

CONFIRMED MINUTES

LBC BOARD MEETING



At the **LBC Board Meeting** on **25 Jun 2024** these minutes were **confirmed as presented**.

Name:	Long Bay College
Date:	Tuesday, 14 May 2024
Time:	5:00 pm to 7:22 pm (NZST)
Location:	Long Bay College, Ashley Avenue, Long Bay
Board Members:	CJ Healey, Derek Blank, Fusi Magill, Gauri Ramesh, Grant Stott, Katherine Woollard, Kristen Evans
Attendees:	Melinda Hobman
Apologies:	Tipene Tahana, Steve Piner, Wendy Ellis

1. Opening Meeting

1.1 Welcome and Karakia

- Derek Blank opened the meeting at 5:02 pm
- Apologies received from Tipene Tahana, Wendy Ellis and Steve Piner
- Opening Karakia

1.2 Confirm Minutes

LBC Board Meeting 26 Mar 2024, the minutes were confirmed as presented.



Minutes Confirmed - 26 March 2024

MOTION: Move that the Minutes of the 26 March 2024 meeting be confirmed as presented.

Decision Date:	14 May 2024
Mover:	Grant Stott
Seconder:	Katherine Woollard
Outcome:	Approved

1.3 Interests Register

- There were no new interests to register.
- Ongoing registered interests in BoardPro for Derek Blank, Fusi Magill, Grant Stott and Wendy Ellis.

2. Open Forum

2.1 Director of Sports Introduction

Director of Sports, Andy Mobberley, introduced himself to the Board and gave an outline of his goals and direction moving forward.

Andy's background is in football. He has played in NZ and overseas, including playing international football for Samoa. He has been coaching since 2021. For the last 6 months, after being appointed Director of Sports at Long Bay College, he has been working on a strategic plan and is excited about the journey ahead.

Andy's presentation is attached.

Andy discussed an idea to introduce a commitment fee students need to pay when signing up to play sport, as they are experiencing students signing up and then not committing or turning up.

3. Principal's Report

3.1 Principal's Report

Topics in the Principals Report include: Principal's Comments, Staffing Resignations and Appointments, Staff Leave Requests, Overnight Trip Requests. Planning, Reviewing and Reporting: Roll Data, Health and Safety, International, Learning Support, Sports, Performing Arts, Specialist Classroom Teacher. Strategic & Annual Planning: Implementation Plan Goals 3 and 4, Stand-down and Suspension Data. Personnel: Staff Short Term Leave, Positions Advertised. Celebrations and Events – Key Dates.

Mr Healey spoke to his report.

- The board accepted the staffing resignations and appointments (separate motion).
- The board discussed the leave requests for Jennie Taylor (teacher) and Maryann Denny (Support Staff). Before making a decision on Jennie's leave they would like to be provided with the date of the wedding she is attending. Maryann has requested 6 days leave to coincide with her long service leave to travel overseas and spread the ashes of her late husband. This was approved by the board (separate motion).
- The board approved the following overnight trip requests (separate motion):
 1. Football Boys Nationals (Winter Tournament), 02-09-24 to 06-09-24
 2. NISS Orienteering Wellington, 19-07-24 to 21-07-24
 3. Winter Tournament Hockey Girls Chica Gilmer, 01-09-24 to 07-09-24
 4. 1st XI Girls Football (Winter Tournament), 01-09-24 to 06-09-24
 5. L3 Rotorua Fieldtrip, 12-06-24 to 14-06-24
 6. Sheilah Winn Nationals, 30-05-24 to 03-06-24
- Later in the year the Board and SLT will need to start looking at the strategic plan for 2026. This will incorporate community feedback when we consult with them at the end of 2024.
- Mr Healey informed the board the MOE can direct schools to take back students that have been excluded after a suspension meeting. We have had a recent case of this, and the MOE are providing funding for two terms to assist with the reintegration of the student.



Staffing Resignations and Appointments

MOTION: Move that the board accept the staffing resignations and appointments as detailed in the Principal's Report.

