

CONFIRMED MINUTES

LBC BOARD MEETING

At the **LBC Board Meeting** on **10 Feb 2026** these minutes were **confirmed as presented**.

Name:	Long Bay College
Date:	Tuesday, 2 December 2025
Time:	5:00 pm to 8:10 pm (NZDT)
Location:	Long Bay College, Ashley Avenue, Long Bay
Board Members:	CJ Healey, Dave Clark, Katherine Woollard, Kristen Evans, Lily Cowen, Paul Kerr, Pearl Runga, Monique Sanna, Morag Ward
Attendees:	Melinda Hobman
Apologies:	Derek Blank
Guests/Notes:	Mike Lewis (Deputy Principal) and James Heneghan (Associate Principal) presenting at the Open Forum

1. Opening Meeting

1.1 Welcome and Karakia

- The meeting started at 5:00 pm with the three Open Forum presentations. The presentations ended at 7:00 pm and were followed by the main meeting agenda.
- Apologies received from Derek Blank. Krick Evans was absent.
- Karakia

1.2 Confirm Minutes of previous meeting

LBC Board Meeting 21 Oct 2025, the minutes were confirmed as presented.



Confirmation of Minutes - 21 October 2025

MOTION: That the board confirm the Minutes of the 21 October 2025 Board meeting, as presented.

Decision Date:	2 Dec 2025
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.

1.4 Deputy Presiding Member Appointment



Deputy Presiding Member Appointment

MOTION: That the board appoint Dave Clark as the Deputy Presiding Member.

Decision Date: 2 Dec 2025
Mover: Morag Ward
Seconder: Monique Sanna
Outcome: Approved

2. Open Forum

2.1 EOTC Presentation

Mike Lewis (Deputy Principal) presented to the board on EOTC processes.

2.2 Draft Attendance Management Plan

Mike Lewis (Deputy Principal) presented to the board on the Draft Attendance Management Plan and Attendance Policy Changes. These were approved by the board. (Separate motion.)

Mr Healey will proofread the documents before they are published as spelling errors were noted. (Action)



Draft Attendance Management Plan and Attendance Policy Changes

MOTION: That the board approve the Draft Attendance Management Plan and the Attendance Policy Changes as detailed in the board pack and presented by Mike Lewis at the meeting.

Decision Date: 2 Dec 2025
Mover: Dave Clark
Seconder: Paul Kerr
Outcome: Approved



Draft Attendance Management Plan and Attendance Policy Changes

Proofread the Draft Attendance Management Plan and Attendance Policy Changes for spelling errors before they are published.

Due Date: 12 Dec 2025
Owner: CJ Healey

2.3 researchEd Conference 2026

James Heneghan, Associate Principal, presented to the board on the researchED Conference being held at LBC in 2026. Discussion took place around the organisation financially supporting the conference and the concerns this may cause in the education community in this current climate.

3. Correspondence

3.1 Correspondence

The board received three emails from members of the school community expressing concern that the government is removing school boards' Treaty requirement and where Long Bay College sat with this. The principal informed the board that as a school we are committed to honouring Te Tiriti

o Waitangi. The board acknowledged there is pressure on principals to give a political statement by publicly declaring their support.

The principal advised that it was his intention to put a message in the school newsletter letting the community know where Te Tiriti o Waitangi sits within our Strategic Plan. He will send a draft out to the board before publishing it in the newsletter. (Action - by end of week.)



Te Tiriti o Waitangi

Draft a message for the school community about LBC's commitment to Te Tiriti o Waitangi and send it to the board for approval before getting it published in the newsletter.

Due Date: 5 Dec 2025

Owner: CJ Healey

4. Principal's Report

4.1 Principal's Report

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

- Principal's Comment: The Educational Landscape, Awards Season, Positive Press Coverage, 50th Anniversary Celebrations, Property Updates, Staffing updates and student numbers, Literacy and Numeracy Supports.
- Actions: Resignations and Staffing Appointments, Staff Discretionary Leave Request, EOTC Overnight Trip Requests, Principal's Expenses.
- 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 1-4, Stand-down and Suspension Data for 2025.
- Personnel: Staff short term leave, New positions advertised.
- Celebrations and Events.

