

CONFIRMED MINUTES

LBC BOARD MEETING

At the **LBC Board Meeting** on **11 Feb 2025** these minutes were **confirmed as presented**.

Name:	Long Bay College
Date:	Tuesday, 10 December 2024
Time:	5:00 pm to 6:40 pm (NZDT)
Location:	Long Bay College, Ashley Avenue, Long Bay
Board Members:	CJ Healey, Derek Blank, Fusi Magill, Gauri Ramesh, Grant Stott, Katherine Woollard, Kristen Evans, Wendy Ellis
Attendees:	Melinda Hobman
Apologies:	Steve Piner, Tipene Tahana
Guests:	Deputy Principal Mike Lewis presenting the Open Forum - EOTC
Notes:	Board and SLT dinner at Fantail and Turtle, Smales Farm, will follow after the Board meeting.

1. Opening Meeting

1.1 Welcome and Karakia

- Derek Blank opened the meeting at 5:00pm
- Karakia
- Apologies from Tipene Tahana and Steve Piner

1.2 Confirm Minutes

LBC Board Meeting 29 Oct 2024, the minutes were confirmed as presented.



Minutes Confirmed - 29 October 2024

MOTION: Move that the minutes of the 29 October 2024 Board meeting be confirmed as presented.

Decision Date:	10 Dec 2024
Mover:	CJ Healey
Seconder:	Derek Blank
Outcome:	Approved

1.3 Interests Register

There were no new interests. Current registered Interests in BoardPro for Derek Blank, Wendy Ellis, Fusi Magill, and Grant Stott.

2. Open Forum

2.1 EOTC Presentation

- Deputy Principal Mike Lewis presented to the board on EOTC.
- LBC EOTC Safety Management Plan document was provided to the board for review. This will be tabled at the February 2025 meeting for their feedback. (Action)



LBC EOTC Safety Management Plan Document

Add LBC EOTC Safety Management Plan document to the February 2025 Agenda for board to provide feedback.

Due Date: 28 Jan 2025
Owner: Melinda Hobman

3. Principal's Report

3.1 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, Health and Safety, International, Learning Support, Sports, Performing Arts, Wellbeing and Medical. *Strategic and Annual Planning:* Implementation plan goals, Stand-down and Suspensions. *Personnel:* Staff short term leave, New positions advertised. Celebrations and Events.

Actions required:

- Staffing Resignations and Appointments.
- Staff Discretionary Leave Applications (Jeff Evans and Richard Beechey).
- EOTC Overnight Trip Requests (L2PED Camp, Swimming Championship NZSS, Wananga Kapa Haka x 4).
- Principal's Report accepted as read.

The board approved the above actions (see separate motions). It was noted that the Teacher in Charge of the L2PED Camp is leaving so this will change.



Resignations and Staffing Appointments Dec 2024

MOTION: Move that the Board accept the Resignations and Staffing Appointments as detailed in the Principal's Report for December 2024.

Decision Date: 10 Dec 2024
Mover: Derek Blank
Seconder: CJ Healey
Outcome: Approved



Staff Leave Requests: Richard Beechey and Jeff Evans

MOTION: Move that the Board approve the staff leave requests for Jeff Evans and Richard Beechey as detailed below:

- Jeff Evans, Technology Teacher – request for 21 days leave from 09 June to 27 June 2025 (unpaid leave).
- Richard Beechey, Business Manager – request for 20 days annual leave to be taken from 17/11/2025 to 12/12/2025.

