

CONFIRMED MINUTES

LBC BOARD MEETING



At the **LBC Board Meeting** on **24 Jun 2025** these minutes were **confirmed as presented**.

Name:	Long Bay College
Date:	Tuesday, 13 May 2025
Time:	5:00 pm to 6:43 pm (NZST)
Location:	Long Bay College, Ashley Avenue, Long Bay
Board Members:	CJ Healey, Derek Blank, Fusi Magill, Gauri Ramesh, Grant Stott, Kristen Evans, Wendy Ellis
Attendees:	Melinda Hobman
Apologies:	Katherine Woollard

1. Opening Meeting

1.1 Welcome and Karakia

- Derek Blank opened the meeting at 4:58 PM.
- Apologies received from Kath Woollard. Grant Stott will be arriving late (arrived 5:30 PM).
- Derek explained that Tipene Tahana and Steve Piner were no longer on the board due to missing three consecutive meetings. Boards do not have any discretion regarding the application of this legislation.
- Karakia

1.2 Confirm Minutes

LBC Board Meeting 25 Mar 2025, the minutes were confirmed as presented.



Confirmation of Minutes - 25 March 2025

MOTION: That the Minutes and In Committee Minutes of the 25 March 2025 board meeting be confirmed as presented.

Decision Date: 13 May 2025
Mover: Derek Blank
Seconder: CJ Healey
Outcome: Approved

1.3 Interests Register

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

2. Open Forum

2.1 NZ Scholarships

Deputy Principal Lauren Wing presented to the board on NZ Scholarships. In summary, the aim is to grow the scholarship programme at Long Bay College as detailed in the attached documents, and this will require Board support. The board moved to approve funding towards the proposed Scholarship Approach 2025-2027 (separate motion).



NZ Scholarship Approach 2025-2027

MOTION: That the Board approve funding for the proposed Scholarship Approach 2025–2027, as outlined in Deputy Principal Lauren Wing's presentation.

Decision Date:	13 May 2025
Mover:	Derek Blank
Seconder:	Wendy Ellis
Outcome:	Approved

3. Principal's Report

3.1 Principal's Report

Topics in the Principal's Report include: Principal's Comments, Resignations and Appointments, EOTC Overnight Trips. Context and Information: Roll Data, Health and Safety, International, Learning Support, Sports, Performing Arts, Specialist Classroom Teacher, Wellbeing and Medical Centre. Strategic and Annual Planning: Implementation Plan Goals 3 and 4, Stand-down and Suspension Data. Personnel: Short-term leave, New positions advertised. Celebrations and Events / Key dates.

Mr Healey spoke to his report.

Actions required (separate motions):

1. Staffing Resignations and Appointments
2. EOTC Overnight Trip Requests:
 - 2025 Hockey Girls Chica Gilmour Winter Tournament
 - 2025 Football Boys Winter Tournament
 - 2025 Football Girls Winter Tournament
 - 2025 Football Junior Boys Winter Tournament

Discussion points:

- The funding application we submitted to the Auckland Council Sport and Recreation Facilities Investment Fund for the hockey turf development was unsuccessful.
- The Community consultation survey results were discussed and broadly supportive of the school. It was pleasing to see the positive feedback from staff. Specific commented we have the best response rate for a school they have seen.
- Mr Healey asked the board if they were happy with how the strategic initiatives were tracking. The government has moved the goalposts around the curriculum for the goals that are not currently on track. The board were happy with how things were progressing.



Staffing Resignations and Appointments

MOTION: That the Staffing Resignations and appointments be ratified.

Decision Date: 13 May 2025
Mover: Grant Stott
Seconded: Derek Blank
Outcome: Approved



EOTC Overnight Trip Requests

MOTION: That the following EOTC Overnight Trips be approved, in principle:

- 2025 Hockey Girls Chica Gilmour Winter Tournament
- 2025 Football Boys Winter Tournament
- 2025 Football Girls Winter Tournament
- 2025 Football Junior Boys Winter Tournament

Decision Date: 13 May 2025
Mover: Grant Stott
Seconded: Derek Blank
Outcome: Approved

4. Student Representative Report

4.1 Student Representative Report

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

- Relay for Life
- Multicultural Show
- Year 13 Ball

5. Finance and Property

5.1 Business Manager's Report

Grant Stott gave an update on Property and Finance following the subcommittee's meeting on 07 May 2025.

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

1. Financial Reports for February and March 2025.
2. Direct Credit Reports for February and March 2025.
3. MoE Property Condition Assessment - confirmed scoping and revised quoting of works required, as detailed in the Business Manager's Report.

