

**Longburn Adventist College**  
**Minutes of Meeting of the Board of Trustees**  
**Held at LAC on 23 November 2022 at 5:30pm**  
**Venue: LAC Library**

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

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**PRESENT:**

Kingsley Wood (Presiding Member), Ps Bob Larsen, Brendan van Oostveen (Principal), Francis Aiono (Staff Representative) Stewart Fata (Proprietor Appointee), Milika Matangi (Student Representative), Katie Brothwell (Parent Representative), Sherilyn Wong (Parent Representative), Jonathon Howard (Parent Representative), Kushla Okano (Parent representative)

**Absent:** Dean Edwards (Proprietor's Appointee)

**Invitees:** Lynette Strauss (Minutes), Rachel Paki, Abe Damon

**1. WELCOME:**

Mr Wood welcomed everyone to the meeting and gave the members an opportunity to introduce themselves as it is the first time that the new board had met in person.

Mr Wood discussed the nature of serving on a School Board and encouraged members to partake in discussions and ask questions, where necessary.

**2. DEVOTIONAL**

Mr Fata took the worship: Hauora was the focus - Mr Fata handed out cards with questions meant to make you think about where you are your journey and your personal well-being, and then requested the board members to answer them as honestly as possible. This was used as an icebreaker for the new School Board.

**3. APOLOGIES:**  
Annita Mardon,

**4. APPOINTMENT OF PRESIDING MEMBER**

Mr van Oostveen noted that due to the fact that this is a new school board, a new Presiding Member needs to be appointed by the board. The floor was opened for nominations. Mrs Kushla Okano sought clarification around the relationship between the Board of Governors and the Board of Trustees, which was provided by Mr van Oostveen. Mr van Oostveen noted that having a Presiding Member that sits on both boards, has significant advantages. However, the boards are separate entities.

Mr Kingsley Wood's name was nominated and seconded. No further nominations were made, and nominations were closed. Mr Wood was unanimously appointed as Presiding Member by the LAC School Board.

5. **QUORUM:**

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

6. **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.

Once a year a conflict of interest form is to be signed by board members. This will be done at the beginning of each school year.

7. **MINUTES OF LAST BOT MEETING OF 21 SEPTEMBER 2022**

**RESOLVED:** That the minutes of the meeting 21 SEPTEMBER 2022, be adopted as a true and correct reflection, copy of which is attached to the official copy of the minutes.

8. **MATTERS ARISING FROM PREVIOUS MEETING HELD ON 7 JULY 2022**

	ITEM	PERSON TO ACTION
7.	<p><b>JAPAN TRIP – MRS SOPHIE BAIN</b></p> <p>The meeting agreed to the trip in principle and looks forward to seeing the final documentation before the next meeting in November (budget, itinerary, tickets, and confirmed payment from students).</p> <p>Documentation will be presented at the next meeting in November 2022 at which time final approval will be considered.</p> <p><b>FURTHER TO THIS MEETING:</b> Question regarding</p> <ul style="list-style-type: none"><li>- RAM (Risk Assessment Management Plan) of the epileptic student, as well as</li><li>- What Mrs Bain would need to assist her further in the planning of this trip.</li></ul> <p>To approve the trip to Japan in principle, subject to the response to the questions raised by the board. Mrs Bain's response will be presented to the board in February 2023.</p>	
11.	<p><b>FINANCIAL REPORT</b></p> <p>A recommendation made that Mr Damon prepare and bring a report back to the board by November's meeting for the proposed replacement of the bus – discussed under item 11 on the minutes of the meeting on 23 November 2022.</p>	Abe Damon
15.	<p><b><u>POLICIES FOR REVIEW – Board of Trustees</u></b></p> <p>The Board will review the policy tabled for review and report any proposed changes to the policy at the next meeting in November 2022.</p> <p><b>FURTHER TO THIS MEETING:</b> To be tabled for the meeting in February 2023.</p>	

17.	<p><b><u>GENERAL</u></b></p> <p><b>17.1 Sports Turf Proposal – RESOLVED:</b> Quotation to be signed by Principal to give go-ahead for project.</p> <p><b>17.3 Draft Guidelines – Sexual Orientation and Gender Complexity</b> – Tabled for the next meeting in February 2023.</p>	
	<b>MATTERS ARISING FROM PREVIOUS SCHOOL BOARD MEETING (7 JULY 2022)</b>	
	<p><b>Matters raised by students for BOT:</b></p> <p><b>PREVIOUSLY DISCUSSED:</b> Ms. Matangi presented the responses from the community survey (teachers, students and wider school community). The majority of LAC's community voted in favour of girls' trousers to become part of the school uniform, as well as the Pacific Lava lava to become part of both boys' and girls' uniforms.</p> <p>Mr Aiono used the opportunity to thank Milika for the hard work she put into creating the survey and collating the responses.</p> <p>Motion made to recommend the options of trousers for female students and the lava lala to be made available to male and female students – administration proceed to organise the design of the uniform options.</p> <p><b>RESOLVED:</b> To accept the proposal to add school pants, as well as the lava lava to the uniform options.</p> <ul style="list-style-type: none"> <li>- Blue school van: Owned by BOG. The board asked Mr Damon to do investigation around possibility of purchasing new van: to be referred to the BOG</li> <li>- New basketball court: Mrs Olivia Korte and her department to do research on the possibility of new basketball court</li> </ul>	Stewart, Milika, Francis

