

CONFIRMED MINUTES

LBC BOARD MEETING



At the **LBC Board Meeting** on **2 Dec 2025** these minutes were **confirmed as presented**.

Name:	Long Bay College
Date:	Tuesday, 21 October 2025
Time:	5:00 pm to 7:00 pm (NZDT)
Location:	Long Bay College, Ashley Avenue, Long Bay
Board Members:	CJ Healey, Derek Blank, Kristen Evans, Dave Clark, Lily Cowen, Paul Kerr, Pearl Runga, Monique Sanna, Morag Ward
Attendees:	Melinda Hobman
Guests/Notes:	Richard Beechey, Business Manager to present on Property and Finance

1. Opening Meeting

1.1 Welcome and Karakia

Mr Healey opened the meeting at 5:09 pm with a welcome, followed by round table introductions and a Karakia.

1.2 Confirm Minutes of previous meeting

LBC Board Meeting 9 Sept 2025, the minutes were confirmed as presented.

Confirmation of Minutes - 9 September 2025

MOTION: that the board approve the Minutes of the 9 September 2025 Board Meeting, as presented.

Decision Date:	21 Oct 2025
Mover:	CJ Healey
Seconder:	Derek Blank
Outcome:	Approved

1.3 Interests Register

The following conflicts of interest have been recorded in the interests register:

- Monique Sanna - receives payment as a homestay family for LBC international students
- Paul Kerr - receives payment as a homestay family for LBC international students

2. Post-Triennial Election Tasks

2.1 Appoint a Presiding Member

Derek Blank was voted in as the Presiding Member (separate motion).



Presiding Member Appointment

MOTION: That the board appoint Derek Blank as the Presiding Member.

Decision Date: 21 Oct 2025
Mover: CJ Healey
Seconder: Morag Ward
Outcome: Approved

2.2 Code of Conduct / Trustee Roles and Responsibilities

The board confirmed that they had reviewed and agreed to the Code of Conduct and the Trustee Roles and Responsibilities.

2.3 Co-opt Board Members

Mr Healey addressed the board regarding the potential co-option of an outgoing member. Kath Woppard brings a highly valuable skill set, particularly in financial services, and has a strong understanding of the school, having previously served a term on the Board and contributed to the Property and Finance subcommittee. This was approved by the board (separate motion).



Co-option of board member

MOTION: That the board approve the co-option of Kath Woppard to the board.

Decision Date: 21 Oct 2025
Mover: CJ Healey
Seconder: Kristen Evans
Outcome: Approved

2.4 Board Delegations

The board approved the adoption of the annual delegations of authority as detailed in the board pack (separate motion).



Annual Delegations of Authority

MOTION: That the board adopt the annual delegations of authority as detailed in the board pack.

Decision Date: 21 Oct 2025
Mover: Derek Blank
Seconder: Monique Sanna
Outcome: Approved

2.5 Board Subcommittees

Board members were asked if they would be interested in sitting on either the Property and Finance Subcommittee or Policies Subcommittee. The following subcommittees were formed:

- Property and Finance Subcommittee: CJ Healey, Derek Blank, Kath Woppard, Dave Clark (separate motion)

- Policies Subcommittee: CJ Healey, Krick Evans, Pearl Runga (separate motion)



Property and Finance Subcommittee Appointment

MOTION: That the board endorse the appointment of CJ Healey, Derek Blank, Kath Woollard and Dave Clark to the Property and Finance Subcommittee.

Decision Date: 21 Oct 2025
Mover: CJ Healey
Seconder: Morag Ward
Outcome: Approved



Policies Subcommittee Appointment

MOTION: That the board endorse the appointment of CJ Healey, Krick Evans and Pearl Runga to the Policies Subcommittee.

Decision Date: 21 Oct 2025
Mover: CJ Healey
Seconder: Kristen Evans
Outcome: Approved

3. Finance and Property

3.1 Business Manager's Report

Richard Beechey, Business Manager, introduced himself to the new board and spoke to his report which was provided in the board pack. Richard reports to the Property and Finance Subcommittee. He was previously on the board prior to being employed as the Business Manager at Long Bay College. Richard left the meeting at 5:47 pm.

4. Principal's Report

4.1 Principal's Report

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

- Principal's Comment: Welcome to new board members, International Marketing Trip, National Curriculum and Assessment Changes, Teachers Strikes – PPTA Industrial Action, Awards Season, 50th Anniversary Celebrations, Talanoa Ako – Learners Support Programme, ACES Brisbane School Visit Report.
- Actions: Resignations and Staffing Appointments, Staff Discretionary Leave Request, EOTC Overnight Trip Requests.
- 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 Goal 3 and 4, Stand-down and Suspension Data.
- Personnel: Staff short term leave, New positions advertised.
- Celebrations and Events: Term 4 Key Dates.

Discussion points:

- The board accepted the staffing resignations and appointments (separate motion).
- The board were informed of the existing stance that teaching staff leave is not approved immediately before or after a term break and were invited to share their views. After careful

consideration, the board agreed to uphold the current expectations. Steph Curtis' request for 5 days leave from 29/06/2026 to 03/07/2026 was therefore declined (separate motion).

