

CONFIRMED MINUTES

LBC BOARD MEETING



At the **LBC Board Meeting** on **14 May 2024** these minutes were **confirmed as presented**.

Name:	Long Bay College
Date:	Tuesday, 26 March 2024
Time:	5:00 pm to 7:25 pm (NZDT)
Location:	Long Bay College, Ashley Avenue, Long Bay
Board Members:	CJ Healey, Fusi Magill, Gauri Ramesh, Grant Stott, Katherine Woollard, Kristen Evans, Steve Piner, Tipene Tahana, Wendy Ellis
Attendees:	Melinda Hobman
Apologies:	Derek Blank
Guests/Notes:	Jac Beasleigh (Deputy Principal) presenting the Open Forum

1. Opening Meeting

1.1 Welcome and Karakia

- Steve Piner opened the meeting at 5:00pm
- Apologies received from Derek Blank (Kath Woollard will be about 30 minutes late)
- Karakia

1.2 Confirm Minutes

LBC Board Meeting 13 Feb 2024, the minutes were confirmed as presented.



Minutes Confirmed - 13 February 2024

MOTION: Move that the Minutes of the 13 February 2024 Board meeting be confirmed as presented.

Decision Date: 26 Mar 2024
Mover: Fusi Magill
Seconder: Grant Stott
Outcome: Approved

1.3 Interests Register

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

2. Open Forum

2.1 2023 Academic Results

Assistant Principal Jac Beasleigh presented to the board on the 2023 Academic Results. Presentation attached.

3. Principal's Report

3.1 Principal's Report

Topics in the Principals Report include: Principal's Comments, Staff Resignations and Appointments, Staff Leave Requests, Overnight Trip Requests, Principal's Expenses. Context and Information: Roll Data, Health and Safety, International, Learning Support, Sports, Performing Arts, Specialist Classroom Teacher, Wellbeing Centre. Strategic and Annual Planning: Implementation Plan Goals 1 and 2, Standdown and Suspension Data. Personnel: Staff Leave (short-term), New Positions Advertised. Celebrations and Events.

- The board accepted the staffing resignations and appointments.
- The board discussed the 4-day leave request for Adam Trail and the implications leave for teachers has on the school and their students. A decision was made to approve 2 days of unpaid leave around the weekend of 14/15 September and that Adam can decide which two days either side of the weekend he will take.
- The board approved three overnight trip requests:
 - Discover Aotearoa T1 Camp
 - Project Youth Hip Hop Dance Competition
 - Stella Voce Choir Camp
- The board approved the Principal's Expenses of \$1405.91 for February 2024.
- The board approved the proposed increase in International Fees for 2024-2025.
- The board moved to accept the Principal's Report as read.



Resignations and Staffing Appointments

MOTION: Move that the board accept the staffing resignations and appointments, as detailed in the Principal's Report for March 2024.

Decision Date: 26 Mar 2024
Mover: Steve Piner
Seconder: Grant Stott
Outcome: Approved



Staff Leave Request - Adam Trail

MOTION: Move that the board approve 2 days unpaid leave for Adam Trail around the weekend of 14th and 15th September. Adam can choose which 2 days around that weekend to take.

Decision Date: 26 Mar 2024
Mover: CJ Healey
Seconder: Steve Piner
Outcome: Approved



Overnight Trip Requests

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

1. Discover Aotearoa T1 Camp
Date(s): 2024-04-05 to 2024-04-06

Location: Tawharanui Regional Park

2. Project Youth Hip Hop Dance Competition

Date(s): 2024-05-31 to 2024-06-02

Location: Mercury Baypark Arena - Tauranga

3. Stella Voce Choir Camp

Date(s): 2024-05-10 to 2024-05-12

Location: Peter Snell Youth Village 1212 Whangaparaoa Rd, Gulf Harbour Whangaparaoa Auckland (North Shore) 0930 New Zealand

Decision Date: 26 Mar 2024
Mover: Grant Stott
Seconder: Katherine Woollard
Outcome: Approved



Principals Expenses January 2024

MOTION: Move that the board approve the Principal's Expenses of \$1405.91 for February 2024.

Decision Date: 26 Mar 2024
Mover: Kristen Evans
Seconder: Fusi Magill
Outcome: Approved



Proposed increase in International Fees 2024-2025

MOTION: Move that the board approve the increase in International Fees for 2024-2025 as detailed below.

	4 terms' stay 2023-2024 (NZD)	4 terms' stay 2024-2025 (NZD)
Tuition Fees	17280	18080
Admin Fees	2500	2600
Homestay Fees (per week)	350	380
Homestay Fees (per week, if under 14)	370	400
Homestay Admin Fee	450	495
Homestay Change Fee	N/A	150
Insurance	695	750
Contingency Fee	1200	1400
Visa Renewal (if required)	480	495
Special Dietary Requirements	60	80
Homestay Holding Fee (per night)	10	10
Airport Pick-up	Free (incl. in Tuition Fee)	Free (incl. in Tuition Fee)

Airport Drop-off	Free (incl. in Tuition Fee)	Free (incl. in Tuition Fee)
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Decision Date: 26 Mar 2024
Mover: CJ Healey
Seconders: Grant Stott
Outcome: Approved



Principal's Report Accepted

MOTION: Move that the board accept the Principal's Report as read.