Discussion points:

- The finances are looking healthy, and expenditure is on track.
- We received an email from the CEO of Kindo congratulating us on an impressive donation fulfilment result.
- Turf Tech has been selected as our new ground's maintenance provider, replacing Green by Nature when their contract runs out in July.
- There continues to be a number of property projects being completed or in progress around the school.
- New double bins have replaced 20 old red single bins. They do not have a recycling component at this stage as recycling has proved very difficult in the past.

- The Department of Corrections Community Service team were in over the holidays to help clear green waste on the Ralph Eagles fields.



Financial Reports for February & March 2025

MOTION: That the board accept the Financial Reports for February and March 2025, as detailed in the board pack.

Decision Date: 13 May 2025
Mover: Fusi Magill
Seconders: Grant Stott
Outcome: Approved



Direct Credit Reports for February and March 2025

MOTION: That the board accept the Direct Credit reports for February and March 2025, as detailed in the board pack.

Decision Date: 13 May 2025
Mover: Fusi Magill
Seconders: Grant Stott
Outcome: Approved



MoE Condition Assessment Report

MOTION: That the board approve the works as per the MoE Condition Assessment Report following confirmed scoping and revised quoting to a maximum value of \$95,000.

Decision Date: 13 May 2025
Mover: Grant Stott
Seconders: Derek Blank
Outcome: Approved

6. Board Assurances, Policies and Procedures

6.1 Board Assurances, Policies and Procedures

- SchoolDocs Advisory email updates were included for information.
- The next Policy subcommittee meeting is scheduled for 17 June 2025.
- Term 2 Board assurances to be provided at the June Board meeting.

7. Other Business

7.1 Casual Vacancies on the Board

[Schedule 23 \(clause 12\) of the Education and Training Act 2020](#) states that an elected, selected, appointed, or co-opted board member's office (position on the board) becomes vacant if they are absent from three consecutive board meetings without prior leave. Boards do not have any discretion regarding the application of this legislation.

Due to missing three consecutive board meetings, Tipene Tahana (elected) and Steve Piner (co-opted) are no longer on the board. This leaves a casual vacancy for the elected position. The board resolved not to fill the casual vacancy due to it being a triennial election year (separate motion).

The board discussed the option of co-opting someone to the board.

Action: Board Secretary to check if we can co-opt people onto the board when we have resolved not to fill a casual vacancy.



Casual Vacancy on the Board

MOTION: That the board resolve not to fill the casual vacancy on the board due to it being a triennial election year. The casual vacancy arose from Tipene Tahana (elected representative) missing three consecutive meetings.

Decision Date: 13 May 2025
Mover: Derek Blank
Seconder: Grant Stott
Outcome: Approved



Co-opting Board Member Query

Check if we can co-opt people on to the board when we have resolved not to fill a casual vacancy.

Due Date: 20 May 2025
Owner: Melinda Hobman

7.2 Board Task Checklist / Board Workplan

Mr Healey spoke to the Term 2 Board Task Checklist and Board Workplan. All tasks are on track.

Action: Mr Healey will speak to BES about producing a Mid-year Student Review report to be provided at the next board meeting as per the Board Workplan.



Mid-year Student Review Report

Speak to BES about producing a Mid-year Student Review report to be provided at the next board meeting.

Due Date: 13 Jun 2025
Owner: CJ Healey

7.3 Board Elections Returning Officer Appointment

The board appointed the following Returning Officers for the 2025 elections:

- 2025 Triennial Parent Elections - appointed Schooled (previously CES) as the Returning Officer.
- 2025 Staff and Student Elections - appointed Melinda Hobman as the Returning Officer.



2025 School Elections Returning Officer Appointment

MOTION: That the board appoint Schooled (previously CES) as the Returning Officer for the 2025 Triennial Parent Elections and appoint Melinda Hobman as the Returning Officer for the 2025 Staff and Student Elections.

Decision Date: 13 May 2025
Mover: Wendy Ellis
Seconder: Grant Stott
Outcome: Approved

7.4 Flying Minutes (between meeting decisions)

Flying Minutes sent in between the March/May 2025 meeting:

- EOTC Japan Tour 2025, approved 07 April 2025.

- EOTC SGCNZ Shakespeare Festival Nationals 2025, approved 09 March 2025.
- EOTC L3 Geography Rotorua Fieldtrip 2025, approved 10 April 2025.

8. In-Committee Business

8.1 In-Committee Business

Parent complaint update - refer to In Committee Minutes.

9. Closing Karakia

9.1 Closing Karakia

10. Close Meeting

10.1 Close the meeting

Next meeting: LBC Board Meeting - 24 Jun 2025, 5:00 pm

Kath Woollard

Katherine Woollard
25 Jun 2025