CONFIRMED MINUTES

LBC BOARD MEETING

At the **LBC Board Meeting** on **4 Aug 2026** these minutes were **confirmed as presented.**

Name:	Long Bay College
Date:	Tuesday, 16 June 2026
Time:	5:00 pm to 6:09 pm (NZST)
Location:	Long Bay College, Ashley Avenue, Long Bay
Board Members:	CJ Healey, Dave Clark, Kristen Evans, Lily Cowen, Monique Sanna, Morag Ward, Paul Kerr, Pearl Runga
Attendees:	Melinda Hobman
Apologies:	Derek Blank
Guests/Notes:	Associate Principal James Heneghan (Open Forum presentation)

1. Opening Meeting

1.1 Welcome and Karakia

- In the absence of the Presiding Member, Dave Clark opened the meeting at 5:03 pm with an opening Karakia.
- Apologies received from Derek Blank.
- Dave advised that Kath Woollard has stepped down from the board.

1.2 Confirm Minutes

LBC Board Meeting 5 May 2026, the minutes were confirmed as presented.

Minutes Confirmed - 5 May 2026

MOTION: That the board confirm the Minutes and In-committee Minutes of the 5 May 2026 Board meeting, as presented.

Decision Date:	16 Jun 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 Quality Assurance Summary Review

Associate Principal James Heneghan gave a summary to the board on Quality Assurance. This relates to the Faculty Action Plan documents included under the Board Workplan agenda item. (Presentation attached.)

Mr Heneghan left the meeting after the presentation at 5:30pm.

3. Principal's Report

3.1 Principal's Report

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

- Principal’s Comment: NZ Education Excellence Awards, Student Participation, Samoan Language Week, Performing Arts, SPANZ Conference, Education Budget, Property, researchEd NZ, 2027 Enrolment Process.
- Actions: Resignations and Staffing Appointments, EOTC Overnight Trip Request.
- 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 and 2, Stand-down and Suspension Data.
- Personnel: Staff short term leave, Positions advertised.
- Celebrations and Events – Key Dates.

Discussion points:

- The board accepted the staffing resignations and appointments. (Separate motion)
- The board approved, in principle, the EOTC 2027 Netball Senior Premier – Samoa International Trip. (Separate motion.) It was noted there was a discrepancy in the dates provided in the EOTC application (07/04/27-15/04/27) to the providers itinerary (13/04/27-21/04/27).
- The review of the Student Centre will be done internally, not via an external agency. This has been moved via flying minute.
- Event management is required for basketball home games due to the crowds they attract. This has become a health and safety concern, as our gym is not well suited to accommodate these numbers. As a result, we will be introducing ticketing for the next home game.
- Performing Arts successes were discussed, including placing 2nd at Showquest, six teams competing at the National Dance Competition, and Cameron Beattie winning an award for Songwriting, and winning the Stand Up Stand Out competition.
- A team of staff and students visited Northcross Intermediate this morning to deliver presentations to Year 8 students as part of our enrolment process.

Staffing Resignations and Appointments, June 2026

MOTION: That the board accept the staffing resignations and appointments as detailed in the board pack for 16 June 2026.

Decision Date: 16 Jun 2026

Mover: CJ Healey
Seconder: Dave Clark
Outcome: Approved

EOTC 2027 Netball Senior Premier – Samoa International Trip

MOTION: That the board approve, in principle, the EOTC 2027 Netball Senior Premier – Samoa International Trip.

Decision Date: 16 Jun 2026
Mover: Paul Kerr
Seconder: Dave Clark
Outcome: Approved

Acceptance of Principal's Report

MOTION: That the board accept the Principal's Report for June 2026, as read.

Decision Date: 16 Jun 2026
Mover: Paul Kerr
Seconder: Dave Clark
Outcome: Approved

4. Student Representative Report

4.1 Student Representative Report

Lily Cowen spoke to her report which included updates from the prefect council groups: School and Community, Academic, Cultural, Sport, Arts, Sustainability, Technology, House.

5. Finance & Property

5.1 Business Manager's Report

Dave Clark gave an update on the Property and Finance Subcommittee Meeting of 9 June 2026.

With Kath Woollard stepping down, Dave asked if anyone would consider joining the Property and Finance Subcommittee. Paul Kerr and Morag Ward have agreed to join.

One of Kath's roles on the Property and Finance Subcommittee was to review invoices on behalf of the board. Dave is happy to become the delegated authority on behalf of the board to do this. (Separate motion)

The board accepted/approved the following items:

- Financial Reports for YTD April 2026 and Direct Credit Reports for April 2026 - moved in a block
- Delegated Authority for Invoice Review (ApprovalMax).
- 2027 Donation Amount
- 2025 Audited Annual Accounts and Auditor's 2025 Report including Management Responses - moved in a block
- Trillian Trust Grant Application
- ASTTP Governance Framework / ASTTP Delegations / ASTTP Programme Budget 2026 - moved in a block
- Social Studies and Classics Textbook Write Off
- Business Manager's Report accepted as read

Delegated Authority for the ApprovalMax Invoice Review

MOTION: That the board appoint Dave Clark as the delegated authority to review invoices on behalf of the board.

Decision Date: 16 Jun 2026
Mover: Paul Kerr
Seconder: Pearl Runga
Outcome: Approved

Financial Reports for YTD April 2026

MOTION: That the board approve the Financial Reports for YTD April 2026, as read.

