

CONFIRMED MINUTES

LBC BOARD MEETING

At the **LBC Board Meeting** on **29 Oct 2024** these minutes were **confirmed as presented**.

Name:	Long Bay College
Date:	Tuesday, 17 September 2024
Time:	5:00 pm to 6:12 pm (NZST)
Location:	Long Bay College, Ashley Avenue, Long Bay
Board Members:	CJ Healey, Derek Blank, Fusi Magill, Gauri Ramesh, Grant Stott, Steve Piner, Wendy Ellis
Attendees:	Melinda Hobman
Apologies:	Katherine Woollard, Kristen Evans, Tipene Tahana

1. Opening Meeting

1.1 Welcome and Karakia

- Derek Blank opened the meeting at 5:03pm
- Apologies received from Kath Woollard, Krick Evans and Tipene Tahana
- Karakia

1.2 Confirm Minutes

LBC Board Meeting 6 Aug 2024, the minutes were confirmed as presented.



Minutes and Confidential Minutes Confirmed - 6 August 2024

MOTION: Move that the Minutes and Confidential Minutes of the 6 August 2024 Board meeting be confirmed as presented.

Decision Date: 17 Sept 2024
Mover: Derek Blank
Seconder: Fusi Magill
Outcome: Approved

1.3 Interests Register

- There were no new interests to register.
- Current 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, Staff Resignations and Appointments, Staff Leave Requests, Overnight Trip Requests. Context and Information: Roll Data, Health and Safety, Sports Data, Wellbeing Centre. Strategic and Annual Planning: Implementation Plan Goals 1 & 2, Stand Down and Suspension Data. Personnel: Short term leave granted, New positions advertised. Celebrations and Events.

Matters arising:

- Mr Healey will provide a report about his Queensland State High School visit at the next board meeting.
- The board approved the staffing resignations and appointments (separate resolution).
- The board approved the leave requests for Margaret Hawke and Victoria Yun (separate resolution).
- The board approved, in concept, the 2026 Football Tour to the USA (separate resolution). Action: HEA to clarify in the estimate cost that the word *funding* should be *fundraising*.
- The board accepted the Principal's Report as read (separate resolution).



Resignations and Appointments, September 2024

MOTION: Move that the board accept the staffing Resignations and Appointments as detailed in the Principal's Report for September 2024.

Decision Date: 17 Sept 2024
Mover: CJ Healey
Seconder: Derek Blank
Outcome: Approved



Leave Request 2024 - Margaret Hawke

MOTION: Move that the board approve Margaret Hawke's request for 5 days discretionary leave from 14/10/24 to 18/10/24. This is approved as unpaid leave.

Decision Date: 17 Sept 2024
Mover: Derek Blank
Seconder: Grant Stott
Outcome: Approved



Leave Request 2025 - Victoria Yun

MOTION: Move that the board approve Victoria Yun's request for 5 days discretionary leave from 28/04/25 to 03/05/25. This is approved as 2 days paid and 3 days unpaid.

Decision Date: 17 Sept 2024
Mover: Derek Blank
Seconder: Grant Stott
Outcome: Approved



EOTC - 2026 Football Tour to the USA

MOTION: Move that the board approve, in concept, the 2026 Football Tour to the USA from 30/06/26 to 16/07/26.

Decision Date: 17 Sept 2024
Mover: Derek Blank

Seconded: Steve Piner
Outcome: Approved



Principal's Report for September 2024 Accepted

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

Decision Date: 17 Sept 2024
Mover: CJ Healey
Seconded: Grant Stott
Outcome: Approved



2026 USA Football Tour - Costs

Check if the word *funding* should say *fundraising*: Estimate Cost: \$8,000 (Student donation \$4,000, Funding \$4,000)

Due Date: 18 Oct 2024
Owner: CJ Healey

3. Student Representative

3.1 Student Representative Report

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

- Term Overview: Head Shave for Cancer, Daffodil Day, Student Volunteer Army's First Event, Tongan Language Week, Blood Donation Drive
- Councils
- Long Bay Residence Association (LBRA): Badminton Sessions, LBRA Swag Shop, LBRA Clean Up, Te Oneroa o Kahu (Long Bay) Workshop
- Thoughts

The board were happy for our students to help design merchandise for the LBRA Swag Shop. LBRA are interested in creating a community park and having a student advisory panel.

4. Finance & Property

4.1 Business Manager's Report

Grant Stott gave an update on the Property and Finance Subcommittee meeting of 10 September 2024.

