

CONFIRMED MINUTES

LBC BOARD MEETING



At the **LBC Board Meeting** on **29 Jul 2025** these minutes were **confirmed as presented**.

Name:	Long Bay College
Date:	Tuesday, 24 June 2025
Time:	5:00 pm to 6:47 pm (NZST)
Location:	Long Bay College, Ashley Avenue, Long Bay
Board Members:	Grant Stott, Katherine Woollard, Kristen Evans, Wendy Ellis
Attendees:	Tamsyn Gerritsen
Apologies:	Melinda Hobman, Derek Blank, CJ Healey, Fusi Magill, Gauri Ramesh
Guests:	Associate Principal James Heneghan attending in the Principal's absence
Notes:	Tamsyn Gerritsen taking minutes in board secretary's absence.

1. Opening Meeting

1.1 Welcome and Karakia

- Katherine Woollard opened the meeting at 5:12pm and chaired the meeting in Derek Blank's absence.
- Apologies received from CJ Healey, Derek Blank, Fusi Magill and Melinda Hobman. Gauri Ramesh did not attend.
- There were not enough board members to make a quorum for this meeting. Motions of the meeting will be sent out via flying minute.
- Karakia

1.2 Confirm Minutes of previous meeting

LBC Board Meeting 13 May 2025, the minutes were confirmed as presented.



Minutes Approved - 13 May 2025

MOTION: That the Minutes and In Committee Minutes of the 13 May 2025 Board Meeting be confirmed as presented.

Decision Date: 24 Jun 2025
Mover: Kristen Evans
Seconder: Wendy Ellis
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. Principal's Report

2.1 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 Heneghan spoke to the Principal's Report in the principal's absence.

The following items will be sent out via flying minutes for approval:

- Staffing resignations and appointments.
- Staff leave requests.
- EOTC Overnight Trip Approvals.

Discussion points:

- School is humming in terms of co-curricular activities. It's the most visible we have been in terms of Performing Arts spaces. Wins at the Big Sing and Showquest. Betty Shen won the Play it Strange (sing a song writer) competition. We note the leadership of Anna Motion in supporting these successes.
- Guidance towards Out Of Zone - Rational is to manage long term role growth sustainably and to prioritise current families at the school.
- CAAs – Note the successful implementation of the common assessment activities without disruption of the wider school day. Jac Beasleigh did a great job of getting this done.
- International Marketing – Positive outcomes from international marketing.

Out of Zone discussion (Action HEA):

- It would be good to clarify how fixed the priority rankings are in the ballot – Is there scope to move them?
- How many staff would have children in year 8 coming into the school?

Query regarding EOTC Trips (Action HEA):

- 2025 Netball UNISS Winter Tournament – Are children staying overnight, what is the overnight provision? Is Maia appropriate in terms of experience to do the risk assessment in relation to the weather?
- Year 9 Camp – Are there volunteers going? (EOTC volunteer form.)



Out of Zone Queries

- Clarify how fixed the priority rankings are in the ballot – is there scope to move them?

- How many staff would have children in year 8 coming into the school?

Due Date: 22 Jul 2025

Owner: CJ Healey



EOTC Queries

- 2025 Netball UNISS Winter Tournament – Are children staying overnight, what is the overnight provision? Is Maia appropriate in terms of experience to do the risk assessment in relation to the weather?
- Year 9 Camp – Are there volunteers going? (EOTC volunteer form.)

Due Date: 22 Jul 2025

Owner: CJ Healey

3. Student Representative Report

3.1 Student Representative Report

No Student Representative Report was provided for this meeting.

4. Finance and Property

4.1 Business Manager's Report

The Property and Finance Subcommittee reviewed the Business Manager's Report and associated documents at their meeting on 17 June 2025.