Discussion points:

- The board accepted the staffing resignations and appointments. (Separate motion.)
- The board discussed the discretionary leave request for Jayne Jones. Mr Healey explained that Jayne works above and beyond to fulfil her role as Director of International which requires her to be on call 24/7, available after hours for online agent/parent meetings and attend overseas marketing trips where there is no down-time. The board were supportive of this leave. (Separate motion.)
- The board approved the EOTC Overnight Trip Requests: Level 2 PE Camp, 2026 Volleyball NZSS Girls and Boys, Level 2 Tongariro Field Trip 2026, Project. (Separate motion.)
- A board member queried at what point parents are able to get fundraising organised for the sports trips, as she had received conflicting information from the Sports Office. (Action: HEA to check with MOB/SCL)
- The cost per student has been incorrect on some of the EOTC forms - it is showing as total trip cost instead of per student cost. (Action: HEA to speak with LEM.)
- The board accepted the principal's expenses for August 2025. The board were happy to keep the outgoing board process of principal's expenses only being included if over \$1,000. (Separate motion.)



Resignations and Appointments - Dec 2025

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

Decision Date: 2 Dec 2025
Mover: Katherine Woollard
Seconder: Morag Ward
Outcome: Approved



Discretionary Leave Request - Jayne Jones

MOTION: That the board approve Jayne Jones's request for 6 days discretionary leave from 03/06/2026 to 10/06/2026.

Decision Date: 2 Dec 2025
Mover: Dave Clark
Seconder: Monique Sanna
Outcome: Approved



EOTC Overnight Trip Requests

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

- **2026 Level 2 PE Camp**
Dates: 03/03/2026 to 06/03/2026, Venue/Location: Mangawhai Heads Holiday Camp
- **2026 Volleyball NZSS Girls and Boys**
Dates: 22/03/26 to 28/03/26, Venue/Location: Palmerston North, Central Energy Trust Arena and Aubyn Court Spa Motel
- **2026 Level 2 Tongariro Field Trip**
Dates: 11/03/2026 to 13/03/2026, Venue/Location: Tongariro National Park, Pipers Ski Lodge, 198 Millar Street, National Park
- **2026 Project**
Dates: 30/05/2026 to 01/06/2026, Venue/Location: Mercury Baypark Arena, Tauranga (Air bnb)

Decision Date: 2 Dec 2025
Mover: Morag Ward
Seconder: Paul Kerr
Outcome: Approved



Principal's Expenses - August 2025

MOTION: That the board approve the Principal's Expenses for August 2025.

Decision Date: 2 Dec 2025
Mover: Katherine Woollard
Seconder: Morag Ward
Outcome: Approved



Sports Trips Fundraising

Speak to MOB/SCL about what information is being passed on to parents regarding them being able to fundraise for trips.

Due Date: 12 Dec 2025
Owner: CJ Healey



EOTC Student Cost

Speak to LEM about EOTC applications having the incorrect cost to student (some are being entered with the total trip cost).

Due Date: 12 Dec 2025
Owner: CJ Healey

5. Student Representative Report

5.1 Student Representative Report

Lily Cowen spoke to her report which covered the following topics:

- Student Review
- The Year 13 Leavers Day
- Long Bay Live 50th Year Anniversary Celebration
- The Prefect Handover
- Sports Awards
- Māori and Pasifika Awards
- Arts Awards

6. Finance and Property

6.1 Business Manager's Report

Kath Woollard gave an update on the Property and Finance subcommittee meeting of 25 November.

