

**LANGBURN 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)**

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**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



<b>RESOLVED:</b> Addressed under item Nr 4 - Finance	
<p><b><u>STUDENT DRESS CODE</u></b></p> <p>Hold over to the next meeting asking Ms Burnett to provide track changes to the original document</p> <p><b>RESOLVED:</b> The meeting agreed that the proposed changes made to the document be accepted.</p>	Brendan
<p><b>Letter received from Mr and Mrs Neill – 29 July 2021</b></p> <p>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.</p> <p><b>RESOLVED:</b> The meeting agreed that the letter can be signed and sent off to the Neill family.</p>	Brendan/Kingsley

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

## 6. **CONSENT ITEMS**

### 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 **Marketing Committee Minutes**

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 4<sup>th</sup> 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 2021

12.3 Devotional: Lucas Talamaivao

Meeting closed at 7:37pm