LONGBURN ADVENTIST COLLEGE

Minutes of Meeting of the Board of Trustees Held at LAC on 16 SEPTEMBER 2021 at 5:30pm

Venue: LAC STAFF ROOM

(All supporting documentation/reports to be filed with these minutes)

PRESENT

Kingsley Wood (Board Chair), Pr Bob Larsen (Proprietor Appointee), Brendan van Oostveen (Principal), Dean Edwards (Proprietor Appointee), Francis Aiono (Staff Representative), Julene Duerksen-Kapao (Parent Representative), Robyn van Klink (Parent Representative), Lucas Talamaivao (Student Representative)

Invitees: Mr Abe Damon (Business Manager), Mrs Lynette Strauss (minutes)

1. MEETING OPENING

- 1.1 **Apologies:** Nilo Miado via email after start of meeting
- 1.2 Meeting opening and welcome: Mr Wood welcomed everyone to the meeting. Mrs Christine Matthews shared the Lord's Prayer with the meeting in Maori. Mr Aiono opened the meeting in prayer.

2. LEARNING LEADER REPORT

2.1 Math & English - Christine Matthews

Mrs Matthews presented her report to the board, which was sent out before the meeting for review.

Mr van Oostveen made special mention of Mrs Matthews in her role as SENCO and thanked her for the work that the department is doing.

RESOLVED: To accept the report as read, copy of which is attached to the original minutes to the meeting, and

FURTHER The meeting was welcomed to ask questions and seek clarification were needed.

2.2 Science - Gavin Cornford.

Mr Cornford presented his report to the board, which was sent out before the meeting for review.

Special mention was made that although Lockdown Level 4 interrupted school, the students have not fallen behind.

RESOLVED: To accept the report as read, copy of which is attached to the original minutes to the meeting, and

FURTHER The meeting was welcomed to ask questions and seek clarification were needed.

3. CHARTER FOCUS

3.1 Chaplain – Spiritual Growth

Mr Amoah presented his report to the Board. The vast majority of focus is on the spiritual growth of students. Students have shown a positive response to WOW (Week of Worship) and various spiritually aimed events at LAC. There has been interest in baptismal studies.

Students led out in a church program in New Plymouth and Taihape church during Term 2.

One staff member has expressed interest in Bible Studies and in a survey of students, 91% felt that the staff at LAC model Christian behaviour.

The board acknowledged and thanked Mr Amoah's for his leadership in the spiritual development of students and staff at LAC.

RESOLVED: To accept the report as read, copy of which is attached to the original minutes to the meeting, and

FURTHER The meeting was invited to ask questions and seek clarification were needed.

3.1.1 Request for support from BOT regarding school Chapel Day

LAC is working towards having an event on a Sabbath. The purpose is to get together as a local community. Unfortunately, it has been postponed to a still underdetermined future date.

3.2 Francis Aiono - Health and Well-being

Mr Aiono presented his report to the Board, copy of which is attached to the original minutes to the meeting.

Mr Aiono noted that there is progress being made from moving away from putting the responsibility of Staff Wellbeing on the Senior Leadership of LAC. Opportunities are being given to staff to take part in various initiatives.

RESOLVED: To accept the report as read, copy of which is attached to the original minutes of the meeting, and

FURTHER The meeting was welcomed to ask questions and seek clarification were needed.

4. FINANCIAL REPORT (Mr Abe Damon)

Mr Abe Damon presented the report to the BOT. The Board was given an opportunity to seek clarification where needed.

4.1 LAC BOT Statement as at 31 December 2020

- 4.2 Comprehensive Income and Expenditure 1 January 2021 16 September 2021
- 4.3 Comprehensive Income and Expenditure year ended 31 December 2020

RESOLVED: To accept the reports as read, copies of which are attached to the original minutes of the meeting, and

FURTHER The meeting was welcomed to ask questions and seek clarification were needed

FURTHER: That the minutes of the BOT Finance Sub-Committee held on the 8 September 2021, were accepted as read, a copy of which is attached to the official copy of the minutes.

MATTERS ARISING 5.

ITEM	PERSON TO ACTION
2. Cultural Compliance (Te Reo Maori & Pasifika)	Brendan/Julene
PREVIOUSLY DISCUSSED: Mr van Oostveen shared a document highlighting the mention of the Te Tiriti O Waitangi (Treaty of Waitangi) Mrs Kapao noted her thanks for the Professional Development that is being provided to the students at LAC over the past six months in this area.	
Mr van Oostveen noted that the board should look at having a statement that highlights the special character of the school as well as the Treaty of Waitangi. – Intent and purpose in terms of Christian perspective and what we believe.	
MOTION: That Julene Kapao be actioned to draw up a draft proposal with Mr van Oostveen and Juliana Paul and to report back at the next meeting in September.	
FURTHER TO THIS MEETING: Two drafts have been drawn up. The first draft was collaborated on by Mr van Oosteen, Mrs Kapao and Mrs Paul. The second draft was expanded on by Pa Jack, who is currently working with LAC.	
ACTION: The board was requested to review the documents (draft 1 and two) and pass on any changes to Mrs Kapao before the next meeting on 18 November 2021.	Board
6.1 JUNIOR SCHOOL PLAYGROUND	Stephanie,Julene,Dean
PREVIOUSLY DISCUSSED: Mr Edwards approached local engineering company, will arrange meeting and share proposal by students.	
FURTHER TO THIS MEETING: Mr Edwards confirmed that the meeting with the engineering company was not as fruitful as he had hoped. Buying a flatpack of the proposal, installing it using local people. In progress.	
FURTHER TO THIS MEETING: Mr Edwards noted that various options are being considered and at the next Property Committee a proposal will be drawn up to present to the board on 18 November 2021.	
4. FINANCE	Abe
FURTHER: That an Operating Budget for 2020 be sent out to the Board before the next meeting in July –	

