

CONFIRMED MINUTES

LBC BOARD MEETING



At the **LBC Board Meeting** on **17 Sept 2024** these minutes were **confirmed as presented**.

Name:	Long Bay College
Date:	Tuesday, 6 August 2024
Time:	5:00 pm to 6:25 pm (NZST)
Location:	Long Bay College, Ashley Avenue, Long Bay
Board Members:	CJ Healey, Derek Blank, Fusi Magill, Gauri Ramesh, Kristen Evans, Tipene Tahana, Wendy Ellis
Attendees:	Melinda Hobman
Apologies:	Grant Stott, Katherine Woollard, Steve Piner

1. Opening Meeting

1.1 Welcome and Karakia

- Derek Blank opened the meeting at 5:05pm.
- Apologies received from Grant Stott, Kath Woollard, and Steve Piner.
- Karakia.

1.2 Confirm Minutes

LBC Board Meeting 25 Jun 2024, the minutes were confirmed as presented.



Minutes Confirmed - 25 June 2024

MOTION: Move that the Minutes of the 25 June 2024 Board meeting be confirmed as presented.

Decision Date:	6 Aug 2024
Mover:	Derek Blank
Seconder:	Kristen Evans
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 Comment, Resignations and Staffing Appointments, Staff Leave Requests, EOTC Overnight Trip Requests. Planning, Reviewing and Reporting: Roll Data, Alumni Sponsorship, Health and Safety, International, Learning Support, Sports, Performing Arts, Specialist Classroom Teacher. Strategic & Annual Planning: Implementation Plan Goals 3 & 4, Standdown and Suspensions. Personnel: Short term staff leave, New positions advertised, Celebrations and Events.**

Discussion points from Principal's Report:

- The Open Evening was a successful event. We received really encouraging feedback from families who attended.
- We currently have 152 out-of-zone enrolment applications for 2025, with only 40 places available. 170 in-zone applications have been received to date.
- We have recently reconnected with local iwi, Ngāti Manuhiri and hope to make some progress in that area.
- 78 students attended the Aspiring Scholars testing on Saturday. There was a significant shift in the demographics of students being tested to previous years.
- The Ministry stopped funding the Coatesville Bus after a National Review was conducted and they determined it had been incorrectly subsidised. We met with a group of parents to come up with a solution and the bus will continue at a cost to the parents/school of \$115,000 per year. Moving forward, the demand for the bus should diminish as less out-of-zone students are offered a place at LBC.
- We have recently hired two teachers from the UK through a recruitment agency. The principal is considering visiting the UK next year to recruit teachers.
- We are one of three invited schools who will join the 11 founder Auckland schools who have established the Teachers' Institute programme. Long Bay College principal has taken on the role of the lead principal of the University of Waikato Auckland Secondary School Teacher Training programme. There are currently 44 schools on that programme.
- The SLT are currently formulating the community survey which will go out to the school community later in the year.
- A Student Volunteer Army initiative is being launched in week 3, led by students.
- A Scholars' Academy initiative is being launched for Year 11 and 12 students to support the Aspiring Scholars junior programme.
- The Metro Magazine misreported our scholarship results. The editor will put a correction in the next publication.
- The school roll is only down about 35 students from the start of the year.
- An Alumni and Sponsorship report was included. Nerys has done a fantastic job seeking sponsorship and connecting with our alumni.
- There was a significant life-threatening medical incident at school last week. Staff handled the situation really well, and the mother was incredibly grateful to the school.
- The principal will be looking at additional wellbeing support with the Head of Wellbeing in the coming weeks.

Decisions/Motions:

- The board moved to approve the resignations and staffing appointments (separate motion).
- The board ratified Coby Delle Donne's 7 days bereavement leave (separate motion).

- The board approved the following three trip requests (separate motion):
 - Big Sing Cadenza – Stella Voce, 23/08/24 to 26/08/24
 - Discover Aotearoa Term 3 Camp, 20/09/24 to 21/09/24
 - Hip Hop in Schools – Nationals, 19/09/24 to 21/09/24



Resignations and Appointments, August 2024

MOTION: Move that the Resignations and Staffing appointments as detailed in the Principal's Report for August 2024, be accepted.

Decision Date: 6 Aug 2024
Mover: CJ Healey
Seconder: Wendy Ellis
Outcome: Approved



Bereavement Leave, Coby Delle Donne

MOTION: Move that the Board ratify Coby Delle Donne's bereavement leave from 25/07/24 to 04/08/24 (7 days).

Decision Date: 6 Aug 2024
Mover: CJ Healey
Seconder: Wendy Ellis
Outcome: Approved



EOTC Overnight Trip Requests

MOTION: Move that the Board approve the following three overnight trip requests:

- Big Sing Cadenza – Stella Voce, 23/08/24 to 26/08/24
- Discover Aotearoa Term 3 Camp, 20/09/24 to 21/09/24
- Hip Hop in Schools – Nationals, 19/09/24 to 21/09/24

Decision Date: 6 Aug 2024
Mover: CJ Healey
Seconder: Derek Blank
Outcome: Approved



Principal's Report Accepted

MOTION: Move that the board accept the Principal's Report for August 2024, as read.