Decision Date: 10 Dec 2024
Mover: Derek Blank

Seconded: Katherine Woollard
Outcome: Approved



EOTC Overnight Trip Requests

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

1. L2 PED Camp - Location: Mangawhai Heads Holiday Park, Dates: 03/03/25 to 07/03/25
2. 2025 Swimming Championships NZSS - Location: Water World Te Rapa Hamilton, Dates: 24/07/25 to 27/07/25
3. Wānanga Kapa Haka 1 – Location: LBC, Dates: 14/02/25 to 15/02/25
4. Wānanga Kapa Haka 2 – Location: LBC, Dates: 28/02/25 to 01/03/25
5. Wānanga Kapa Haka 3 – Location: LBC, Dates: 14/03/25 to 14/03/25
6. Wānanga Kapa Haka 4 – Location: LBC, Dates: 28/03/25 to 29/03/25

Decision Date: 10 Dec 2024
Mover: Derek Blank
Seconded: Grant Stott
Outcome: Approved



Principal's Report for December 2024

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

Decision Date: 10 Dec 2024
Mover: Derek Blank
Seconded: Kristen Evans
Outcome: Approved

4. Student Representative

4.1 Student Representative Report

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

- Long Bay Residence Association
- Long Bay Chinese Association
- 2025 Prefects

5. Finance & Property

5.1 Business Manager's Report

Grant Stott gave an update on the Property and Finance Subcommittee meeting of 03 December 2024.

Recommendations to the full board which were approved in a block (separate motions):

- To accept the Financial Reports for September and October 2024
- To accept the Direct Credit Reports for October 2024
- To accept the Cyclical Maintenance Plan
- To approve the new property projects



Financial Reports for September and October 2024

MOTION: Move that the Board accept the Financial Reports for September and October 2024.

Decision Date: 10 Dec 2024
Mover: Grant Stott
Seconder: Derek Blank
Outcome: Approved



Direct Credit Reports for October 2024

MOTION: Move that the Board accept the Direct Credit Reports for October 2024.

Decision Date: 10 Dec 2024
Mover: Grant Stott
Seconder: Derek Blank
Outcome: Approved



Cyclical Maintenance Provision

MOTION: Move that the Board accept the Cyclical Maintenance Provision plan as detailed in the board pack.

Decision Date: 10 Dec 2024
Mover: Grant Stott
Seconder: Derek Blank
Outcome: Approved



New Property Projects December 2024

MOTION: Move that the Board approve the new property projects as detailed in the board pack and listed below:

- T17 & T18 Refurb
- M10 & M12 Furniture
- T2 Decommissioning & Refurb
- T2 Furniture
- Music Block Staff Bathroom Refurb
- Science Block Wallcovering Replacement
- Ramp to Technology Upgrade
- SLT Office Accommodation

Decision Date: 10 Dec 2024
Mover: Grant Stott
Seconder: Derek Blank
Outcome: Approved

6. Board Assurances, Policies & Procedures

6.1 Board Assurances, Policies and Procedures

The Policies subcommittee meet on 3 December 2024.

The Board acknowledged the following SchoolDocs Policy and Procedure Scheduled Review Updates and Changes as detailed below (separate motion).

SCHEDULED REVIEW – FURTHER UPDATES

- Safety Checking: New wording to be adopted: “The school also ensures all volunteers who regularly work with students are safety checked.”
- Police Vetting “To meet requirements for the safety and wellbeing of our international learners, we also police vet all residential caregivers, and it may be appropriate to police vet supervisors and temporary accommodation employees.” JON, HOB, LEM confirmed this is our practice.
- Employer Responsibility Policy no action necessary

SCHEDULED REVIEW UPCOMING CHANGES

- Performance Management: We've clarified processes for the principal, teaching staff, and non-teaching staff. No change requires as not State Integrated. Professional Development: Good employer requirements and professional development alignment with the strategic direction of the school. (checked and approved WIN) ADOPT
- Staff Leave: Legislative and employment agreement requirements updated, information about cashing up annual holidays clarified, information about discretionary leave included. Request emailed (27.11.24) to add the word 'may' to the line: Staff away for more than 3 days may need to provide medical certificates. Changes confirmed by SchoolDocs on 27/11/24
- Media: Process for interacting with the media clarified. Adopt wording: At our school, the designated media contacts are the principal and board chair. The principal and board chair work together to manage media contact, including preparing media statements and determining who speaks to the media – Will be adopted
- Staff Conduct: Policy has been reorganized to clarify conduct expectations and the process for managing conduct concerns.

