CONFIRMED MINUTES

LBC BOARD MEETING

At the **LBC Board Meeting** on **16 Jun 2026** these minutes were **confirmed as presented.**

Name:	Long Bay College
Date:	Tuesday, 5 May 2026
Time:	5:00 pm to 6:57 pm (NZST)
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:	Stefanus van Emmenis (Masters in Educational Leadership student shadowing principal)

1. Opening Meeting

1.1 Welcome and Karakia

Derek Blank opened the meeting at 5:05pm with a Karakia.
All members were present.

1.2 Confirm Minutes

LBC Board Meeting 24 Mar 2026, the minutes were confirmed as presented.

Minutes Confirmed - 24 March 2026

MOTION: That the board confirm the Minutes and In-Committee Minutes of the 24 March 2026 Board meeting, as presented.

Decision Date:	5 May 2026
Mover:	Paul Kerr
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 Attendance and Wellbeing

Deputy Principal Mike Lewis presented to the board on the NZCER Wellbeing Survey and Attendance. (Power point attached)

Mr Lewis advised the board that as part of supporting attendance, we propose to undertake a review of the Student Service under the Student Centre area. The review to consider the Student Centre as a whole and to be reviewed by an external agency.

- Compliance with Attendance Services funding requirements and the Education and Training Act 2020.
- Student Centre practices, processes, and workflows.
- Roles and responsibilities within the Student Centre.
- Use of data and systems to support pastoral care and safety.
- Comparison with best practice in comparable secondary schools.

The board were supportive of the review (separate motion).

Mr Lewis left the meeting at the end of the presentation (5:36pm).

Student Centre Review

MOTION: That the board approve the review of the Student Centre by an external agency.

Decision Date:	5 May 2026
Mover:	Dave Clark
Seconder:	Morag Ward
Outcome:	Approved

3. Principal's Report

3.1 Principal's Report

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

- Principal’s Comment: Relay for Life, School Show, ASB Polyfest, Football Trip to Gold Coast, NZ Scholarship Top Scholars Awards Ceremony, Anzac Day Commemorations, Property Matters, researchED, Principal’s professional and sector leadership roles, New Zealand Education Awards, Fuel supply and cost impacts – MOE sector guidance.
- Actions: Resignations and Staffing Appointments, EOTC Overnight Trip Requests.
- Context and Information: Roll Data, Health and Safety, International, Learning Support, Sports, Performing Arts, Wellbeing and Medical Centre.
- Strategic and Annual Planning: Implementation Plan Goal 3 and Goal 4, Stand-down and Suspension Data.
- Personnel: Staff short term leave, New positions advertised.
- Celebrations and Events.

Discussion points:

- researchEd Conference: Mr Healey informed that board that the school did not need to use the $20,000 allocated for the conference this year. He asked whether the board would be supportive of the school delivering the conference in 2027 and rolling over the unused $20,000. The board indicated their support (separate motion).

- The board noted the fuel supply and cost impact update and the assurance regarding the continuity of school operations, provided in the principal's commentary. There was discussion around the impact this would have on projects around the school. Mr Healey advised that TigerTurf wanted LBC to commit $640,000 upfront for the Hockey Turf to avoid material escalation costs. The school agreed to commit $320,000.
- The board accepted the staffing resignations and appointments (separate motion).
- The board noted the 2026 Classics Trip update and approved the two EOTC trip requests: L3 Geography Rotorua and Y9 and 10 House Camp 2026 (separate motion).
- The board accepted the Principal's Report for May 2026 (separate motion).

researchED Conference 2027

MOTION: That the board commit $20,000 (rolled over from 2026) to deliver the researchED conference in 2027.

Decision Date: 5 May 2026
Mover: Paul Kerr
Seconder: Dave Clark
Outcome: Approved

Staffing Resignations and Appointments, May 2026

MOTION: That the board accept the staffing resignations and appointments as detailed in the board pack for 5 May 2026.

Decision Date: 5 May 2026
Mover: Derek Blank
Seconder: Dave Clark
Outcome: Approved

EOTC Overnight Trip Requests

MOTION: That the board approve, in principle, the following EOTC overnight trips:

- **L3 Geography Rotorua**, Dates: 04/06/26 to 05/06/26, Venue/Location: Rotorua, Haka House Backpackers Accommodation.
- **Year 9 and 10 House Camp 2026**, Dates: 23/11/2026 to 27/11/26, Venue/Location: Mangawhai Heads Holiday Park

Decision Date: 5 May 2026
Mover: Dave Clark
Seconder: Derek Blank
Outcome: Approved

Acceptance of Principal's Report, May 2026

MOTION: That the board accept the Principal's Report for May 2026.