Decision Date: 14 May 2024
Mover: CJ Healey
Seconded: Derek Blank
Outcome: Approved



Discretionary Leave Request - Maryann Denny

MOTION: Move that the board approve Maryann Denny's request for 6 days discretionary leave - one day's leave on 05 July 2024 (last day of Term 2) and one week from 19-23 August 2024. This coincides with her 4 weeks of long service leave which she is taking from 22 July to 16 August 2024.

Decision Date: 14 May 2024
Mover: CJ Healey
Seconder: Derek Blank
Outcome: Approved



Overnight Trip Requests x 6

MOTION: Move that the board approve the following overnight trip requests:

1. Football Boys Nationals 2024 (Winter Tournament)
Date(s): 2024-09-02 to 2024-09-06
Location: Whangarei (TBC)
2. NISS Orienteering Wellington (Winter Tournament)
Date(s): 2024-07-19 to 2024-07-21
Location: Wellington Exact location to be confirmed
3. Winter Tournament Hockey Girls Chica Gilmer (Winter Tournament)
Date(s): 2024-09-01 to 2024-09-07
Location: Northland Hockey 45 Park Avenue Whangārei, Northland, 0112New Zealand (map)
4. 2024 1st XI Girls Football (Winter Tournament)
Date(s): 01-09-2024 to 06-09-2024
Location: Nelson
5. L3 Rotorua Fieldtrip
Date(s): 2024-06-12 to 2024-06-14
Location: Collecting Research around Rotorua Tourist attractions
6. Sheilah Winn Nationals
Date(s): 2024-05-30 to 2024-06-03
Location: Wellington Girls High St James Theatre Wellington

Decision Date: 14 May 2024
Mover: CJ Healey
Seconder: Grant Stott
Outcome: Approved

4. Student Representative

4.1 Student Representative Report

Gauri Ramesh spoke to her report which covered the following topics:

- General Overview
- Student Council
- Sustainability Council
- Cultural Council

- House Leader
- Thoughts

The board asked if there was more support they could provide to the Student Council. Gauri explained proposals go back and forth to the SLT until approved. It was discussed that when there is a need, Mr Healey or the students could bring a proposal requiring extra funding to the board for their consideration.

Grant Stott spoke about a legacy initiative from his days at school. Mr Healey said this could be something we look at doing with our 2025 Year 13 cohort.

5. Finance & Property

5.1 Business Manager's Report

Grant Stott gave an update on the Property and Finance Subcommittee meeting of 07 May 2024.

Recommendations for the full Board to accept/approve:

- Financial Management Reports for February and March 2024
- School Records Disposals
- 2024 Draft Budget + \$200,000 Faculty Based Capital Expenditure
- Acoustic Guitar Write-off

Discussion points:

- The board would like the Business Manager to keep them updated on where the \$200,000 faculty-based capital expenditure has been spent and what is still required from requests. (Action: BOT Secretary to inform BM)
- The Principal and Business Manager have been in discussions around what to do with the space freed up from the removal of the building near the canteen. An idea is that this could be an extended canteen area with a canopy and more seating to offer additional shelter for students.
- The Business Manager is waiting on one more quote for the shaded area in M-Block.
- Hockey Turf Update: Mr Healey spoke to the CEO of NZ Hockey. They were excited about the prospect but don't want to contribute fiscally. North Harbour Hockey will provide their expertise and said there is an additional need for a hockey turf. The hourly rate for rental is approximately \$140. They are promoting dry hockey turfs as opposed to water turfs, but they are more expensive. They have advised we seek funding from the trusts and see if we can get council involved. Multi-purpose turfs are getting more funding. The next step is for Mr Healey to get in contact with Tiger Turf to get a sense of what it might cost.



Financial Management Reports for February and March 2024

MOTION: Move that the board accept the Financial Management Reports for February and March 2024 as read.

Decision Date: 14 May 2024
Mover: Grant Stott
Seconder: Derek Blank
Outcome: Approved



School Records Disposal

MOTION: Move that the board approve the disposal of school records as detailed below:

- Student records prior to 2014

- Finance records prior to 2014
- Property records prior to 2014

Decision Date: 14 May 2024
Mover: Grant Stott
Seconder: Derek Blank
Outcome: Approved



2024 Draft Budget / \$200,000 Faculty Based Capital Expenditure

MOTION: Move that the board adopt the 2024 Draft Budget V2 and approve \$200,000 for faculty-based capital expenditure.