Recommendations for the full Board to accept/approve (will be sent via flying minutes for approval):

- Financial Reports for April 2025.
- Audited 2024 Accounts
- Auditors Report to the Board of Trustees
- Direct Credit Reports for April and May 2025.
- Contestable Faculty Capital Expenditure Fund
- 2026 Donation Amount

Discussion points (Action HEA):

- Contestable Faculty Capital Expenditure Fund of \$200,000 - Application to be vetted by the SLT around the turnaround time. Kath would like to see a summary of what was approved last year and the outcome of the projects. Kath would like to see what we spent the money on. Querying Richard's timeline and whether there is flexibility rather than Week 2? (Week 2 Term 3 is a hard time to ask HOF). Can this be pushed to last week in term 3?
- Ask the community for feedback on the Tuckshop.



Finance & Property Queries

- Contestable Faculty Capital Expenditure Fund of \$200,000 - BOT would like to see a summary of what was approved last year and the outcome of the projects as well as see what the money was spent on. Querying Richard's timeline and whether there is flexibility rather than Week 2?

(Week 2 Term 3 is a hard time to ask HOF). Can this be pushed to last week in term 3?

- Ask the community for feedback on the Tuckshop.

Due Date: 22 Jul 2025

Owner: CJ Healey

5. Board Assurances, Policies and Procedures

5.1 Board Assurances, Policies and Procedures

SchoolDocs Advisory email updates and Term 2 Board Assurances were provided in the board pack for information.

- The board would like to see the Health and Safety risk register and controls in place.
- Wendy asked if LEM can provide assurances around chemical spills, storage of chemicals, chemical volumes on site register, and certifications to hold chemicals. (Action HEA)



Board Assurances Queries

- The board would like to see the Health and Safety risk register and controls in place.
- Request for LEM to provide assurances around chemical spills, storage of chemicals, chemical volumes on site register, and certifications to hold chemicals.

Due Date: 22 Jul 2025

Owner: CJ Healey

6. Other Business

6.1 Board Task Checklist / Board Workplan

The Term 2 Board Task Checklist and Board Workplan were included for information.

- Progress on Literacy and Numeracy will be announced in September.
- Reporting Metrics on Kamar is too early to be provided. Board would like to see an update in 2 months. (Action HEA)



Board Workplan Query

- Reporting Metrics on Kamar is too early to be provided. Board would like to see an update in 2 months.

Due Date: 22 Jul 2025

Owner: CJ Healey

6.2 Roll Prediction 2026

The board discussed the 2026 roll prediction data and were supportive of offering 20 out of zone places (intended for Y9 students who are siblings of current students), and that no places will be offered to out of zone students in Years 10 to 13. To be sent via flying minute to the board.

6.3 Reporting at Long Bay College

Deputy Principal Lauren Wing provided the board with an update on Reporting at Long Bay College.

6.4 Additional Business

Additional business discussed at the meeting:

- Kahui Ako – This is being disestablished by the Ministry ahead of 2026 so that will mean school roles at the college will cease to exist. We will need to consider how we support some of these roles of value going forward.
- Kingsway hire a school cleaning manager and the students clean. It's great for fundraising initiatives and for student's CV. It's paid work before and after school.
 - Concerns around security and safety were noted.
 - The Board would be keen to know more about the model at Kingsway.
- Alumni Reunion – The board would like an update from Sarah Bicknell. Are there any expectations from the board?



Kingway School Cleaning

The Board would be keen to know more about the cleaning model at Kingsway school where students are involved in the cleaning.

Due Date: 22 Jul 2025

Owner: CJ Healey



Alumni Reunion

The board would like an update of the Alumni Reunion from Sarah Bicknell. Are there any expectations from the board?

Due Date: 22 Jul 2025

Owner: CJ Healey

7. Late Agenda Item

7.1 EOTC 48 Hour Film Festival

EOTC requiring board approval - 48 Hour Film Festival, 15-17 August 2025 at Long Bay College (will be sent via flying minute).

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 - 29 Jul 2025, 5:00 pm

A handwritten signature in blue ink that reads "D Blank". The signature is written in a cursive, flowing style.

Derek Blank
30 Jul 2025