

CONFIRMED MINUTES

LBC BOARD MEETING



At the **LBC Board Meeting** on **10 Dec 2024** these minutes were **confirmed as presented**.

Name:	Long Bay College
Date:	Tuesday, 29 October 2024
Time:	5:00 pm to 6:52 pm (NZDT)
Location:	Long Bay College, Ashley Avenue, Long Bay
Board Members:	CJ Healey, Derek Blank, Fusi Magill, Gauri Ramesh, Grant Stott, Katherine Woollard, Tipene Tahana, Wendy Ellis
Attendees:	Melinda Hobman
Apologies:	Kristen Evans, Steve Piner
Guests:	Deputy Principal James Heneghan presenting at the start of the meeting
Notes:	A photo of the board members will be taken at the start of the meeting for the yearbook.

1. Opening Meeting

1.1 Welcome and Karakia

- Derek Blank opened the meeting officially at 5:58pm after the open forum presentation
- Apologies received from Krick Evans and Steve Piner
- Karakia

1.2 Confirm Minutes

LBC Board Meeting 17 Sept 2024, the minutes were confirmed as presented.



Minutes of Confidential Minutes Confirmed - 17 Sept 2024

MOTION: Move that the Minutes and Confidential Minutes of the 17 September 2024 Board meeting be confirmed as presented.

Decision Date: 29 Oct 2024
Mover: Derek Blank
Seconder: Wendy Ellis
Outcome: Approved

1.3 Interests Register

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

2. Open Forum

2.1 Junior Curriculum Report

- Deputy Principal James Heneghan presented to the board on the Junior Curriculum Iteration.
- Board members are welcome to send questions or feedback about the Junior Curriculum Iteration to Mr Heneghan or Mr Healey.
- Mr Heneghan left the meeting at 5:56pm.

3. Principal's Report

3.1 Principal's Report

Topics in the Principal's Report include: Principal's Comments, Staff Resignations and Appointments, Staff Leave Requests, Overnight Trip Requests, Principal's Expenses. Context and Information: Roll Data, Health and Safety, International, Learning Support, Sports, Performing Arts, Specialist Classroom Teacher. Strategic and Annual Planning: Implementation Plan Goals 3 & 4, Stand Down and Suspension Data. Personnel: Short term leave granted, New positions advertised. Celebrations and Events.

Decisions actioned by the board (separate motions):

- Staffing Resignations and Appointments
- Staff Discretionary Leave Applications
- EOTC Overnight Trip Requests (Discover Aotearoa T4 Camp / 2024 Prefect Camp / L2 Tongariro Fieldtrip)
- Principals Expenses for September 2024
- The board accepted the Principal's Report as read



Resignations and Appointments, October 2024

MOTION: Move that the Board accept the Resignations and Appointments as detailed in the Principal's Report for October 2024.

Decision Date: 29 Oct 2024
Mover: CJ Healey
Seconder: Grant Stott
Outcome: Approved



Leave Request 2025 - Jackson Kyle

MOTION: Move that the Board approve the leave request for Jackson Kyle for his wedding (5 days discretionary leave from 03/03/25 to 07/03/25). This was approved as 3 days paid and 2 days unpaid leave.

Decision Date: 29 Oct 2024
Mover: CJ Healey
Seconder: Katherine Woollard
Outcome: Approved



EOTC Trips: Discover Aotearoa T4 Camp, 2024 Prefect Camp, 2025 L2 Tongariro Geography Fieldtrip

MOTION: Move that the board approve the following EOTC trip requests:

- Discover Aotearoa Term 4 Camp (International), Dates: 29/11/24 to 30/11/24, Venue/Location: TBC Pinnacles, Coromandel

- 2024 Prefect Camp, Dates: 06/12/2024 to 08/12/24, Venue/Location: Motutapu Outdoor Education Camp, Motutapu Island
- L2 Tongariro Geography Fieldtrip, Dates: 26/02/25 to 28/02/25, Venue/Location: Tongariro National Park

Decision Date: 29 Oct 2024
Mover: CJ Healey
Seconders: Derek Blank
Outcome: Approved



Principals Expenses for September 2024

MOTION: Move that the board approves the Principal's Expenditure of \$3,065.87 for September 2024.

Decision Date: 29 Oct 2024
Mover: Grant Stott
Seconders: Derek Blank
Outcome: Approved



Principal's Report for October 2024

MOTION: Move that the board accept the Principal's Report and associated documents as read.

Decision Date: 29 Oct 2024
Mover: Derek Blank
Seconders: Grant Stott
Outcome: Approved

4. Student Representative

4.1 Student Representative Report

Gauri Ramesh spoke to her report which covered the following:

- Statement
- Externals/End of year exams
- Long Bay Residence Association
- New Initiatives
- Social Media Team
- Student Volunteer Army
- Student Hub
- Community Relations

The board asked if there was any financial support Gauri needed for some of the projects/initiatives in her report. This followed with a suggestion for creating a brand or identity for the Student Volunteer Army. Gauri advised at this stage there is no financial support needed, and discussions are underway for a student army uniform.

