

CONFIRMED MINUTES

LBC BOARD MEETING

At the **LBC Board Meeting** on **24 Mar 2026** these minutes were **confirmed as presented**.

Name:	Long Bay College
Date:	Tuesday, 10 February 2026
Time:	5:00 pm to 7:00 am (NZDT)
Location:	Long Bay College, Ashley Avenue, Long Bay
Board Members:	CJ Healey, Dave Clark, Derek Blank, Katherine Woollard, Kristen Evans, Lily Cowen, Monique Sanna, Morag Ward, Paul Kerr, Pearl Runga
Attendees:	Melinda Hobman
Guests/Notes:	Assistant Principal Jac Beasleigh (presenting Open Forum)

1. Opening Meeting

1.1 Welcome and Karakia

The meeting started at 5:00pm with the Open Forum presentation. The presentation ended at 5:35 pm and was followed by the main meeting agenda starting with the Welcome and Karakia.

1.2 Confirm Minutes

LBC Board Meeting 2 Dec 2025, the minutes were confirmed as presented.



Confirmation of Minutes - 2 December 2025

MOTION: That the board confirm the Minutes of the 2 December 2025 Board meeting, as presented.

Decision Date: 10 Feb 2026
Mover: Dave Clark
Seconder: Morag Ward
Outcome: Approved

1.3 Interests Register

There were no new interests to register. Active registered interests in BoardPro for Monique Sanna and Paul Kerr.

2. Open Forum

2.1 Academic Performance

Assistant Principal Jac Beasleigh presented to the board on 2025 Academic Performance. (PowerPoint attached)

Long Bay College continues to do well, rating above the National Average and similar EQI schools.

Scholarship results for 2025 were the highest ever, with 85 scholarships gained, 8 of those at Outstanding level.

Jac Beasleigh left the meeting at 5:35 pm when the presentation ended.

3. NZSTA Board Task Checklist

3.1 Board Task Checklist - Term 1

The board actioned the NZSTA Board Task Checklist for Term 1. This included:

Appoint a Presiding Member and Assistant Presiding Member for the next 12 months
Derek Blank was appointed as Presiding Member and Dave Clark as Assistant Presiding Member. (Separate motion)

Set the date for student representative election (any day in September, recommended common date is 3 September).

The board elected the common date of 3 September 2026. (Separate motion)

Review the Code of Conduct for Board Members
The Code of Conduct was acknowledged by the board.

Review your board delegations
The board accepted the delegations of authority list provided in the board pack. (Separate motion)

Review conflict of interest register
There were no new interests to register. Current registered interests for Monique Sanna and Paul Kerr.



Presiding Member and Assistant Presiding Member Appointments

MOTION: That the board appoint Derek Blank as the Presiding Member and Dave Clark as the Assistant Presiding Member for the next 12 months.

Decision Date: 10 Feb 2026
Mover: CJ Healey
Seconder: Paul Kerr
Outcome: Approved



2026 Student Representative Election

MOTION: That the board set the Student Representative Election date as 3 September 2026 (recommended common date).

Decision Date: 10 Feb 2026
Mover: Kristen Evans
Seconder: Morag Ward
Outcome: Approved



Annual Delegations of Authority

MOTION: That the board accept the annual delegations of authority as provided in the board pack.

Decision Date: 10 Feb 2026
Mover: Morag Ward
Seconder: Paul Kerr
Outcome: Approved

3.2 Board Workplan 2026

Update your board's workplan

The board were provided with the NZSTA template Board Workplan and agreed they were happy with the template format, and that it would require minimal changes. (ACTION: HEA to prepare the workplan and include it at the next meeting. HOM to add to March agenda.)



Board Workplan

Prepare the Board Workplan for the next meeting.

Due Date: 16 Mar 2026
Owner: CJ Healey



Board Workplan - March Agenda Item

Add Board Workplan to the March Agenda.