Decision Date: 26 Mar 2024
Mover: Steve Piner
Seconders: 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

5. Finance & Property

5.1 Business Manager's Report

Grant Stott gave an update on the Property and Finance Subcommittee meeting that took place on 19 March 2024.

- The Donations are lower compared to the same time last year. It was explained that it is too early in the year to see where we stand.
- The Board budget line item is showing expenses as being above what was budgeted. It was explained that the asphalt project has been temporarily coded to BOT awaiting project approval by the Ministry at which point it will be recoded. There is also 10 months of prepayment on insurance.
- Recreational Services have rebranded to Green by Nature. There have been a number of discussions with Green by Nature about their performance.
- The Business Manager has looked into a feasibility study for air conditioning in the gym as requested by the board and has advised it would not be practical.
- The Business Manager is struggling to get vendors to come onsite to quote for shade in the M Block courtyard redevelopment. He expects to have information available for the next board meeting.

- A Plant and Capital Projects subcommittee was formed to work on creating a list of projects and try to get them off the ground by approaching organisations to assist. Grant is creating a template that can be used.
- Grant informed the board that North Harbour Basketball sent information out about a lack of indoor facilities and believes this is also an issue for other indoor sports. The board could explore the benefits and revenue that could be generated if we had facilities to offer.
- The board accepted the Financial Reports for January 2024 (separate motion).



Financial Reports January 2024

MOTION: Move that the board accept the Financial Reports for January 2024.

Decision Date: 26 Mar 2024
Mover: Steve Piner
Seconder: Katherine Woollard
Outcome: Approved

5.2 LBC Draft Accounts 2023

The LBC 2023 Draft Accounts were included for board review. Solutions and Services have said they will get back to the school by next Wednesday with answers to questions that have been sent to them.

6. Board Assurances, Policies & Procedures

6.1 Board Assurances

- The board approved the Term 1 2024 Board Assurances.
- The 2024 Review and Board Assurances Schedule was provided to the board.



Term 1 2024 Board Assurances

MOTION: Move that the board accept the Term 1 2024 Board Assurances.

Decision Date: 26 Mar 2024
Mover: Grant Stott
Seconder: Steve Piner
Outcome: Approved

6.2 SchoolDocs Updates

SchoolDocs updates were attached for information.

6.3 Policies Subcommittee

Wendy updated the board on the Policies Subcommittee meeting of 19 March.

- Risk Management and Planning and Preparing for Emergencies, Disasters and Crises are now to be termly Board Assurances.
- Policy Subcommittee meetings will now be held once a term in Week 8.

7. Other Business

7.1 Flying Minutes (between meeting decisions)

Flying Minutes sent out since the February 2024 meeting:

- Leave Requests - International Staff (Bronwyn James and Jemma Jones), approved 26/02/24
- Compassionate Leave Request - Tim Spratt, approved 22/02/24
- Overnight trips: Futsal Jnr Boys Regional Tournament and Volleyball Senior Girls Nationals, approved 13/03/24

7.2 Clarification of Feb BOT Meeting Action

At the February meeting, there was an action item for the principal to share preprepared media releases with the board. Clarification was required around this. The board decided it was no longer needed to be sent out as it is irrelevant and would need to be reviewed and updated if ever required.

7.3 Draft Board Workplan

A draft Board Workplan was included for board review. This is to give some direction of what to cover at each meeting and is from an NZSTA template. It was decided to leave it in draft form and include on the Agenda for the next meeting. The board are required to review and make amendments, additions and deletions to bring to the next meeting.

Actions:

- Principal Performance Review to move across to May/June (Board Secretary)
- BOT to review and make amendments, additions and deletions to bring to next meeting (Board members)
- Add to the next meeting Agenda (Board Secretary)



Draft Board Workplan

- Add Draft Board Workplan as an Agenda item for the next meeting (14th May)
- On the Draft Board Workplan, move the Principal's performance review over to May/June

Due Date: 30 Apr 2024
Owner: Melinda Hobman



Draft Board Workplan

Board to review the Draft Board Workplan (from March meeting), and make any amendments, additions and deletions to bring to the next meeting on 14th May.

Due Date: 29 Apr 2024
Owner: Melinda Hobman

7.4 Correspondence

Thank you email from Osaid Muhammad, DUX of LBC was included.

8. In-Committee Business

8.1 In-Committee Business

The board moved into committee at 6:39pm to discuss the draft Wellbeing Report. They moved out of committee at 7:23pm.

9. Closing Karakia

9.1 Closing Karakia

10. Close Meeting

10.1 Close the meeting

Next meeting: LBC Board Meeting - 14 May 2024, 5:00 pm

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

Derek Blank
15 May 2024