CONFIRMED MINUTES

LBC BOARD MEETING

At the **LBC Board Meeting** on **9 Sept 2025** these minutes were **confirmed as presented.**

Name:	Long Bay College
Date:	Tuesday, 29 July 2025
Time:	5:00 pm to 5:50 pm (NZST)
Location:	Long Bay College, Ashley Avenue, Long Bay
Board Members:	CJ Healey, Derek Blank, Fusi Magill, Gauri Ramesh, Grant Stott, Katherine Woollard, Kristen Evans, Wendy Ellis
Attendees:	Melinda Hobman

1. Opening Meeting

1.1 Welcome and Karakia

- Kath Woollard opened the meeting at 4:59 p.m. in the absence of Derek Blank who would be arriving late.
- There were no apologies.
- Karakia

1.2 Confirm Minutes of previous meeting

LBC Board Meeting 24 Jun 2025, the minutes were confirmed as presented.

Minutes Approved - 24 June 2025 Meeting

MOTION: That the minutes of the 24 June 2025 board meeting be confirmed as presented.

Decision Date:	29 Jul 2025
Mover:	CJ Healey
Seconder:	Grant Stott
Outcome:	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

Mr Healey spoke to his report which covered the following topics:

- Principal's Comments: Future of national qualification and NCEA, Community survey results on alternative educational pathways and exams, Open Evening, New Zealand Representative students, Corequisite Assessment/Common Assessment Activities results and targeted intervention initiatives, 50th Anniversary Itinerary.
- Resignations and Appointments.
- EOTC Overnight Trips: Noho Marae-Te Taua Moana (Marae stay at the Navy marae)
- 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: Term 3 Key dates.

Discussion points:

- The board asked what sort of costs or implications there would be with bringing in a new qualification. Mr Healey explained that until we can see what the new qualification looks like it is all uncertain. The cost per student to offer the CIE programme is approx. $450 and most schools who offer this do not cover the cost.
- The Staffing Resignation was accepted by the board (separate motion).
- The EOTC trip: Noho Marae-Te Taua Moana (Marae stay at the Navy marae) was approved, in principle, by the board (separate motion).
- Health and Safety hazard registers were included in the board pack as requested at a previous meeting.
- An aspect of our Strategic Goal 3 (Tino Akoranga/Exceptional Learning) is not on target to be completed. The aspect referred to is our Curriculum Development which has had to be put on hold as we await direction from the MOE in relation to curriculum and assessment changes.
- Funding for Kahui Ako stops at the end of 2025. Staff members holding within school lead positions currently get $8,000 p/a. Mr Healey explained the new board would need to look at supporting financially the initiatives these roles were covering. It would potentially cost $30,000 to the board to support strategic initiatives each year and the suggestion would be to bring the value in line with a management unit ($5,000 p/a).

Staff Resignation

MOTION: That the board accept the staffing resignation as detailed in the board pack.

Decision Date:	29 Jul 2025
Mover:	Kristen Evans
Seconder:	Grant Stott
Outcome:	Approved

EOTC Noho Marae-Te Taua Moana (Marae stay at the Navy marae)

MOTION: That the board approve, in principle, the Noho Marae-Te Taua Moana (Marae stay at the Navy marae) from 15/08/25 to 16/08/25.

Decision Date: 29 Jul 2025
Mover: Grant Stott
Seconder: Katherine Woollard
Outcome: Approved

3. Student Representative Report

3.1 Student Representative Report

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

- Current affairs – Open Evening / Subject Information Evening / Year 8 Day
- School and community update
- Academic update
- Sport update
- Arts update
- Sustainability update
- Tech update
- Cultural update

Gauri also touched base on the school ball that was held recently and expressed her thanks to the ball committee who did an amazing job of organising it.

4. Finance and Property

4.1 Business Manager's Report

Grant Stott updated the board on the Property and Finance subcommittee meeting of 22 July 2025.