Due Date: 16 Mar 2026
Owner: Melinda Hobman

4. Principal's Report

4.1 Principal's Report

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

- Principal's Comment: 2026 welcome and new staff, Academic Results, researched NZ, 2026-2029 Strategic Plan.
- Actions: Resignations and Staffing Appointments, EOTC Overnight Trip Requests, Principal's Expenses.
- Context and Information: Roll Data, Health and Safety, International, Learning Support, Sports, Performing Arts, Wellbeing and Medical Centre.
- Strategic and Annual Planning: Implementation Plan Goals 1-4 (2022-2025 complete and 2026-2028 draft).
- Personnel: Staff short term leave, New positions advertised.
- Celebrations and Events.

Actions:

- The resignations and staffing appointments were accepted. (Separate motion)
- The EOTC overnight trip requests (x 5 for Winter Tournament) were approved. (Separate motion)
- The principal's expenses for November 2025 were approved. (Separate motion)

Discussion points:

- researchEd sales are going well with 40 tickets sold overnight.
- Interviews have taken place for the HOF Health and PE position, but no appointment has been made. An internal Acting HOF Health and PE appointment has been made in the interim, and a new Health and Safety Coordinator has been appointed.
- Strategic Plan 2025 is now complete. The new curriculum changes meant we were not able to deliver on some goals. These have been incorporated in the new draft plan.
- A request was made to view the Vision Statement. (Action: HEA to send out to the board)
- Strategic Plan 2026 – this is now largely in motion, but CJ is happy to receive feedback from the board.



Vision Statement

Send the new Vision Statement to the Board.

Due Date: 16 Mar 2026

Owner: CJ Healey



Staffing Resignations and Appointments

MOTION: That the board accept the staffing resignations and appointments as detailed in the board pack for February 2026.

Decision Date: 10 Feb 2026

Mover: CJ Healey

Seconder: Dave Clark

Outcome: Approved



EOTC Overnight Trip Requests - Winter Tournament

MOTION: That the board approve the following EOTC overnight trips:

2026 Football Boys Junior Hills Dene Winter Tournament

Dates: 30/08/2026, 31/08/2026, 01/09/2026, 02/09/2026, 03/09/2026

Venue/Location: Summit Motorlodge, Tauranga

2026 Football Girls Winter Tournament

Dates: 30/08/2026, 31/08/2026, 01/09/2026, 02/09/2026, 03/09/2026, 04/09/2026

Venue/Location: TBC when venue is released

2026 Hockey Boys Olympic Stick Winter Tournament

Dates: 30/08/2026, 31/08/2026, 01/09/2026, 02/09/2026, 03/09/2026, 04/09/2026

Venue/Location: BK's Counties Motor Lodge, Pukekohe

2026 Hockey Girls Chica Gilmer Winter Tournament

Dates: 31/08/2026, 01/09/2026, 02/09/2026, 03/09/2026, 04/09/2026

Venue/Location: Edgewater Motel, Orewa

2026 Netball UNISS Winter Tournament

Dates: 30/08/2026, 31/08/2026, 01/09/2026, 02/09/2026, 03/09/2026,

04/09/2026

Venue/Location: TBC

Decision Date: 10 Feb 2026

Mover: CJ Healey

Seconder: Morag Ward

Outcome: Approved



Principal's Expenses - November 2025

MOTION: That the board approve the Principal's Expenses for November 2025 as detailed in the board pack.

Decision Date: 10 Feb 2026

Mover: Derek Blank

Seconder: Dave Clark

Outcome: Approved

5. Student Representative Report

5.1 Student Representative Report

Lily Cowen spoke to her report which was focused on the start of year events: Pōwhiri, House Activity competition, upcoming Valentines Day preparation.

6. Finance & Property

6.1 Business Manager's Report

Kath Woollard gave an update on the Property and Finance Subcommittee Meeting of 3 February 2026.

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

- Financial Reports for YTD October, YTD November and YTD December 2025.
- Direct Credit Reports for November and December 2025.
- Business Manager's Report and associate attachments accepted as read.