There were three recommendations for the full board to action (separate resolutions):

1. To accept the Financial Reports to July 2024
 2. To accept the 2023 Audited Accounts and Auditor's Report
 3. To accept the Direct Credit Reports for July and August 2024
- There are no areas of concern with the Financial Reports.
 - School donations are sitting at 48% of the parent/caregiver population.
 - Three observations and recommendations arose from the Audited Accounts to 31 December 2023. These are school wide observations and recommendations, rather than specifically focused to Long Bay College.

- Mr Healey received the following information from SPANZ regarding the professional coaching and well-being support fund: *SPANZ has been made aware of a few examples of 2023 school audit letters including a recommendation that concurrence be sought for this fund. We have contacted the Ministry of Education and the Office of the Auditor General (OAG). This advice was incorrect and the Ministry has clarified with the OAG that concurrence isn't given retrospectively. The other point of note is that this fund is an entitlement under the terms of our collective agreement, hence concurrence is not needed.*
- The contract with our canteen provider is up for renewal. The school is currently engaging with four providers (including our current one).
- Watershed has been appointed by the MoE as our independent contractor to develop our next 5 Year Property Agreement.
- The board are invited to the Support Staff Breakfast on Wednesday, 13th November, 8:00am at Bark and Brew in Browns Bay. A calendar invite has been sent. The board secretary will send a reminder to everyone closer to the time.



Financial Reports to July 2024 Accepted

MOTION: Move that the board accept the Financial Reports to July 2024.

Decision Date: 17 Sept 2024
Mover: Grant Stott
Seconder: Steve Piner
Outcome: Approved



2023 Audited Accounts and Auditor's Report Accepted

MOTION: Move that the board accept the 2023 Audited Accounts and Auditor's Report.

Decision Date: 17 Sept 2024
Mover: Grant Stott
Seconder: Steve Piner
Outcome: Approved



Direct Credit Reports for July and August 2024

MOTION: Move that the board accept the Direct Credit Reports for July and August 2024.

Decision Date: 17 Sept 2024
Mover: Grant Stott
Seconder: Steve Piner
Outcome: Approved

5. Board Assurances, Policies & Procedures

5.1 Board Assurances, Policies and Procedures

- The Policies subcommittee met on 10 September 2024. The minutes of their meeting were included in the board pack.
- Mr Healey has sent all the policy changes to SchoolDocs so everything is up to date.
- A new file has been created in the Governance section of BoardPro titled Complaints Register.

6. Other Business

6.1 Board Workplan

The following September review items from the Board Workplan were included:

- Gifted and Talented update
- Health Curriculum Consultation updated

A question was raised whether a program similar to the one for gifted and talented students exists for high-performing athletes, to help guide them on post-college pathways. Mr Healey mentioned the possibility of a proposal to establish a Sports Academy and Performing Arts Academy. An aspect of the program for these students would include guidance on future pathways.

6.2 Student Election Update

The board were given an update on the Student Election. Candidate statements were provided of the 13 nominated students, and voting is currently taking place. Voting closes at 4:00pm on Thursday, 19 September.

6.3 Flying Minutes (between meeting decisions)

Flying Minutes sent out since the August 2024 meeting:

- Year 9 Camp Term 4 2024, approved 27 August 2024

6.4 2025 Trainee Teacher Funding (additional agenda item)

Mr Healey informed the board that Long Bay College is participating in the Waikato University Schools Teacher Training Programme, which includes 43 schools. The Ministry have only allocated 50 places. The Teachers Institute also has 50 places allocated. We currently have two candidates in each programme, and Mr Healey suspects we will receive funding for three places. He asked the board if they would be willing to fund an additional trainee teacher at a cost of approximately \$25,000. The board were supportive (separate resolution).



2025 Trainee Teacher Funding

MOTION: Move that the board are supportive of funding an additional trainee teacher for 2025.

Decision Date: 17 Sept 2024
Mover: CJ Healey
Seconder: Derek Blank
Outcome: Approved

7. In-Committee Business

7.1 In-Committee Business

The board moved into committee from 5:33pm-5:36pm to discuss a student matter. Refer In-committee Minutes.

8. Closing Karakia

8.1 Closing Karakia

9. Close Meeting

9.1 Close the meeting

Next meeting: LBC Board Meeting - 29 Oct 2024, 5:00 pm

New Actions raised in this meeting

Item	Action Title	Owner
2.1	2026 USA Football Tour - Costs Due Date: 18 Oct 2024	CJ Healey



Derek Blank
6 Nov 2024