CONFIRMED MINUTES

LBC BOARD MEETING

At the **LBC Board Meeting** on **5 May 2026** these minutes were **confirmed as presented.**

Name:	Long Bay College
Date:	Tuesday, 24 March 2026
Time:	5:00 pm to 6:50 pm (NZDT)
Location:	Long Bay College, Ashley Avenue, Long Bay
Board Members:	CJ Healey, Dave Clark, Derek Blank, Lily Cowen, Monique Sanna, Morag Ward, Paul Kerr, Pearl Runga
Attendees:	Melinda Hobman
Apologies:	Kristen Evans, Katherine Woollard

1. Opening Meeting

1.1 Welcome and Karakia

Derek Blank opened the meeting at 5.05 pm. Apologies received from Krick Evans and Kath Woollard.

1.2 Confirm Minutes

LBC Board Meeting 10 Feb 2026, the minutes were confirmed as presented.

Minutes Confirmed - 10 February 2026

MOTION: That the board confirm the Minutes of the 10 February 2026 Board meeting, as presented

Decision Date:	24 Mar 2026
Mover:	Derek Blank
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. Principal's Report

2.1 Principal's Report

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

- Principal's Comment: School Events, Sporting successes, School Production, Property, Commissioning of a Māori carved pou, Polyfest, researchED, ERO review format,
- 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, Specialist Classroom Teacher, Wellbeing and Medical Centre.
- Strategic and Annual Planning: Implementation Plan Goals 1-2, Stand-down and Suspension Data.
- Personnel: Staff short term leave, New positions advertised.
- Celebrations and Events.

The board commented on the large number of stand-downs and asked if more resourcing was needed to support the Wellbeing Centre. Mr Healey explained that they are doing a mini review and waiting on information from the Head of Wellbeing. He expects to be in a position by mid Term 2 to look at solutions and make recommendations.

The board accepted the staffing resignations and appointments (separate motion).

The board approved, in principle, the following EOTC trip requests (separate motion):

1. 2026 Football Boys Rex Dawkins Winter Tournament
2. Discover Aotearoa Term 2 Camp
3. Discover Aotearoa Term 3 Camp

The board discussed the 2026 Classics Trip to Greece and Italy at length due to the current Iran conflict. Mr Healey had provided additional information to the questions Kath Woollard had sent through prior for the board to consider. As well as safety, one key consideration was that the insurance does not cover acts of terrorism, civil unrest, travel disruption due to conflict. The numbers of students still interested in attending have dropped from 18 to 15. If they drop to 14 or fewer the costs for the trip will increase significantly for the families.

The board decided to approach this in the first instance by sending a letter to the parents that the school has significant concerns with the trip going ahead, that there is no insurance cover, that the school takes no liability in refunding families for the trip, and that costs will go up if the numbers drop. (ACTION: HEA). If there is still interest and numbers for the trip to take place, the board will then make a decision.

The board approved the Principal's Expenses for January 2026 (separate motion).

Staffing Resignations and Appointments Accepted

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

Decision Date:	24 Mar 2026
Mover:	Derek Blank
Seconder:	Dave Clark
Outcome:	Approved

EOTC Trip Requests

MOTION: That the board approve, in principle, the following EOTC Overnight Trip Requests:

1. **2026 Football Boys Rex Dawkins Winter Tournament**, 30/08/26 to 04/09/2026, Venue TBC once venue is released
2. **Discover Aotearoa Term 2 Camp**, 15/06/2026 to 16/06/2026, Tawharanui Regional Park

3. **Discover Aotearoa Term 3 Camp**, 07/09/2026 to 08/09/2026, Tawharanui Regional Park

Decision Date:	24 Mar 2026
Mover:	Morag Ward
Seconder:	Derek Blank
Outcome:	Approved

Principals Expenses Approved - January 2026

MOTION: That the board approve the Principal's Expenses for January 2026 as detailed in the board pack.

Decision Date:	24 Mar 2026
Mover:	Derek Blank
Seconder:	Paul Kerr
Outcome:	Approved

2026 Classics Trip - Parent Letter

Send a letter to parents that the school has significant concerns with the trip going ahead, that there is no insurance cover, that the school takes no liability in refunding families for the trip, and that costs will go up if the numbers drop.