A board member raised a concern about there being major microphone issues during the Junior Prizegiving at the end of last year and asked if it was going to be upgraded. Mr Healey advised it had been upgraded approx. 6 months ago, and that the Business Manager is aware of the issues.



Financial Reports for YTD October, YTD November and YTD December 2025

MOTION: That the board approve the Financial Reports for YTD October, YTD November and YTD December 2025 as read.

Decision Date: 10 Feb 2026

Mover: Monique Sanna

Seconder: Morag Ward

Outcome: Approved



Direct Credit Reports for November and December 2025

MOTION: That the board approve the Direct Credit Reports for November and December 2025 as read.

Decision Date: 10 Feb 2026
Mover: Monique Sanna
Seconder: Morag Ward
Outcome: Approved



Business Manager's Report Accepted - Feb 2026

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

Decision Date: 10 Feb 2026
Mover: Monique Sanna
Seconder: Morag Ward

7. Board Assurances, Policies & Procedures

7.1 Board Assurances, Policies and Procedures

SchoolDocs Advisory email updates were included for information.

The Term 1 Policy subcommittee meeting is scheduled for 17 March 2026.

8. Other Business

8.1 Mentor Beginning Principals Programme

Mr Healey informed the board he would like to contribute to mentoring a beginning principal. He has been a principal for 10 years and is the lead principal of ASTTP and Chair of the Principals Network. There is no remuneration in these roles. The application requires formal board support, which the board were happy to give. (Separate motion)



Mentor Beginning Principals

MOTION: That the board support Mr Healey's application to mentor beginning principals.

Decision Date: 10 Feb 2026
Mover: Derek Blank
Seconder: Dave Clark
Outcome: Approved

8.2 Flying Minutes (between meeting decisions)

There were no between meeting flying minutes.

8.3 Action List

Current Action List was included for information.

8.4 Other Business

Guidance was requested by a board member on how to deal with the public coming to them directly to ask questions related to the school.

Some suggestions offered:

- The Board Conduct and Culture provides a good framework.

- Telling people that it is a management decision not a board matter and that they need to contact the school directly.
- Direct them to the complaints process or who to contact at the school.

A board member raised an issue that when trying to claim tax credits on the school donation, if it is showing as an earlybird discount, the IRD disallow the credit. (Action: Kath to raise this with the Business Manager)



Earlybird Discount Issue with IRD

Raise issue of IRD disallowing tax credit on the school donation if it says 'Earlybird' with Business Manager.

Due Date: 2 Mar 2026

Owner: Katherine Woollard

9. In-Committee Business

9.1 Staff Allowances 2026

Refer In Committee Minutes 10 February 2026.

9.2 Staff Discretionary Leave Requests

Refer In Committee Minutes 10 February 2026.



LAS Leave Request

Look into how this leave would affect tournament week and check what date the wedding is.

Due Date: 2 Mar 2026

Owner: CJ Healey



Speak to staff about leave during term time

Remind staff not to apply for leave during term time unless extenuating circumstances.

Due Date: 13 Feb 2026

Owner: CJ Healey



March Agenda Item

Add Discretionary Leave Framework as an agenda item for the March meeting.

Due Date: 16 Mar 2026

Owner: Melinda Hobman

10. Closing Karakia

10.1 Closing Karakia

11. Close Meeting

11.1 Close the meeting

Next meeting: LBC Board Meeting - 24 Mar 2026, 5:00 pm

New Actions raised in this meeting

Item	Action Title	Owner(s)
3.2	Board Workplan Due Date: 16 Mar 2026	CJ Healey
3.2	Board Workplan - March Agenda Item Due Date: 16 Mar 2026	Melinda Hobman
4.1	Vision Statement Due Date: 16 Mar 2026	CJ Healey
8.4	Earlybird Discount Issue with IRD Due Date: 2 Mar 2026	Katherine Woollard
9.2	LAS Leave Request Due Date: 2 Mar 2026	CJ Healey
9.2	Speak to staff about leave during term time Due Date: 13 Feb 2026	CJ Healey
9.2	March Agenda Item Due Date: 16 Mar 2026	Melinda Hobman