The subcommittee made the following recommendations to the full board:

- To accept the Financial Reports for May 2025 (separate motion).
- To accept the Direct Credit reports for June 2025 (separate motion).
- To approve the policy recommendations: Sensitive Expenditure, Banking and Cash Handling, Financial Monitoring and Reporting, Expenditure, Gifts. (Refer to Agenda item 5.1 - Policies and Procedures)
- To approve the Business Manager's report and associated attachments (separate motion).

Wendy raised a concern around Kindo sending outstanding amount reminders to parents for courses their child did not end up taking. It was discussed that when a student shifts class, this should be actioned immediately on a student's Kindo account. [Action: HEA to speak to BCY].

She also raised a concern that there is a lack of course costs assigned in the subject selection guide and therefore costs come as a surprise to parents. [Action: HEA to speak to BCY].

The $200 sports/performance uniform bond was raised as being an unexpected expense, particularly given that the bond also applies to older uniforms that are in poor condition, including being dirty and mouldy.

Financial Reports for May 2025

MOTION: That the board approve the Financial Reports for May 2025.

Decision Date: 29 Jul 2025
Mover: Fusi Magill
Seconder: Wendy Ellis
Outcome: Approved

Direct Credit Reports for June 2025

MOTION: That the board approve the Direct Credit reports for June 2025.

Decision Date: 29 Jul 2025
Mover: Fusi Magill
Seconder: Wendy Ellis
Outcome: Approved

Business Manager's Report Accepted - July 2025

MOTION: That the board accept the Business Manager's report and associated attachments, as read.

Decision Date: 29 Jul 2025
Mover: Fusi Magill
Seconder: Wendy Ellis
Outcome: Approved

Kindo - costs associated with change in courses

Speak to BCY about Kindo sending outstanding amount reminders to parents for courses their child did not end up taking. When a student shifts class, this should be actioned immediately on a student's Kindo account.

Due Date: 29 Aug 2025
Owner: CJ Healey

Unexpected Course Costs

Speak to BCY about lack of course costs assigned in the subject selection guide (costs come as a surprise to parents).

Due Date: 29 Aug 2025
Owner: CJ Healey

5. Board Assurances, Policies and Procedures

5.1 Policies and Procedures

Minutes from the Policy subcommittee meeting were included for information.

The Property and Finance subcommittee made policy recommendations to the board as detailed in attachment 5.1b. This covered changes to the following policies:

- Sensitive Expenditure
- Banking and Cash Handling
- Financial Monitoring and Reporting
- Expenditure
- Gifts

These recommended changes were approved by the board (separate motion).

[Action: HEA to contact SchoolDocs with these policy changes.]

SchoolDocs Policy Changes

MOTION: That the board approve the policy recommendations as detailed in attachment 5.1b of the board pack. This covers changes to the following policies:

- Sensitive Expenditure
- Banking and Cash Handling
- Financial Monitoring and Reporting
- Expenditure
- Gifts

Decision Date:	29 Jul 2025
Mover:	Derek Blank
Seconder:	Grant Stott
Outcome:	Approved

SchoolDocs Policy Changes

Contact SchoolDocs with the approved policy changes to: Sensitive Expenditure, Banking and Cash Handling, Financial Monitoring and Reporting, Expenditure, Gifts.

Due Date:	29 Aug 2025
Owner:	CJ Healey

5.2 SchoolDocs Advisory Updates

SchoolDocs Advisory update emails were included for information.

6. Other Business

6.1 Board Task Checklist / Board Workplan

The board task checklist and workplan were included for information. It was noted there was no July column in the workplan and that there is no meeting in August.

6.2 Flying Minutes

Flying Minutes from the 24 June 2025 meeting were included for information. All motions from the meeting were sent out via flying minute the following day due to no quorum at the meeting.

6.3 Additional Business

Mr Healey informed the board we currently have five nominees for the parent election and that he is anticipating another three parents to run. He has met with some of the nominees.

7. In-Committee Business

7.1 In-Committee Business

There were no in committee discussions.

8. Closing Karakia

8.1 Closing Karakia

9. Close Meeting

9.1 Close the meeting

Next meeting: LBC Board Meeting - 9 Sept 2025, 5:00 pm