Decision Date: 16 Jun 2026
Mover: Dave Clark
Seconder: Monique Sanna
Outcome: Approved

Direct Credit Reports for April 2026

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

Decision Date: 16 Jun 2026
Mover: Dave Clark
Seconder: Monique Sanna
Outcome: Approved

2027 Donation Amount

MOTION: That the board approve the 2027 Donation amounts, as detailed below.

Earlybird (before 31st March)	One student attending	$355 (+ $30, 9%)
	Family 2+ students attending	$495 (+ $45, 10%)
Standard (from 1st April)	One student attending	$380 (+ $35, 10%)
	Family 2+ students attending	$520 (+ $50, 11%)

Decision Date: 16 Jun 2026
Mover: CJ Healey
Seconder: Dave Clark
Outcome: Approved

2025 Audited Annual Accounts

MOTION: That the board accept the 2025 Audited Accounts, as presented in the board pack.

Decision Date: 16 Jun 2026
Mover: Morag Ward
Seconder: Dave Clark
Outcome: Approved

Auditors 2025 Report including Management Responses

MOTION: That the board accept the Auditor's 2025 Report to the Board of Trustees including Management Responses, as presented in the board pack.

Decision Date: 16 Jun 2026
Mover: Morag Ward
Seconder: Dave Clark
Outcome: Approved

Trillian Trust Grant Application - Piupiu

MOTION: That the board approve the grant application to the Trillian Trust for $19,369 to help fund a full set of piupiu to support the Long Bay College Kapa Haka group.

Decision Date: 16 Jun 2026
Mover: Monique Sanna
Seconder: Kristen Evans
Outcome: Approved

ASTTP Governance Framework

MOTION: That the board adopt the ASTTP Governance Framework, as presented in the board pack, with the amendment that the Governance Group meetings are reduced to two per year - one in Term 1 and one in Term 4.

Decision Date: 16 Jun 2026
Mover: Morag Ward
Seconder: Paul Kerr
Outcome: Approved

ASTTP Delegations

MOTION: That the board approve the ASTTP Delegations, as presented in the board pack.

Decision Date: 16 Jun 2026
Mover: Morag Ward
Seconder: Paul Kerr
Outcome: Approved

ASTTP Programme Budget 2026

MOTION: That the board approve the ASTTP Programme Budget, as presented in the board pack.

Decision Date: 16 Jun 2026
Mover: Morag Ward
Seconder: Paul Kerr
Outcome: Approved

Social Studies and Classics Textbook Write Off

MOTION: That the board approve the write-off of 1,242 textbooks, as presented in the board pack.

Decision Date: 16 Jun 2026
Mover: Paul Kerr
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:	16 Jun 2026
Mover:	Paul Kerr
Seconder:	Pearl Runga
Outcome:	Approved

6. Board Assurances, Policies & Procedures

6.1 Board Assurances, Policies and Procedures

The board accepted the policy changes as provided in the Policy Subcommittee Minutes of 9 June 2026. (Separate motion)

Board Assurances for Term 2 2026 and SchoolDocs Advisory Mid-term updates were noted.

Policy Subcommittee Minutes - 9 June 2026

MOTION: That the board accept the Policy Subcommittee Minutes of 9 June 2026, including the policy changes.

Decision Date:	16 Jun 2026
Mover:	Morag Ward
Seconder:	Dave Clark
Outcome:	Approved

7. Other Business

7.1 Board Workplan

The following documents were included in the board pack for information:

- 2026 Board Workplan
- Attendance Report
- Faculty Action Plans

The Staff and Student Wellbeing Survey will be undertaken in week 9. Staff as part of a staff meeting and students as part of their Atawhai lesson.

7.2 Privacy Breach

Mr Healey informed the board of an unintentional email privacy breach on 3 June 2026, and the steps taken following the breach.

7.3 Correspondence

The Correspondence list was included for information.

7.4 Flying Minutes (between meeting decisions)

Between meeting decisions actioned since the 5 May 2026 meeting:

- International Winter Camp, 24/06/26-26/06/26, Rotorua and Hobbiton - approved 15/05/2026

- 2027 Ballot - Year 9 Out of Zone Enrolment Numbers - approved 22/05/2026
- Internal Review of Student Centre - approved 01/06/2026

7.5 Action List

There are no current actions pending.

7.6 Other Business

There was no additional business.

8. In-Committee Business

8.1 In-Committee Items

The board moved into committee at 5:50pm to consider the following matters (refer to In-committee Minutes):

1. Formal Complaint: S.Halsey
2. Discretionary leave request: School Nurse (4 days - 11/02/27-16/02/27). Started in Feb 2025.
3. Discretionary leave request: Reprographics Assistant (9 days - 23/06/26-03/07/26). Started in Feb 2004

Discretionary Leave Request - Tracy Smith

MOTION: That the board approve Tracy Smith’s request for 4 days leave from 11/02/27 to 16/02/27.

Decision Date: 16 Jun 2026
Mover: Morag Ward
Seconder: Kristen Evans
Outcome: Approved

Discretionary Leave Request - Loretta Clinton

MOTION: That the board approve Loretta Clinton’s request for 9 days leave from 23/06/26 to 03/07/26.

Decision Date: 16 Jun 2026
Mover: Paul Kerr
Seconder: Morag Ward
Outcome: Approved

9. Closing Karakia

9.1 Closing Karakia

10. Close Meeting

10.1 Close the meeting

Next meeting: LBC Board Meeting - 4 Aug 2026, 5:00 pm

Derek Blank
5 Aug 2026