The following recommendations were made for the full Board to accept/approve (separate motions):

- Financial Reports for YTD August and YTD September 2025
- Direct Credit Reports for August, September and October 2025
- School Records Disposal - Student, Finance and Property records prior to 2015
- 2026 Draft Budget
- Acceptance of Business Manager's Report

The principal informed the board that the Hockey field was going to tender on the 11th of December on GETS and that he is currently working with the Ministry on funding G block relocatable classrooms.



Financial Reports for YTD August and YTD September 2025

MOTION: That the board approve the Financial Reports for YTD August and YTD September 2025.

Decision Date: 2 Dec 2025
Mover: Dave Clark
Seconder: Paul Kerr
Outcome: Approved



Direct Credit Reports for August, September and October 2025

MOTION: That the board approve the Direct Credit Reports for August, September and October 2025.

Decision Date: 2 Dec 2025
Mover: Morag Ward

Seconder: Dave Clark
Outcome: Approved



School Records Disposal (records prior to 2015)

MOTION: That the board approve the School Records Disposal - Student, Finance and Property records prior to 2015 as detailed in the board pack.

Decision Date: 2 Dec 2025
Mover: Monique Sanna
Seconder: Paul Kerr
Outcome: Approved



2026 Draft Budget

MOTION: That the board approve the 2026 Draft Budget.

Decision Date: 2 Dec 2025
Mover: Dave Clark
Seconder: Morag Ward
Outcome: Approved



Acceptance of Business Manager's Report

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

Decision Date: 2 Dec 2025
Mover: Dave Clark
Seconder: Morag Ward
Outcome: Approved

7. Board Assurances, Policies and Procedures

7.1 Policies and Procedures

The Policy Subcommittee met on 25 November 2025. The Minutes of their meeting were included. The board accepted the subcommittee's Term 4 National Review. (Separate motion.)



Term 4 National Review (Policies)

MOTION: That the board accept the Policy subcommittee's Term 4 National Review.

Decision Date: 2 Dec 2025
Mover: Dave Clark
Seconder: Morag Ward
Outcome: Approved

7.2 SchoolDocs Advisory Updates

SchoolDocs Advisory email updates were included for information.

7.3 Board Assurances

The principal spoke to the Term 4 Board Assurances. He advised an issue had been identified with the fire alarm checks which has been addressed with the company.

8. Other Business

8.1 Board Task Checklist / Board Workplan

The Board Task Checklist and Board Workplan were taken as read.

8.2 2026-2029 Strategic Plan

Two board members have provided feedback to the principal on the draft 2026-2029 Strategic Plan. The principal will be compiling the Strategic Plan over the holiday period and welcomes any additional feedback from the board.

8.3 Principal's PGC Endorsement

The principal's PGC endorsement letter was provided for information.

8.4 2026 Board and Subcommittee Meeting Dates

The 2026 Board and Subcommittee Meeting Dates were provided for information.

8.5 Flying Minutes

There were no Flying Minutes sent out since the 21 October 2025 meeting.

8.6 Current Action List

The current Action List was provided for information.

8.7 Additional Business

There was no additional business.

9. In-Committee Business

9.1 In-Committee Business

The board moved into committee at 8:06 pm to be updated on a formal complaint received 5 November 2025. The email complaint and an update from the Deputy Principal was provided to the board prior to the meeting, and the principal explained this has now been resolved. The board moved out of committee at 8:08 pm.

10. Closing Karakia

10.1 Closing Karakia

11. Close Meeting

11.1 Close the meeting

Next meeting: No date for the next meeting has been set.

New Actions raised in this meeting

Item	Action Title	Owner(s)
2.2	Draft Attendance Management Plan and Attendance Policy Changes Due Date: 12 Dec 2025	CJ Healey
3.1	Te Tiriti o Waitangi Due Date: 5 Dec 2025	CJ Healey
4.1	Sports Trips Fundraising Due Date: 12 Dec 2025	CJ Healey
4.1	EOTC Student Cost Due Date: 12 Dec 2025	CJ Healey



Derek Blank
12 Feb 2026