Decision Date: 6 Aug 2024
Mover: Derek Blank
Seconder: Fusi Magill
Outcome: Approved

3. Student Representative

3.1 Student Representative Report

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

- General Overview
- Student Council
- Cultural Council
- Open Evening

- Thoughts

4. Finance & Property

4.1 Business Manager's Report

Derek Blank gave an update on the Property and Finance Meeting of 30 July 2024.

Discussion points:

- The Financial Reports look positive, there is nothing of concern.
- The Registered Nurse position has been readvertised. The subcommittee had discussed if there was anything the board could support with to make the role more attractive.
- The biggest Capital Expenditure project on the go is the O Block refurbishment. The Ministry has approved 10% of the \$768,000 to go towards fees for design, etc. The Principal and Business Manager are meeting with the Ministry next week to start talking about the 5YA plan. They are hoping to get confirmation after the meeting as to how much money the Ministry will give the school for the O Block project so it can be determined how much the Board will need to contribute.
- We have a student starting next year who has a power chair to assist with mobility. A Ministry Occupational Therapist has visited and identified several property modifications that need to be undertaken before he starts. Funding is provided for those modifications.

Recommendations were made to the full board to:

- Accept the Financial Reports for May and June 2024 (separate motion).
- Accept the Direct Credit Reports for May and June 2024 (separate motion).



Financial Reports for May and June 2024

MOTION: Move that the Board accept the Financial Reports for May and June 2024, as read.

Decision Date: 6 Aug 2024
Mover: Derek Blank
Seconder: CJ Healey
Outcome: Approved



Direct Credit Reports for May and June 2024

MOTION: Move that the Board accept the Direct Credit Reports for May and June 2024, as read.

Decision Date: 6 Aug 2024
Mover: Derek Blank
Seconder: CJ Healey
Outcome: Approved

5. Board Assurances, Policies & Procedures

5.1 Board Assurances, Policies and Procedures

The Board were provided with assurances on the following:

- Risk Management
- Planning and Preparing for Emergencies, Disasters, and Crises

- Student Attendance
- Reporting to Parents on Student Progress and Achievement
- Searches, Surrender, and Retention of Property
- Minimising Physical Restraint
- Stand-down, Suspension, and Exclusion
- School Records Retention and Disposal
- Safety and Welfare for Students on Work Experience

6. Other Business

6.1 Senior Leadership Structure

The principal discussed the proposed Senior Leadership Structure for 2025 and the rationale behind it.

2025 Structure: Principal, 1 Associate Principal, 3 Deputy Principals, 3 Assistant Principals, 1 Business Manager.

Next steps are to appoint an Associate Principal (internal) then have them work with the principal to form the Assistant Principal role.

6.2 2024 Student Election

The board were happy with the recommended Student Election date of Thursday, 19 September 2024, and have appointed Melinda Hobman as the Returning Officer (separate motion).



2024 Student Election

MOTION: Move that the board set the election date of the 2024 Student Elections as Thursday, 19 September 2024 (recommended date) and appoint Melinda Hobman as the Returning Officer.

Decision Date: 6 Aug 2024
Mover: Derek Blank
Seconder: Wendy Ellis
Outcome: Approved

6.3 Disciplinary Meetings

The board discussed disciplinary meeting attendance. Board members were asked to respond to the Board Secretary as soon as possible with their availability. Moving forward, the Board Secretary will send out a morning option and afternoon option. Suspension meetings must be held before the close of the seventh school day after the decision is made to suspend a student (except when the end of term occurs less than seven school days after the suspension takes effect, then the meeting must be held by the end of the tenth calendar day). The Principals Report (suspension pack) must be sent to the parents and board subcommittee at least 48 hours before the meeting.

6.4 Board Workplan

The Board Workplan was included for reference.

6.5 Correspondence

Thank you letter from Libby Staden-Lea (Librarian).

6.6 Flying Minutes (between meeting decisions)

Flying Minutes sent out since the June 2024 meeting:

- 2024 Curling NZSS Championships, approved 03 July 2024

7. In-Committee Business

7.1 Principal's Concurrence

Principal's Concurrence and recent suspension of a student discussed in-committee.



Principal's Concurrence

Refer to in-committee minutes for details.

Decision Date:	6 Aug 2024
Mover:	Derek Blank
Seconder:	Fusi Magill
Outcome:	Approved

8. Closing Karakia

8.1 Closing Karakia

9. Close Meeting

9.1 Close the meeting

Next meeting: LBC Board Meeting - 17 Sept 2024, 5:00 pm

Derek Blank
18 Sep 2024