INTERNAL REVIEW UPCOMING CHANGES

- Food and Nutrition: Reference added to the Education (School Boards) Regulations 2020 clarifying that board duty is to promote healthy food and nutrition. Email sent to clarify that: “provide water as the only drink option for students” is not included. Emailed back 28/11 this line is optional and not adopted by us. Adopt policy
- EOTC: Three policies to be updated within the EOTC section to meet EONZ recommendations that all EOTC activities in, on, or near water should be deemed high risk. To update information about engaging an external provider.

Proposed upcoming changes:

- For low-risk events, the organiser seeks approval from the EOTC coordinator. EONZ examples include – “leader of learning/team leader/EOTC coordinator”.
- For medium- to high-risk events, the organiser seeks approval from the principal. EONZ examples include – “leader of learning/team leader/EOTC coordinator and/or principal”.

Current LBC practice:

- At present EOTC approval for low and medium through EOTC Coordinator- LEM.
- High risk, not overnight through EOTC Coordinator- LEM.
- High risk, overnight initial-approval through BOT and then final approval EOTC Coordinator- LEM.

- Attendance Procedures:

Content added that ensures policy meets requirements in 2025 to report attendance data and use updated attendance codes.

Staff are encouraged to report any attendance concerns to the assistant principal year level pastoral teams. This is default wording. Schools can provide a different role if staff should contact a specific person about attendance concerns.

If a student is absent for three days or more, the school may request a medical certificate. This is adopted and included. Emailed 27/11/24 re changes

TERM 4 REVIEW

- Managing Income and Expenditure – reviewed. Action - Business Manager to review policy and check processes
- Financial Conflicts of Interest – reviewed, no changes
- Asset Management and Protection - reviewed Action – Business Manager to review policy

The Board Assurances for Term 4 2024 were approved by the board (separate motion).



SchoolDocs Policy and Procedures Scheduled Review Updates and Changes, Dec 2024

MOTION: Move that the Board accept the SchoolDocs Policy and Procedures Scheduled Review Updates and Changes as reviewed by the Policy Subcommittee on 03 December 2024.

Decision Date: 10 Dec 2024
Mover: Derek Blank
Seconder: Grant Stott
Outcome: Approved



Term 4 2024 Board Assurances

MOTION: Move that the Board accept the Term 4 Board Assurances as detailed in the board pack.

Decision Date: 10 Dec 2024
Mover: Derek Blank
Seconder: CJ Healey
Outcome: Approved

7. In-Committee Business

7.1 Exclusion Complaints

The Board moved into committee from 6:11pm to 6:35pm to discuss complaints related to a recent exclusion of a student.



Parent exclusion follow up meeting

Extend an invitation to the parents of the excluded student to come in and meet to discuss their concerns.

Due Date: 16 Dec 2024
Owner: CJ Healey

8. Other Business

8.1 Board Workplan

Included for information.

8.2 Principal's Annual Endorsement for PGC

Included for information.

8.3 2025 Board and Subcommittee Meeting Dates

Included for information.



2025 Board Meeting Dates

Send calendar invites out for the 2025 Board meeting dates.

Due Date: 16 Dec 2024

Owner: Melinda Hobman

8.4 Flying Minutes (between meeting decisions)

Flying Minutes sent out since the October 2024 meeting for information:

- Staff Leave Request: Debby Matulovic

8.5 Action List - Current

Current Actions for information:

- Feasibility study for second school van - In progress (Business Manager)
- PR Communications - Not started (HEA)
- Procurement Policy - In progress (Stott)
- Wellbeing Centre Needs - In progress (HEA)

9. Closing Karakia

9.1 Closing Karakia

10. Close Meeting

10.1 Close the meeting

Next meeting: No date for the next meeting has been set.