Decision Date: 14 May 2024
Mover: Grant Stott
Seconder: Katherine Woollard
Outcome: Approved



Acoustic Guitar Write-Off

MOTION: Move that the board approve the write-off of five unrepairable acoustic guitars.

Decision Date: 14 May 2024
Mover: Grant Stott
Seconder: Derek Blank
Outcome: Approved



\$200,000 Faculty Based Capital Expenditure

BOT Secretary to inform the Business Manager that the board would like to be kept updated on where the \$200,000 faculty-based capital expenditure has been spent and what is still required from requests.

Due Date: 17 May 2024
Owner: Melinda Hobman

6. Board Assurances, Policies & Procedures

6.1 SchoolDocs Updates

SchoolDocs email updates were included in the board pack for information. The Policy subcommittee are due to meet on 17 June.

7. Other Business

7.1 Draft Board Workplan

The Draft Board Workplan was included for board discussion. An action item from the March meeting was for the board to review and provide feedback at this meeting. Included with the Workplan was an update on Local Māori Community Consultation and Special Education Needs.

The principal said the Annual Implementation Plan had been confirmed and published. He has not been able to do the staff wellbeing survey yet.

The board are to think about what is missing and what they feel as a board are necessary. Is the work plan achievable. (Action Item for BOT to provide feedback at next meeting.) Wendy had emailed in some feedback and can speak to this at the next meeting.

It was decided to remove the Māori consultation from August as it was provided in May, and move the staff wellbeing survey across to the following month.



Draft Board Workplan

Board to think about what is missing from the Draft Workplan, what they feel as a board is necessary, and if the workplan is achievable.

Due Date: 19 Jun 2024
Owner: Melinda Hobman

7.2 2024 Enrolment Ballot

The 2024 Enrolment Ballot timeline and board responsibilities/requirements were included for the board to start thinking about what they need to do. This will be moved to the June Agenda where the board will need to discuss how many out of zone students and international students the school will be able to accommodate. Mr Healey will look at predicted numbers over the next few weeks and bring to the next meeting.

7.3 Late Agenda Item - Kiaya Lupi Discretionary Leave

Kiaya's previous leave that was approved by the board is no longer going ahead (discretionary leave request of 8 days from 20th to 27th June 2024 to compete at the SDA World Dance Crew Championship Qualifier in Sydney). She has submitted a new request for 8 days from 18-25 September for a dance competition 'Dancechella' in the Gold Coast. The board approved the leave on the proviso that the senior practice exams are covered and marked by her prior to her leaving. Her previous leave which was cancelled was approved as 4 days paid and 4 days unpaid, this will be reciprocated.



Discretionary Leave Request: Kiaya Lupi

MOTION: Move that the board approve Kiaya Lupi's request for 8 days leave from 18-25 September for a dance competition 'Dancechella' in the Gold Coast as part of 'The Collective' dance group. The board approved the leave on the proviso that the senior practice exams take place and are marked by Kiaya prior to her departure. This is approved as 4 days paid and 4 days unpaid.

Decision Date: 14 May 2024
Mover: CJ Healey
Seconder: Derek Blank
Outcome: Approved

7.4 Flying Minutes (between meeting decisions)

Flying Minutes sent out since the March 2024 meeting:

- Sabbatical Application - Katherine Thomas (approved)
- Discretionary Leave Request - Sef Manu (approved 17/04/24)
- Parental Leave Request - Matthew Overington (approved 11/04/24)

7.5 Correspondence

Consultation Letter LBC: Proposed Private Plan Change – Glenvar Ridge Road, Long Bay.

Mr Healey advised the meeting went well. The timeline of the housing is likely to be over the next 10 years with some starting in the next two years.

8. In-Committee Business

8.1 In-Committee Business

Principal's PGC/Appraisal Report (refer In-committee Minutes)

9. Closing Karakia

9.1 Closing Karakia

10. Close Meeting

10.1 Close the meeting

Next meeting: LBC Board Meeting - 25 Jun 2024, 5:00 pm

A handwritten signature in black ink, appearing to read 'Derek Blank', with a long horizontal stroke extending to the right.

Derek Blank
26 Jun 2024