about whether you would like to re-stand for election to Derek Blank.



### Triennial Election

Signal your intentions about whether you would like to re-stand for election to Derek Blank.

**Due Date:** 18 Mar 2025

**Owners:** Fusi Magill, Grant Stott, Katherine Woollard, Steve Piner, Tipene Tahana, Wendy Ellis

## 8.5 Flying Minutes (between meeting decisions)

Flying Minutes sent in between Dec/Feb meeting:

- Principal's Professional Coaching and Wellbeing Support Fund, approved 17/12/2024.

## 8.6 Action List

Action list included for information.

## 9. Late Agenda Item

### 9.1 Staff Leave Request

The following motion will be sent via flying minute for board members to vote electronically:

- Move that the board approve Annie Clist's discretionary leave request of 6 days from 09/05/25 to 16/05/25 for a family holiday.

## 10. In-Committee Business

### 10.1 Staff Allowances 2025



#### 2025 Staff Allowances

Board Secretary to table 2025 Staff Allowances on the March Agenda.

**Due Date:** 18 Mar 2025

**Owner:** Melinda Hobman

### 10.2 In-Committee Student Concern

Mr Healey spoke to the board about a student concern. Please refer to In-Committee Minutes.

## 11. Closing Karakia

### 11.1 Closing Karakia

## 12. Close Meeting

### 12.1 Close the meeting

**Next meeting:** LBC Board Meeting - 25 Mar 2025, 5:00 pm

#### New Actions raised in this meeting

Item	Action Title	Owner(s)
6.1	Parent update on Property Modification <b>Due Date:</b> 18 Mar 2025	CJ Healey
8.2	Student Laptops <b>Due Date:</b> 18 Mar 2025	CJ Healey
8.3	EOTC Safety Management Plan <b>Due Date:</b> 18 Mar 2025	Melinda Hobman
8.4	Triennial Election <b>Due Date:</b> 18 Mar 2025	Fusi Magill, Grant Stott, Katherine Woollard, Steve Piner, Tipene Tahana, Wendy Ellis

Item	Action Title	Owner(s)
10.1	2025 Staff Allowances <b>Due Date:</b> 18 Mar 2025	Melinda Hobman