5. Finance & Property

5.1 Business Manager's Report

Grant Stott gave an update on the Property and Finance Subcommittee meeting of 22 October 2024.

Recommendations to the full board which were approved in a block (separate motions)

- To accept the Financial Reports to August 2024
- To accept the Direct Credit Reports for September 2024
- To approve the 2025 Draft Budget

Discussion points:

- There are no areas of concern with the Financial Reports to August 2024.
- SUE Reports - There are four staff involved in the SUE report approval process. They are generally looking for ghost employees and where there are changes in staff payments.
- Green by Nature has elected not to submit a proposal for the grounds maintenance when it comes up for tender in June 2025.
- The Registered Nurse vacancy has been on hold and is to be reviewed in Term 4 with an aim to get a Registered Nurse back on staff for next year. The Business Manager will update the board in the first few meetings of 2025 and if the school has been unable to appoint a registered nurse, the board can discuss how they can support the process.
- Canteen Provider Review - the schools preferred provider to take over the canteen when the contract ends is Tuckr. This would be a 5-year contract.
- The 2025 Draft Budget was included for board approval. As part of the draft budget, the staff counselling budget (EAP) has increased by \$12,000. This is an anonymous service, so the school is unable to monitor who needs support or any trends. Mr Healey is going to investigate Clearhead vs EAP. Mr Lewis is currently working on a Wellbeing Handbook document.
- A question was raised about the increase in the teacher aide line item in the budget. This is possibly due to a pay settlement increase and additional TA support with an ORS funded student starting in 2025.



Financial Reports to August 2024

MOTION: Move that the board accept the Financial Reports to August 2024.

Decision Date: 29 Oct 2024
Mover: Grant Stott
Seconders: Derek Blank
Outcome: Approved



Direct Credit Reports for September 2024

MOTION: Move that the board accept the Direct Credit Reports for September 2024.

Decision Date: 29 Oct 2024
Mover: Grant Stott
Seconders: Derek Blank
Outcome: Approved



2025 Draft Budget

MOTION: Move that the board approve the 2025 Draft Budget.

Decision Date: 29 Oct 2024
Mover: Grant Stott
Seconders: Derek Blank
Outcome: Approved

6. Board Assurances, Policies & Procedures

6.1 Board Assurances, Policies and Procedures

- SchoolDocs Term 4 Advisory email update was included for information.
- The Policies subcommittee is scheduled to meet on 3 December 2024.

7. Other Business

7.1 Board Workplan

The Board Workplan was included for information along with the Student Transition Focus Report.

7.2 Flying Minutes (between meeting decisions)

Flying Minutes sent out since the September 2024 meeting:

- Appointment Committee for the new Assistant Position, approved 19/10/2024

7.3 Additional Business

A suggestion was made to have an area that the Business Manager has access to, for entering discussions which have potential financial outcomes, so everyone can see where things are at. It was discussed that these should sit as Action Points. An Agenda Item for action points will be included on the agenda moving forward which show live action points and completed action points. An action point cannot be sent to the Business Manager directly as he is not a board member. The owner of the action point must be a board member who then follows up with the Business Manager. An action points register can also be accessed in BoardPro.

Action Points still live:

- Feasibility study for second school van (HOM/BCY)
- PR Communications (HEA/DES)
- Procurement Plan (Grant/BCY)
- Wellbeing Centre Needs (HEA/EGL)

The board discussed staff wellbeing and where things were currently sitting with it. The board are welcome to send any thoughts or feedback around staff wellbeing to the principal.

As the next board meeting (Tuesday, 10th December) will be the last one for the year, it will be followed by a Board and SLT dinner. (Action: Board Secretary)



Add Action Points to Agenda

Add an Action Points agenda item to agendas moving forward and download the live and completed action points list to the agenda item.

Due Date: 2 Dec 2024

Owner: Melinda Hobman



Board & SLT Dinner

Organise a Board and SLT dinner for after the Board meeting on Tuesday, 10 December.

Due Date: 31 Oct 2024

Owner: Melinda Hobman

8. In-Committee Business

8.1 In-Committee Business

There were no in-committee discussions.

9. Closing Karakia

9.1 Closing Karakia

10. Close Meeting

10.1 Close the meeting

Next meeting: LBC Board Meeting - 10 Dec 2024, 5:00 pm

New Actions raised in this meeting

Item	Action Title	Owner(s)
7.3	Add Action Points to Agenda Due Date: 2 Dec 2024	Melinda Hobman
7.3	Board & SLT Dinner Due Date: 31 Oct 2024	Melinda Hobman



Derek Blank
13 Feb 2025