

# CONFIRMED MINUTES

## LBC BOARD MEETING



At the **LBC Board Meeting** on **13 May 2025** these minutes were **confirmed as presented**.

<b>Name:</b>	Long Bay College
<b>Date:</b>	Tuesday, 25 March 2025
<b>Time:</b>	5:00 pm to 6:30 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, Wendy Ellis
<b>Attendees:</b>	Melinda Hobman
<b>Apologies:</b>	Steve Piner, Tipene Tahana, Gauri Ramesh

### 1. Opening Meeting

#### 1.1 Welcome and Karakia

- Kath Woollard opened the meeting at 5:03 PM
- Apologies received from Steve Piner, Tipene Tahana and Gauri Ramesh
- Karakia

#### 1.2 Confirm Minutes

**LBC Board Meeting 11 Feb 2025**, the minutes were confirmed as presented.



#### Confirmation of Minutes - 11 February 2025

MOTION: Move that the board confirm the Minutes and In Committee Minutes of the 11 February 2025 Board meeting, and the In Committee Minutes of the 10 December 2024 meeting, as presented.

<b>Decision Date:</b>	25 Mar 2025
<b>Mover:</b>	CJ Healey
<b>Seconder:</b>	Grant Stott
<b>Outcome:</b>	Approved

#### 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. Principal's Report

### 2.1 Principal's Report

Topics in the Principal's Report include: Principal's Comments; Actions: Staffing Resignations and Appointments, Staff Discretionary Leave, EOTC Overnight Trip Requests, Principal's Expenses, International Fees Proposed Increase 2026; Planning, Reviewing and Reporting: Roll Data, Health and Safety, International, Learning Support, Sports, Performing Arts, Wellbeing and Medical; Strategic and Annual Planning: Implementation Plan Goal 1 and 2, Stand-down and Suspension data; Personnel: Staff short-term leave, New positions advertised; Celebrations and Events.

Mr Healey spoke to his report.

Actions required (separate motions):

- Staffing Resignations and Appointments
- Staff Discretionary Leave Request (Amy Lambert)
- EOTC Overnight Trip Approvals (Stella Voce Camp and World Challenge Borneo 2026)
- Principal's Expenses
- International Fees Proposed Increase 2026

*Discussion points:*

- Mr Healey informed the board that NCEA Scholarships will become an academic focus of the next strategic plan. It is becoming more apparent that endorsement rates at NCEA carry less value as parents don't understand the value but do understand pass rates and scholarship successes. We are currently in the top 25 of the country. 60% of scholarships in NZ went to 5 top schools and we need to be competitive in this domain. Strategies to increase our scholarship programme will be provided to the board in due course.
- We are about to compete at ASB Polyfest for the first time in the school's history.
- We had great success at the Auckland Athletic Championships. There is no longer a Torbay Athletics Club as the person who ran it passed away. The school still holds their equipment in the shed.
- The board wanted to pass on to the Wellbeing team their appreciation for the comprehensive reports they provide on Wellbeing and Medical.



#### Staffing Resignations and Appointments

**MOTION:** Move that the board accept the staffing resignations and appointments as detailed in the board pack.

**Decision Date:** 25 Mar 2025  
**Mover:** Wendy Ellis  
**Seconder:** Grant Stott  
**Outcome:** Approved



#### Staff Leave Request: Amy Lambert

**MOTION:** Move that the board approve Amy Lambert's request for 4 days leave from 07/10/25 to 10/10/25 to attend a Global Church Conference in Perth. This is approved as 2 days unpaid and 2 days paid leave in recognition of co-curricular contributions.

**Decision Date:** 25 Mar 2025  
**Mover:** Kristen Evans  
**Seconder:** Fusi Magill  
**Outcome:** Approved

**EOTC Overnight Trip Requests**

**MOTION:** Move that the board approve the Stella Voce Camp 2025, and in principle to continue to explore the World Challenge Borneo 2026 trip as detailed in the board pack.

1. Stella Voce Camp 2025, Dates: 09/05/25 to 11/05/25, Location: Peter Snell Youth Village, Whangaparaoa
2. World Challenge Borneo 2026, Dates: 25/09/2026 - 13 nights, Location: Borneo, Southeast Asia

**Decision Date:** 25 Mar 2025  
**Mover:** Kristen Evans  
**Seconder:** Derek Blank  
**Outcome:** Approved

**Principal's Expenses for January 2025**

**MOTION:** Move that the Board approves the Principal's Expenses of \$1,162.52 for the period 1 January 2025 to 31 January 2025.