Due Date:	27 Mar 2026
Owner:	CJ Healey

3. Student Representative Report

3.1 Student Representative Report

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

- Valentine's Day
- Scholarship Assembly
- Year 9 Atawhai Evening
- Mini Relay for Life
- Athletics Day
- Musical Camp
- Lunar New Year
- LBC girls and boys football

4. Finance & Property

4.1 Business Manager's Report

Dave Clark gave an update on the Property and Finance Subcommittee Meeting of 17 March.

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

- Financial Reports for YTD January 2026
- Direct Credit Reports for January and February 2026
- 2026 Draft Budget to formally approve
- New Era Onsite IT Support
- Textbook Write-off

- Proposal on Property Self-Management
- Business Manager's Report of 17 March 2026 to be accepted

Financial Reports for YTD January 2026

MOTION: That the board accept the Financial Reports for YTD January 2026 as read.

Decision Date: 24 Mar 2026
Mover: Dave Clark
Seconder: Derek Blank
Outcome: Approved

Direct Credit Reports for January and February 2026

MOTION: That the board accept the Direct Credit Reports for January and February 2026 as read.

Decision Date: 24 Mar 2026
Mover: Morag Ward
Seconder: Dave Clark
Outcome: Approved

2026 Draft Budget formally approved

MOTION: That the board formally approve the 2026 Draft Budget as provided in the board pack.

Decision Date: 24 Mar 2026
Mover: Paul Kerr
Seconder: Dave Clark
Outcome: Approved

Increase New Era Onsite IT Support

MOTION: That the board approve the increased New Era Onsite IT support as per New Era Request Proposal.

Decision Date: 24 Mar 2026
Mover: Derek Blank
Seconder: Paul Kerr
Outcome: Approved

Textbook Write-Off - March 2026

MOTION: That the board approve the write-off of 255 textbooks and 47 library books which are lost, damaged or outdated.

Decision Date: 24 Mar 2026
Mover: Monique Sanna
Seconder: Dave Clark
Outcome: Approved

Business Manager's Report Accepted

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

Decision Date: 24 Mar 2026
Mover: Derek Blank
Seconder: Dave Clark
Outcome: Approved

5. Board Assurances, Policies & Procedures

5.1 Board Assurances, Policies and Procedures

CJ Healey spoke to the Term 1 Board Assurances which covered the following:

- Risk Management
- Planning and Preparing for Emergencies, Disasters and Crises
- School Planning and Reporting
- Learning Support
- Health Education
- Health, Safety, and Welfare Policy
- Worker Engagement, Participation, and Representation
- Health Support
- Digital Technology and Online Safety

Pearl Runga gave an update on the Policy Subcommittee meeting of 17 March 2026. The Minutes of the meeting were included in the board pack. Policies have been updated to reflect changes in legislation and removal of NELPS. These changes were accepted by the board (separate motion).

SchoolDocs Advisory email updates were included for information.

Policy Updates - March 2026

MOTION: That the board accepts the policy changes outlined in the Policy Subcommittee Minutes of 17 March 2026.

Decision Date:	24 Mar 2026
Mover:	Dave Clark
Seconder:	Pearl Runga
Outcome:	Approved

6. Other Business

6.1 Board Workplan

The board accepted the 2026 Board Workplan (separate motion).

The 2026-2029 Vision Statement was attached for information.

2026 Board Workplan

MOTION: That the board accept the 2026 Board Workplan.

Decision Date:	24 Mar 2026
Mover:	Paul Kerr
Seconder:	Dave Clark
Outcome:	Approved

6.2 Discretionary Leave Framework

The board requested the Discretionary Leave Framework discussion to be moved to the next meeting agenda when more members are present. (Action: HOM)

Discretionary Leave Framework Discussion

Move to next meeting agenda.

Due Date: 21 Apr 2026
Owner: Melinda Hobman

6.3 Premier Netball Grant Application Requests

Monique had submitted two grant application requests to help cover the costs of the Premier Netball Team attending UNISS in Hamilton.

The board were supportive of the following grant applications (separate motion):

- Four Winds Foundation Ltd grant application for the amount of $921.62.
- Pub Charity Ltd grant application for the amount of $4,500.

As soon as they get the go ahead, Monique, HEA and BCY will work together to maximise funding applications.

