

CONFIRMED MINUTES

LBC BOARD MEETING

At the **LBC Board Meeting** on **6 Aug 2024** these minutes were **confirmed as presented**.

Name:	Long Bay College
Date:	Tuesday, 25 June 2024
Time:	5:00 pm to 7:07 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, Tipene Tahana, Wendy Ellis
Attendees:	Melinda Hobman
Apologies:	Steve Piner

1. Opening Meeting

1.1 Welcome and Karakia

- Derek Blank opened the meeting at 5:00pm
- Apologies received from Steve Piner (overseas)
- Karakia

1.2 Confirm Minutes

LBC Board Meeting 14 May 2024, the minutes were confirmed as presented.



Minutes Confirmed - 14 May 2024

MOTION: Move that the Minutes of the 14 May 2024 Board Meeting be confirmed as presented.

Decision Date: 25 Jun 2024
Mover: Derek Blank
Seconder: Grant Stott
Outcome: Approved

1.3 Interests Register

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

2. Principal's Report

2.1 Principal's Report

Topics in the Principal's Report include: Principal's Comments, Staffing Resignations and Appointments, Overnight Trip Requests. Context and Information: Reports on Roll Data, Health and Safety, International, Learning Support, Sports, Performing Arts, Wellbeing Centre. Strategic and Annual Planning: Implementation Plan Goals 1 & 2, Stand-down and Suspension data. Personnel: Staff Short Term Leave, Positions Advertised. Celebrations and Events.

Mr Healey started his report by informing the board of an incident that had happened at school today. A member of the community came onsite at around 2:00pm with a large knife. They were apprehended almost immediately by our Blue Light police who were already onsite. The police did not want our communication going out to the community until they had prepared their media release. Once we were aware of the presence of this person, at no stage was any member of the staff and students in danger. The staff involved are aware of the supports if they need them. The police and staff did a great job.

Discussion took place around social media comments by members of the public and how the school should manage these, in this instance. It was decided the school should not respond via social media. An email was sent to parents and caregivers informing them of the incident.

Discussion points from Principal's Report:

- Stella Voce, our SSA choir, was recently selected as one of 12 choirs to attend the Upper North Island Cadenza Festival as part of the Big Sing Competition in August. This is an outstanding achievement, and we believe is the first time a choir from Long Bay College has been selected to attend the next level of competition for the Big Sing. [Cadenza :: NZ Choral Federation \(nzcf.org.nz\)](https://www.nzcf.org.nz)
- Property update: O Block requires 1.4 million dollars of work to be done under Priority 1 (Health and Safety). We were made aware we could apply for additional funding towards Priority 2 (Building Infrastructure) and submitted an application last week. The 5YA/10-year plan for this round is ending next year, so we have to wait to see how much of the next round of 5YA will be allocated to O Block. We are currently working with vendors on getting quotes for the Hockey Turf.
- The Resignation and Staffing Appointments were accepted (separate motion).
- The following overnight trip requests were approved (separate motion): Bluelight Camp Term 2, Discover Aotearoa Camp T3, International Ski Trip.
- The board discussed the Wellbeing report and asked if there was any additional support they could provide. HEA will work with the Head of Wellbeing to see what their needs are and how they can be supported moving forward. (Action - HEA)
- Everything is tracking well with the Strategic Plan.
- The government are in the process of a national campaign to address student attendance.



Wellbeing Centre Needs

HEA to work with EGL to see what the Wellbeing Centre needs are and if there is any additional support they can be provided with.

Due Date: 22 Aug 2024

Owner: CJ Healey



Resignations and Appointments, June 2024

MOTION: Move that the staffing resignations and appointments as detailed in the Principal's Report for June 2024, be accepted.

Decision Date: 25 Jun 2024

Mover: CJ Healey

Seconder: Wendy Ellis

Outcome: Approved



Overnight Trip Requests

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

1. Bluelight Camp Term 2 2024, Date(s): 2024-07-04 to 2024-07-05
2. Discover Aotearoa Camp T3, Date(s): 2024-09-13 to 2024-09-14
3. International Ski Trip, Date(s): 2024-07-25 to 2024-07-29

Decision Date: 25 Jun 2024
Mover: CJ Healey
Seconded: Derek Blank
Outcome: Approved

3. Student Representative

3.1 Student Representative Report

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

- General Overview
- Academic Portfolio
- Arts Portfolio
- School and Community
- Cultural Portfolio
- Sports Portfolio
- Sustainability Portfolio
- Technology Portfolio
- House Leaders
- Long Bay Residence Association
- Thoughts

4. Finance & Property

4.1 Business Manager's Report

Grant Stott gave an update on the Property and Finance meeting of 25 June.

- The Financial Reports look positive, there is nothing of concern.
- Grant receives notifications from Approval Max of items in the BOT line to be approved. He has queried what the purpose is of this as he doesn't have context around the items. The Business Manager has promised he will provide extra information in his report to enable more conversation and insight.
- A query was made as to whether there is enough money in the budget for additional Wellbeing support. The budget doesn't have a provision for additional Wellbeing funding. Mr Healey will work with the Head of Wellbeing to identify the needs and then make a proposal to the board if additional funding is required.
- There has been a delay in the audited Accounts to 31 December 2023. The school has fulfilled all requests from the auditors, but the auditors have communicated that they are

still in the process of final clearance, and it will not result in a breach of deadline for the school's annual report.

- Our contract with Recreational Services is up mid next year. We have communicated to them that we will be going to tender.
- The M Block canopy is not viable as it is very expensive. The Business Manager is looking at whether it makes more sense to do something in the space near the canteen.
- The Business Manager had submitted a proposal for 2025 donation increases. This was discussed and the board agreed to the following amounts (separate motion):

Earlybird (fully paid by 31st March) 1 student \$325

Earlybird (fully paid by 31st March) family \$450

Standard 1 student \$345

Standard family \$470

Yearbooks available for pre-order at \$25 per copy, including domestic postage.