**Decision Date:** 25 Mar 2025  
**Mover:** Katherine Woollard  
**Seconder:** Grant Stott  
**Outcome:** Approved

**International Fees Proposed increase 2026**

**MOTION:** Move that the board approve the International Fees Proposed Increase 2026 as detailed below.

Fee comparison 2025 - 2026		
	Fees in NZD (\$)	
	2025	2026 (proposed)
<b>Tuition</b>	18,080	19,800
<b>Administration</b>	2600	2600
<b>Academic Reporting</b>	400	included in tuition fee
<b>Homestay/DCG Admin Fee</b>	495	495
<b>Homestay / week (aged 14+)</b>	380	420
<b>Homestay / week (aged 13)</b>	400	440
<b>Homestay change fee</b>	150	200
<b>Homestay holding fee</b>	10 / night	10 / night
<b>Dietary /week</b>	< 80	< 80
<b>Contingency fee</b>	1400	1500
<b>Fee to certify/apostille documents</b>	n/a	100 - 250
<b>Summer holiday admin / pastoral care fee</b>	n/a	400
<b>Insurance</b>	750	780
<b>Visa renewal</b>	from 785	from 810

**Decision Date:** 25 Mar 2025

<b>Mover:</b>	Wendy Ellis
<b>Seconded:</b>	Grant Stott
<b>Outcome:</b>	Approved

### 3. Student Representative Report

#### 3.1 Student Representative Report

Topics in the Student Representative Report:

- Valentines Day
- Mini Relay for Life
- Athletics
- Multi-Cultural Show
- LBC Student Volunteer Army Growth

### 4. Finance and Property

#### 4.1 Business Manager's Report

Grant Stott gave an update on the Property and Finance Subcommittee meeting of 18 March 2025. The draft minutes and meeting pack were attached for information.

Recommendations for the full Board to accept/approve:

- Financial Reports for January 2025
- 2025 Draft Budget
- Direct Credit Reports for January 2025

Discussion points:

- There has only been one month worth of financials. Everything is looking on track and the draft budget looks healthy. Grant has asked Richard to provide some commentary around the budget moving forward to give the board some context, for example what has changed and what do the board need to consider as not everything moves proportionally as we grow.
- Kindo collections are making changes to improve their reporting.
- There is no report from Green by Nature this month. The school is still working through the process of appointing a new contractor. The two contenders are Turf Tech and Natural Habitat.
- Patrick Hannah will be taking over as full-time caretaker, and Barry Pike will be moving into a 0.5 role. We are working with Watershed to appoint another full-time caretaker.
- The school is hoping to hear back about O Block in early April. This is still sitting with the Ministry in Wellington.
- An urgent flying minute was sent out seeking approval for the Business Manager to make an application to the Auckland Council Sport and Recreation Facilities Investment Fund for funding to build the Hockey and Recreation Facility. It included the board committing to underwriting 50% of the total project cost up to a maximum of \$1.5M. If successful, the board can then decide if they want to move forward with it.
- A Property Condition Assessment was undertaken at the school. There were no items of serious concern, and the assessor reported there were relatively few issues for a school

this size. A breakdown of the items was included in the draft Property and Finance Minutes.

- Grant discussed the increase in donations and looking to understand how much of the increase is from efforts to encourage people to pay vs the increase in donation amounts or increase in size of the roll. Currently 9% look to be from efforts to pay donations.



### **Financial Reports for January 2025**

*MOTION:* Move that the board accept the Financial Reports for January 2025 as detailed in the board pack.

**Decision Date:** 25 Mar 2025  
**Mover:** Grant Stott  
**Second:** Katherine Woollard  
**Outcome:** Approved



### **2025 Draft Budget**

*MOTION:* Move that the board accept the 2025 Draft Budget as detailed in the board pack.

**Decision Date:** 25 Mar 2025  
**Mover:** Grant Stott  
**Second:** Katherine Woollard  
**Outcome:** Approved



### **Direct Credit Reports for January 2025**

*MOTION:* Move that the board accept the Direct Credit Reports for January 2025 as detailed in the board pack.

**Decision Date:** 25 Mar 2025  
**Mover:** Grant Stott  
**Second:** Katherine Woollard  
**Outcome:** Approved

## **5. Board Assurances, Policies and Procedures**

### **5.1 Board Assurances, Policies and Procedures**

Term 1 Board Assurances, Policy Subcommittee Minutes and SchoolDocs Advisory email updates were provided in the board pack.

The board moved to accept the Term 1 Board Assurances and all changes and updates as detailed in the Policy Subcommittee Minutes of 18 March 2025. (Separate motions.)