RESOLVED: Addressed under item Nr 4 - Finance	
STUDENT DRESS CODE	Brendan
Hold over to the next meeting asking Ms Burnett to provide track changes to the original document	
RESOLVED: The meeting agreed that the proposed changes made to the document be accepted.	
Letter received from Mr and Mrs Neill – 29 July 2021	Brendan/Kingsley
Contents contain concerns regarding LAC being used as a "vaccine centre". Mr van Oostveen was actioned to draft a letter of response to Mr and Mrs Neill. The Board will approve the letter before it is sent out. Acknowledgement of receipt to be sent to the Neill Family. Request principal to advise the Neill's that a formal response will be coming to them in due course.	
RESOLVED: The meeting agreed that the letter can be signed and sent off to the Neill family.	

RESOLVED: To note the matters arising from the previous minutes and the progress being made on these outstanding items.

6. <u>CONSENT ITEMS</u>

6.1 Minutes Of Last Meeting

RESOLVED: That the minutes of the meeting of 26 August 2021, held via Zoom be adopted as a true and correct reflection, copy of which is attached to the official copy of the minutes.

6.2 **Property Committee Minutes**

Property Meeting 9 September 2021 to be tabled for information, BOT-relevant items.

RESOLVED: The minutes were accepted as read, a copy of which is attached to the official copy of the minutes

6.3 <u>Marketing Committee Minutes</u>

Marketing Meeting 9 September 2021 to be tabled for information, BOT-relevant items.

RESOLVED: The minutes were accepted as read, a copy of which is attached to the official copy of the minutes

6.4 Minutes of Learning Leader Meeting

Learning Leader meeting 14 September, tabled for information, BOT-relevant items.

RESOLVED: The minutes were accepted as read, a copy of which is attached to the official copy of the minutes

7. PRINCIPAL'S REPORT

Mr van Oostveen delivered the report and various points were discussed and expanded on. The meeting was invited to ask questions and seek clarification were needed.

The meeting requested that any significant incidents that occur with students and staff, be shared with the BOT where applicable and appropriate.

Mr Aiono highlighted the good work that the SLT and Olivia Korte who have done a good job in keeping the staff prepared for online learning.

RESOLVED: To accept the Principal's report, copy of which is attached to the official copy of the minutes

8. HEALTH AND SAFETY COMMITTEE

Mr Aiono presented his report to the Board.

RESOLVED: To record the presentation of the Health & Safety report, Health & Safety minutes, accident register and hazard register as read, copies of which are attached to the official copy of the minutes, and

FURTHER, to record that there has been no significant incidence since the last report.

9. POLICY AND PROCEDURES FOR REVIEW

- 9.1 Personnel Policy
- 9.2 Social Media Procedure (Under Health and Safety Policy)
- 9.3 Concerns and Complaints Procedure (Under Personnel Policy)

Moved to table policies for the next meeting in November 2021. The board was requested to review the documents and forward any suggestion changes and comments to Mr van Oostveen by the 4th of November 2021. A final draft will be sent out a week before every meeting.

Mr van Oostveen noted that a Policy is an overarching statement, not a procedure.

10. PROPRIETOR'S REPORT

10.1 The Special Character and Students

RESOLVED: To record that the Board accepts the report as read, copy of which is attached to the official copy of these minutes.

11. CORRESPONDENCE

11.2 Memorandum of Understanding between BOG & BOT

The government gives LAC \$250,000 a year for school lunches. LAC has opted to make lunches for the students using the LAC House kitchen and cafeteria. The BOT has agreed to pay BOG \$7,500 per term.

RESOLVED: The meeting agrees on the content of the Memorandum, subject to the signatories being two different persons from the two respective boards (BOT and BOG).

FURTHER: To record the various correspondence received by the BOT and the actions to be taken.

12. GENERAL

None for this meeting

RESOLVED: That the Board accepts the applications by Mr van Oostveen and Mrs Olivia Korte as voted on via email on the 8 July 2021.

12. MEETING FINALISATION

12.2 Next meeting: 18 November 202112.3 Devotional: Lucas Talamaivao

Meeting closed at 7:37pm