Yearbooks casual sales at \$35 per copy

Mr Healey proposed that when we consult with the community later in the year, we ask parents what they feel is a reasonable donation. A suggestion was made that information going out about donations should communicate clearly that families have the option to pay the fees off throughout the year.

- The board approved the Business Manager's Report as read (separate motion).



2025 Donation Amounts

MOTION: Move that the board approve the 2025 donation and yearbook amounts as detailed below:

Earlybird (fully paid by 31st March) 1 student \$325

Earlybird (fully paid by 31st March) family \$450

Standard 1 student \$345

Standard family \$470

Yearbooks available for pre-order at \$25 per copy, including domestic postage.

Yearbooks casual sales at \$35 per copy

Decision Date: 25 Jun 2024

Mover: Grant Stott

Seconder: Katherine Woollard

Outcome: Approved



Business Manager's Report Accepted - July 2024

MOTION: Move that the board accept the Business Manager's Report and associated documents for July 2024, as read.

Decision Date: 25 Jun 2024

Mover: Grant Stott

Seconder: Katherine Woollard

Outcome: Approved

5. Board Assurances, Policies & Procedures

5.1 Policies & Procedures, Board Assurances

The following documents were provided in the board pack:

- Policy Subcommittee Minutes, 18 June 2024
- Board Assurances for Term 2, 2024

- SchoolDocs email updates (these are also emailed to board members directly).

The board moved to accept the Board Assurances for Term 2, 2024 which covered the following topics (separate motion):

- Safety Checking *and* Police Vetting
- Teacher Registration and Certification
- Performance Management
- Appointment Procedure, Staff Conduct *and* Professional Development
- Equal Employment Opportunities
- Child Protection *and* Abuse Recognition and Reporting
- Curriculum *and* Student Achievement Policy
- Cellphones *and* Other Personal Digital Devices

Grant Stott and Richard Beechey are going through the feedback from the policy subcommittee for the Procurement Policy, and once they have done that, they will provide it to the board for consideration and approval. (Action)



Board Assurances - Term 2, 2024

MOTION: Move that the board accept the Board Assurances for Term 2, 2024 which covered the following topics:

- Safety Checking and Police Vetting
- Teacher Registration and Certification
- Performance Management
- Appointment Procedure, Staff Conduct and Professional Development
- Equal Employment Opportunities
- Child Protection and Abuse Recognition and Reporting
- Curriculum and Student Achievement Policy
- Cellphones and Other Personal Digital Devices

Decision Date: 25 Jun 2024
Mover: CJ Healey
Seconder: Grant Stott
Outcome: Approved



Procurement Policy

Grant Stott and Richard Beechey to go through the feedback from the policy subcommittee for the Procurement Policy, and then provide it to the board for consideration and approval.

Due Date: 22 Jul 2024
Owner: Grant Stott

6. Other Business

6.1 Board Workplan

The Draft Board Workplan was provided to the board along with an update on Māori Student Focus and Senior NCEA Summary.

The board moved to adopt the Workplan, with the addition of a line for Property and Finance which the Business Manager will add information to (separate motion).



Board Workplan Adopted

MOTION: Move that the board adopts the Board Workplan as detailed in the board pack, with the addition of a line to cover Property and Finance.

Decision Date: 25 Jun 2024
Mover: Derek Blank
Seconder: Kristen Evans
Outcome: Approved

6.2 2024 Enrolment Ballot

The board discussed their responsibilities for the 2024 Enrolment Ballot, including making a decision on how many out of zone students and international students the school will be able to accommodate, using the information provided on predicted enrolment numbers.

The board confirmed the following ballot numbers and information (separate motion):

- number of out of zone places - 40
- how many times during the year the out of zoner applications will be invited and processed - *one time*
- whether ballots will cover the whole school or take place for different year levels - *ballot only at Y9, no ballot at other year levels*
- dates and times for ballots (whether one or multiple) - *one ballot on 11 September*

Mr Healey informed the board the 1591 bus from Coatesville has been cancelled due to funding being removed by the Ministry. Parents were informed but not the school. That bus will now continue until the end of the year, and Ritchies are looking into solutions on behalf of the Ministry moving forward.



2024 Enrolment Ballot

MOTION: Move that the board confirm the following information for the 2024 Enrolment Ballot:

- number of out of zone places - 40
- how many times during the year the out of zoner applications will be invited and processed - **one time**
- whether ballots will cover the whole school or take place for different year levels - **ballot only at Y9, no ballot at other year levels**
- dates and times for ballots (whether one or multiple) - **one ballot on 11 September**

Decision Date: 25 Jun 2024
Mover: CJ Healey
Seconder: Derek Blank
Outcome: Approved

6.3 Flying Minutes (between meeting decisions)

Flying Minutes sent out since the May 2024 meeting :

- Discover Aotearoa Term 2 Camp, approved 6 June 2024
- Jennie Taylor Discretionary Leave Application, approved 17 May 2024
- Sabbatical Request for Katherine Thomas, approved 15 May 2024

7. In-Committee Business

7.1 In-Committee Business

There were no in-committee discussions.

8. Closing Karakia

8.1 Closing Karakia

9. Close Meeting

9.1 Close the meeting

Next meeting: LBC Board Meeting - 6 Aug 2024, 5:00 pm

A handwritten signature in blue ink that reads "D Blank". The signature is written in a cursive style with a large initial "D".

Derek Blank
7 Aug 2024