- The board approved, in principle, the following EOTC overnight trip requests: Stella Voce Choir Camp 2026 and Musical Camp 2026 (separate motions).
Action: HEA to organise for Mike Lewis to present on EOTC to the board in Term 1 2026.
- Mr Healey explained that the strategic initiative goals that are provided in his report are to show the board how the goals are tracking throughout the year.
- Mr Healey informed the board that principals have access to funding for professional development and wellbeing support. A group of principals have used the funding to look at education overseas and recently visited schools in Queensland. A report on this visit was provided in the board pack.



Resignations and Appointments - 21 October 2025

MOTION: That the board accept the Resignations and Staffing appointments as detailed in the board pack.

Decision Date: 21 Oct 2025
Mover: CJ Healey
Seconder: Derek Blank
Outcome: Approved



Discretionary Leave Request - Steph Curtis

MOTION: That the board decline Steph Curtis' request for 5 days leave from 29/06/2026 to 03/07/2026.

Decision Date: 21 Oct 2025
Mover: Derek Blank
Seconder: Paul Kerr
Outcome: Approved



EOTC Overnight Trips: Stella Voce Camp 2026 and Musical Camp 2026

MOTION: Move that the board approve the following EOTC Overnight Trips, in principle, as detailed in the board pack:

- Stella Voce Choir Camp 2026, Dates: 01/05/2026 to 03/05/2026, Venue/Location: Peter Snell Youth Village, Whangaparaoa
- Musical Camp 2026, Dates: 20/02/2026 to 22/02/2026, Venue/Location: The Y Shakespeare Lodge, Whangaparaoa

Decision Date: 21 Oct 2025
Mover: CJ Healey
Seconder: Dave Clark
Outcome: Approved



EOTC Presentation

Organise for LEM to present on EOTC at a board meeting in Term 1.

Due Date: 1 Feb 2026
Owner: CJ Healey

5. Board Assurances, Policies and Procedures

5.1 SchoolDocs Advisory Updates

SchoolDocs advisory email updates were included in the board pack for information.

6. Other Business

6.1 Board Task Checklist / Board Workplan

The Board Task Checklist and Board Workplan were included in the board pack for information.

6.2 Strategic Planning

Mr Healey circulated the Draft Strategic Planning 2026-2029 document to the board prior to the meeting. He explained that the board's primary responsibility is to guide the strategic direction of the school. A community survey conducted earlier in the year received approximately 2,200 responses. The Draft Strategic Planning document has been presented to staff, who have been invited to contribute their feedback.

Action: Board members are to review the Draft Strategic Planning document and email Mr Healey or the wider board with any questions or comments.



Draft Strategic Planning 2026-2029

Board members to review the Draft Strategic Planning document and email Mr Healey or the wider board with any questions or comments.

Due Date: 19 Nov 2025

Owners: CJ Healey, Dave Clark, Derek Blank, Kristen Evans, Lily Cowen, Melinda Hobman, Monique Sanna, Morag Ward, Paul Kerr, Pearl Runga

6.3 EOTC International Summer Camp (Late Agenda Item)

The board approved, in principle, the International Summer Camp EOTC which was provided as a late agenda item (separate motion).



EOTC International Summer Camp November 2025

MOTION: That the board approve the International Summer Camp, in principle, from 25/11/25 to 26/11/2025 in the Coromandel (Top 10 Hahei Beach).

Decision Date: 21 Oct 2025

Mover: Derek Blank

Seconder: Dave Clark

Outcome: Approved

6.4 Flying Minutes

Flying minutes sent out since the September meeting:

- EOTC 2025 Leadership Camp, 28/11/25 to 30/11/25 - approved 16/09/25

6.5 Board Induction/Training - 28 October

The School Board Association will be holding a 2-hour Board Induction/Training evening on Tuesday, 28 October for some of our local schools. This will be held at Long Bay College in the Staffroom at 6:30 pm.

6.6 Current Action Items

Current action items were included for information.

6.7 Additional Business

There was no additional business.

7. In-Committee Business

7.1 In-Committee Business

There were no in-committee discussions held during the meeting. Mr Healey provided the board with an overview of the disciplinary process for students who are suspended.

8. Closing Karakia

8.1 Closing Karakia

9. Close Meeting

9.1 Close the meeting

Next meeting: LBC Board Meeting - 2 Dec 2025, 5:00 pm

New Actions raised in this meeting

Item	Action Title	Owner(s)
4.1	EOTC Presentation Due Date: 1 Feb 2026	CJ Healey
6.2	Draft Strategic Planning 2026-2029 Due Date: 19 Nov 2025	CJ Healey, Dave Clark, Derek Blank, Kristen Evans, Lily Cowen, Melinda Hobman, Monique Sanna, Morag Ward, Paul Kerr, Pearl Runga



Dave Clark
4 Dec 2025