

LANGBURN ADVENTIST COLLEGE
Minutes of Meeting of the Board of Trustees
Held at LAC on 7 JULY 2022 at 5:30pm
Venue: LAC Conference room

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

PRESENT:

Kingsley Wood (Board Chair), Pr Bob Larsen (Lead Pastor SDA Conference), Ros Burnett (Acting Principal), FrancisAiono (Staff Representative) Dean Edwards (Proprietor's representative), Stephanie Horne (Parent Representative), Nilo Miado (Parent Representative), Robyn van Klink (Parent Representative)

Invitees: Lynette Strauss (Minutes)

1. Welcome:

Mr Wood welcomed everyone to the meeting.

2. Devotional:

Ps Larsen lead out in worship – Where is home? John 14: 1-3 NLT

The passage of scripture speaks about the home that Jesus has prepared for us. We often have to move around and sometime we have no place to call home. Jesus has promised that He will give us an eternal home.

3. Quorum:

Mr Wood confirmed that there was a quorum and the meeting can go ahead.

4. Apologies:

Brendan van Oostveen (Principal), Milika Matangi (Student Representative)

5. Conflict of interest: Mr Wood reminded the meeting about the importance of informing the meeting of a conflict of interest on any agenda item before the meeting starts.

6. Minutes of last BOT meeting of 2 June 2022

RESOLVED: That the minutes of the meeting 2 June 2022, be adopted as a true and correct reflection, copy of which is attached to the official copy of the minutes.

7. Matters Arising from Previous meeting held on 2 June 2022

	ITEM	PERSON TO ACTION
	Health and Safety	Board

	To note that a PPTA member is to be present for Health and Safety Committee meetings and the board will follow up on who has been selected to attend. RESOLVED: Mrs Christine Matthews has agreed to be a member of the Health and Safety Committee and represent the PPTA.	
	POLICIES 15.1 Finance and Property – addition to MOE website included in policy (approved) with the amendment, 15.2 Health and Safety: Point 5.4 –To include Oranga Tamariki. To be tabled for the next BOT meeting. Mr Aiono will discuss The changes with Ms Burnett. FURTHER TO THIS MEETING: To accept the Finance and Property policy.	
	8. FINANCE (Purchasing of ovens) Subsequent to the approval given during the last meeting, it was discovered that the ovens would not be suitable and a larger oven was purchased at a cost of 10,983.70. 50% of this will be to be funded from BOG (Board of Governors)	
16.	STAFF SURVEY COL survey to be presented to the board at the next meeting.	

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

8. LEARNING LEADER REPORT – PE, Health, Arts and Hospitality (Mrs Oliva Korte)

Mrs Korte presented her report to the board and shared some areas:

- Weights and fitness room: this area has been improved over the last few months and is being used by the community, staff and pupils.
- Barista training can now be done at school instead of outsourcing to outside agencies.
- Sports exchange: LAC hosted the 2022 event, Hastings and Cornerstone schools attended.

RESOLVED: To receive the Learning Leader Report as read, copy of which is attached to the official copy of the minutes.

9. FINANCIAL REPORT (Mrs Stephanie Horne)

9.1 Statement of comprehensive revenue and expense – 31 May 2022

9.2 Cash and investment – 31 May 2022

9.3 Accounts receivable

9.4 Healthy lunch's program

RESOLVED: To receive the reports as read, copies of which are attached to the original minutes of the meeting and all members voted in favour of the reports and the budget as presented, and

Further: To receive the minutes from the BOT Finance Committee dated the 30th of June 2022, copy of which is attached to the official copy of the minutes.

10. CHARTER FOCUS – SPIRITUAL GROWTH

Mr Amoah, LAC Chaplain, submitted his report to the meeting via email as he was unable to attend in person. Mr Wood provided an opportunity for the meeting to ask questions and seek clarification where needed.

RESOLVED: To receive the Spiritual Growth report as read, copy of which is attached to the official copy of the minutes.

11. PRINCIPAL'S REPORT

Ms Burnett delivered the report and various points were discussed and expanded on. The meeting was invited to ask questions and seek clarification where needed.

RESOLVED: To receive the principal's report, copy of which is attached to the official copy of the minutes.

12. HEALTH AND SAFETY COMMITTEE

12.1 Minutes of last H&S meeting held on 28 June 2022

12.2 Accident Register 2022

12.3 BOT Hazard Register 2022

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

RESOLVED: To receive the Health & Safety meeting minutes, Accident Register and Hazard Register as read, copies of which are attached to the official copy of the minutes, and

13. SUB-COMMITTEES

13.1 MARKETING COMMITTEE MINUTES

BOT-relevant items of the Marketing meeting held on 30 June 2022 to be tabled for BOT members' information.

RESOLVED: To receive the Marketing committee minutes as read, a copy of which is attached to the official copy of the minutes.

13.2 PROPERTY COMMITTEE MINUTES

BOT-relevant items of the Property meeting held on 30 June 2022 to be tabled for BOT members' information.

RESOLVED: To receive the minutes of the Property meeting as read, a copy of which is attached to the official copy of the minutes.

13.3 LEARNING LEADER MINUTES

RESOLVED: To receive the minutes of the Learning Leader meeting held on 21 June 2022 as read, a copy of which is attached to the official copy of the minutes.

14. POLICIES FOR REVIEW

Legislative compliance – To check on relevant legislation that needs to be referred to and updated.

15. PROPRIETOR REPRESENTATIVE REPORT

Special Character and Staffing Procedures

RESOLVED: To receive the proprietor's report, a copy of which is attached to the official copy of the minutes.

16. GENERAL

16.1 Student Elections returning officer and proposed date for elections:

RESOLVED: The meeting moved to appoint Lynette Strauss as returning officer and agreed to the proposed date of 22 September 2022 as an appropriate date for the elections.

16.2 Matters raised by students for BOT:

- School pants for girls to be referred to SLT
- Blue school van: Owned by BOG. Ask Mr Damon to do investigation around possibility of purchasing new van
- New basketball court: Olivia Korte and her department to do research on the possibility of new basketball court

16.3 Making LAC a Vape Free Zone: Vaping is on the rise and the products are easily accessible. Ms Burnett suggested the installation of a detection system in toilets of the schools.

RESOLVED: To authorise admin to purchase a sufficient number of detection systems as a trial to be installed in the boys' and girls' toilets.

17. CORRESPONDENCE

To receive communication from the NZPUC education office in relation to matters of gender issues and an appropriate way to respond as a school when approached by media.

18. MEETING FINALISATION

18.1 Next meeting: 15 September 2022 – reminder about policies one week before.

18.2 Devotional: Brendan van Oostveen