### **Term 1 2025 Board Assurances**

*MOTION:* Move that the board accept the Term 1 2025 Board Assurances as detailed in the board pack.

**Decision Date:** 25 Mar 2025  
**Mover:** Derek Blank  
**Second:** Grant Stott  
**Outcome:** Approved



### **Policy Subcommittee Minutes - 18 March 2025**

*MOTION:* Move that the board approve all changes and updates as per the Policy Subcommittee Minutes of 18 March 2025.

**Decision Date:** 25 Mar 2025  
**Mover:** Wendy Ellis  
**Seconders:** Kristen Evans  
**Outcome:** Approved

## 6. Other Business

### 6.1 Physical Restraint Online Training

The SLT provided the board with a list of non-teaching positions they believe would benefit from completing the Physical Restraint Training Modules. The board were in support of staff in these positions completing the training. (Separation motion)

This will be added to the start of year annual delegations list moving forward.



#### Physical Restraint Training Modules

*MOTION:* Move that the board is in support of the following non-teaching staff positions completing the Physical Restraint training modules:

- Guidance team
- Wellbeing team
- International Student Coordinators
- Sports Coordinators
- Teacher Aides
- Māori and Pasifika Community Liaison
- Librarian

**Decision Date:** 25 Mar 2025  
**Mover:** Derek Blank  
**Seconders:** Grant Stott  
**Outcome:** Approved

### 6.2 Support Staff Leave Request

The board discussed and were in support of the discretionary leave request received from Bryn Jeffries (Teacher Aide) to attend a Camp America exchange over the summer. Dates of leave from 28/05/25 to 14/09/25.



#### Staff Leave Request - Bryn Jeffries

*MOTION:* Move that the board approve Bryn Jeffries request for leave from 28/05/25 to 14/09/25 to attend a Camp America exchange.

**Decision Date:** 25 Mar 2025  
**Mover:** Derek Blank  
**Seconders:** Grant Stott  
**Outcome:** Approved

### 6.3 Succession Planning BOT 2025-2027

With a triennial election coming up later in the year, Derek asked board members to indicate to him what their intentions will be.

### 6.4 Board Task Checklist / Board Workplan

Term 1 Board Task Checklist and Board Workplan were included for information.

## 6.5 Flying Minutes (between meeting decisions)

Flying Minutes sent out since the February Board meeting were included for information.

## 6.6 Action List

Current Action List was included for information.

## 7. In-Committee Business

### 7.1 Staff Allowances 2025

The board moved to accept the 2025 staff allowances. (Separate motion.)

Mr Healey provided the board with an update on the December 2024 and February 2025 In Committee Minutes. (See In Committee Minutes for this meeting.)



#### 2025 Staff Allowances

*MOTION:* Move that the board accepts the 2025 Staff Allowances as provided in hardcopy at the meeting.

**Decision Date:** 25 Mar 2025  
**Mover:** Derek Blank  
**Seconder:** Wendy Ellis  
**Outcome:** Approved

## 8. Late Agenda Items

### 8.1 EOTC Overnight Trip Requests

The board discussed the following EOTC Trips. They approved the Project Trip (Hip Hop Crew) and approved, in principle, the 2026 Gold Coast Football Tour. (Separate motions.)

- Project Trip (Hip Hop Crew), 31/05/25 to 01/06/25, Tauranga, \$255 per student
- 2026 Gold Coast Football Tour, 10/04/26 to 17/04/26, Gold Coast Australia, \$3,500 per student

Discussion took place around financial support for students who want to go but can't afford to. Mr Healey explained there are funds available to support students and this is part of the application process.



#### EOTC - Project Hip Hop Crew

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

- Project Trip (Hip Hop Crew), Dates: 31/05/25 to 01/06/25, Location: Tauranga

**Decision Date:** 25 Mar 2025  
**Mover:** Kristen Evans  
**Seconder:** Grant Stott  
**Outcome:** Approved



#### EOTC - 2026 Gold Coast Football Tour

*MOTION:* Move that the board approve, in principle, the following EOTC Trip:

- 2026 Gold Coast Football Tour, Dates: 10/04/26 to 17/04/26, Location: Gold Coast Australia

**Decision Date:** 25 Mar 2025  
**Mover:** CJ Healey  
**Seconded:** Grant Stott  
**Outcome:** Approved

## 9. Closing Karakia

### 9.1 Closing Karakia

## 10. Close Meeting

### 10.1 Close the meeting

**Next meeting:** LBC Board Meeting - 13 May 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  
20 May 2025