Premier Netball (UNISS) Grant Application Requests

MOTION: That the board support the following grant application requests to help cover the costs of the Premier Netball Team attending UNISS in Hamilton:

- <u>Resolution for Pub Charity Ltd Grant Application</u>

It was resolved that a request be made to Pub Charity Ltd for funding for the amount of $ 4,500.00. This is to be used for: Accommodation costs for the Long Bay College Premier Netball team to attend the Upper North Island Secondary School Tournament (UNNIS) In Hamilton from August 30th-September 4th, 2026.

- <u>Resolution for Four Winds Foundation Ltd Grant Application</u>

It was resolved that a request be made to Four Winds Foundation Ltd for funding for the amount of $ 921.62. This is to be used for: Costs associated with Van Hire for the Long Bay College Premier Netball team to attend The Upper North Island Secondary Schools netball Tournament from August 30th to September 4th, 2026.

Decision Date: 24 Mar 2026
Mover: CJ Healey
Seconder: Dave Clark
Outcome: Approved

6.4 Correspondence

Correspondence:

- Office of the Auditor-General Te Mana Arotake regarding the schools upcoming audit.
- Formal complaint concerning disability discrimination. (In-committee discussion)

6.5 Flying Minutes (between meeting decisions)

Flying minutes sent out since the 10 February 2026 meeting:

- EOTC 2026 Pegasus Cup Equestrian, approved 24 February 2026
- EOTC Discover Aotearoa T1 Camp, approved 10 March 2026

6.6 Action List

Current Action Items:

- Feasibility for second school van – the board decided this can be removed from the Action list.
- Unexpected Course Costs – in progress.

6.7 Other Business

There was no additional business.

7. In-Committee Business

7.1 In-Committee Items

The board moved into committee at 5:45 pm to discuss the following items. (Refer to In-committee Minutes.)

- Choir Financial Support Request
- SLT Variation AP to DP
- Principals Wellbeing Fund - ACESS Conference
- Support Staff Discretionary Leave Requests
- Formal complaint concerning disability discrimination
- Principal's Appraisal

SLT Variation AP to DP

MOTION: That the Long Bay College Board of Trustees:

1. Approves the regrading of Liese Strong from Assistant Principal to Deputy Principal, effective from a date determined by the Principal in consultation with the Presiding Member;
2. Approves the allocation of a Deputy Principal portfolio to Liese Strong comprising strategic oversight of Sports and Extra-curricular, and an additional curriculum leadership area transferred from Lauren Wing, with corresponding adjustment to Lauren Wing's curriculum responsibilities;
3. Approves an additional 3 Management Units per annum (or RRR equivalent) for Liese Strong, at an annual cost of $16,500, to reflect the increased scope and accountability of the Deputy Principal role;
4. Notes that the Principal will update the role description and issue the required formal documentation (appointment/variation and allowance letter) consistent with existing LBC role descriptors and allowance letter formats.

Decision Date:	24 Mar 2026
Mover:	Morag Ward
Seconder:	Pearl Runga
Outcome:	Approved

Principal's Wellbeing Fund - ACESS Conference Queensland July 2026

MOTION: That the board approve the principal attending the ACESS Conference Queensland in July 2026. Costs are covered from the Principal's Wellbeing Fund.

Decision Date: 24 Mar 2026
Mover: Derek Blank
Seconder: Paul Kerr
Outcome: Approved

Support Staff Discretionary Leave Requests

MOTION: That the board approve the following support staff discretionary leave requests:

- Annie Clist (Receptionist), 15/05/26 to 22/05/26 (6 days)
- Kaylie Hui (Performing Arts Coordinator), 20/07/26 to 31/07/26 (10 days)

Decision Date: 24 Mar 2026
Mover: Derek Blank
Seconder: Dave Clark
Outcome: Approved

8. Closing Karakia

8.1 Closing Karakia

9. Close Meeting

9.1 Close the meeting

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

New Actions raised in this meeting

Item	Action Title	Owner(s)
2.1	2026 Classics Trip - Parent Letter **Due Date:** 27 Mar 2026	CJ Healey
6.2	Discretionary Leave Framework Discussion **Due Date:** 21 Apr 2026	Melinda Hobman