Decision Date: 5 May 2026
Mover: Dave Clark
Seconder: Derek Blank
Outcome: Approved

4. Student Representative Report

4.1 Student Representative Report

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

- Relay for Life
- Anzac Day
- Polyfest and Awards
- Improv Show ‘Fire Hazard’
- Musical ‘Freaky Friday’
- Shakespeare Showcase
- Row for Life

5. Finance & Property

5.1 Business Manager's Report

Dave Clark gave an update on the Property and Finance Subcommittee Meeting of 28 April 2026.

The following items were accepted in a block (separate motions):

- Financial Reports for YTD February and March 2026
- Direct Credit Reports for March 2026
- Business Manager's Report to be accepted as read

Mr Healey informed the board the school field is in need of repair and currently not able to be used for rugby this season (games will need to be played at rugby clubs). He has met with the Turf Institute to discuss upgrading the field. This will be a significant project. The school will seek quotes.

Financial Reports for YTD February and March 2026

MOTION: That the board approve the Financial Reports for YTD February and March 2026, as read.

Decision Date: 5 May 2026
Mover: Paul Kerr
Seconder: Morag Ward
Outcome: Approved

Direct Credit Reports for March 2026

MOTION: That the board approve the Direct Credit Reports for March 2026, as read.

Decision Date: 5 May 2026
Mover: Paul Kerr
Seconder: Morag Ward
Outcome: Approved

Acceptance of Business Managers Report

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

Decision Date: 5 May 2026
Mover: Paul Kerr

Seconder:	Morag Ward
Outcome:	Approved

6. Board Assurances, Policies & Procedures

6.1 Board Assurances, Policies and Procedures

The following SchoolDocs Advisory email updates were included for information.

- SchoolDocs Advisory_Term 2 review and board assurances, received 21/04/26
- SchoolDocs Advisory_End of term updates, received 31/03/26

7. Other Business

7.1 Board Workplan

The 2026 LBC Board Workplan, Attendance Report and Wellbeing Survey Report were included for information. (Deputy Principal Mike Lewis spoke to these reports during the Open Forum.)

7.2 Discretionary Leave Framework

Following a robust discussion at a previous meeting, the board requested that an agenda item be tabled to consider the development of a discretionary leave framework to support consistent decision-making for leave requests exceeding three days.

The previous board was not supportive of leave taken outside of term time, particularly when it falls in the first or last week of term, unless there were exceptional circumstances.

A suggestion was made that leave requests from support staff be considered as a management decision, subject to the availability of suitable cover for the staff member.

It was also suggested that a visual flowchart be developed to serve as a decision-making framework, clearly outlining key decision points and the information informing those decisions (such as timing, length of leave, purpose, and individual circumstances).

Mr Healey advised that the Collective Agreement makes provisions around special leave, such as weddings and bereavement leave, and he has the authority to approve up to 5 days bereavement leave.

In summary, the board decided to largely intend carrying on as per the previous board, and that they will discuss briefly any exceptional leave requests that come through to them.

7.3 Correspondence

A list of correspondence received since the previous meeting was included for information. Correspondence of a sensitive nature is discussed in-committee.

7.4 Flying Minutes (between meeting decisions)

Flying minutes sent out since the March 2026 meeting:

- SGCNZ Shakespeare Festival Nationals, approved 6 April 2026

7.5 Action List

No current actions pending.

7.6 Other Business

There was no additional business.

8. In-Committee Business

8.1 In-Committee Items

The following items were discussed in-committee (refer to In-committee Minutes):

1. Complaint Letter Response (McLeod)
2. Consultation to enrol excluded students
3. Staff Personal Grievance
4. TeachNZ Secondary School Teachers Study Award Application, Steph Curtis
5. Secondary Teachers' Study Award Application, Olivia Schertenleib
6. Staff discretionary leave requests: Amy Lambert, Janine Wihongi, Sef Manu

Secondary Teachers' Study Award Application - Olivia Schertenleib

MOTION: That the board are supportive of Olivia Schertenleib's application for a Secondary Teachers' Study Award to study a Diploma in Oral Māori Fluency at Te Wānanga Takiura o Ngā Kura Kaupapa Māori o Aotearoa in 2027.

Decision Date:	5 May 2026
Mover:	Morag Ward
Seconder:	Dave Clark
Outcome:	Approved

9. Closing Karakia

9.1 Closing Karakia

10. Close Meeting

10.1 Close the meeting

Next meeting: LBC Board Meeting - 16 Jun 2026, 5:00 pm

Dave Clark
17 Jun 2026