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

**FURTHER:** That the design, colour etc. of the school pants and lava lava, will be brought to the next Board meeting. Administration to include Ms. Matangi in this process.

#### **8. FACULTY LEADER REPORT – JUNIOR SCHOOL (Mrs Paki)**

Mrs Paki shared the highlights from the past year. An Orientation Day was held for new students on the 22<sup>nd</sup> of November 2022 with just over 30 students enrolled for 2023. More focus will be made on getting to know the intermediates and their families. The students are really enjoying the new Interchallenge that was completed by the beginning of Term 4.

Staff and students were very resilient in their learning journey regardless of Covid and Mrs Paki shared her gratitude that there were not too many challenges.

The question around dealing with students with additional needs was raised and whether the Intermediate Department has enough resources to support them. Mrs Paki reiterated that she does feel supported by the school.

The meeting was given the opportunity to ask questions and seek clarification further where needed.

Clarification was sought around the State of Integration clause 18a. The Presiding Member noted that a discussion with the Education Director for the NNZC and the General Secretary of the NZ Conference will be sought to find further and more in depth clarification on this point.

**RESOLVED:** To receive the Faculty Learning Report as read, copy of which is attached to the official copy of the minutes, and

**FURTHER:** To note that discussion will be sought with the Education Director, Dan Carrasco, and the General Secretary of the NNZC, Rosalie McFarlen to seek clarification in relation to the level of students with additional needs and the impact on resources available and the impact on the special character of the school within the Deed of Integration

## **11. FINANCIAL REPORTS**

### **11.1 REPORTS PRESENTED**

11.1.1 Statement of Comprehensive Revenue and Expense – period ending 31 October 2022

11.1.2 Statement of Financial Position – period ending 31 October 2022

11.1.3 BOT Cash and Investments

11.1.4 Aged receivables summary as at 31 October 2022

11.1.5 Healthy School Lunches Program – period ending 31 October 2022

**RESOLVED:** To receive and accept 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 10<sup>th</sup> of November 2022, copy of which is attached to the official copy of the minutes, and

### **11.2 PURCHASING OF SCHOOL BUS PROPOSAL**

Mr Damon presented the proposal requested by the board in September regarding purchasing of a new school bus.

Proposed that Mr Damon be given authority to seek out a 40-seater bus up to \$160,000 (excl GST). This is to include all expenses.

**RESOLVED:** To request that Mr Damon and Mr Howard to seek out a 40-seater bus up to \$160,00 (excl GST), including signage and tow bar.

### **11.3 FINANCIAL POLICIES:** Presented to the Board and to be tabled for the next meeting in February 2023.

11.3.1 Asset Management

11.3.2 Cash Management

- 11.3.3 Entertainment Policy
- 11.3.4 Finance Policy Supplementary Schedule of Responsibilities
- 11.3.5 BOT Theft and Fraud Prevention Policy
- 11.3.6 LAC Travel Policy
- 11.3.7 Protected Disclosure Policy
- 11.3.8 Sensitive Expenditure Policy

## **12. 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 where needed.

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

**VOTED that under Section 48(4) of the Local Government Official Information and Meetings Act 1987 this meeting go into committee**

## **13. HEALTH AND SAFETY COMMITTEE**

- 13.1 Minutes of last H&S meeting held on 8 November 2022
- 13.2 Accident Register 2022
- 13.3 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

## **14. SCHOOL BOARD COMMITTEES**

### **14.1 PROPERTY COMMITTEE MINUTES**

BOT-relevant items of the Property meeting held on 10 November 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.

### **14.2 FACULTY LEADER MINUTES**

BOT relevant items of the Faculty Leader Minutes to be tabled for the School Board members' information

**RESOLVED:** To receive the minutes of the Faculty Leader Minutes meeting held on 25 October 2022 as read, a copy of which is attached to the official copy of the minutes.

## **15. PROPRIETOR REPRESENTATIVE REPORT**

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

**16. GENERAL**

- 16.1 Conflict of Interest forms: Mr Wood explained to the Board that conflict of interest forms need to be signed at the beginning of every year.
- 16.2 Proposed dates for 2023: The dates were submitted to the board and were accepted.
- 16.3 Composition of Sub-Committees: Mr Wood suggested that a Zoom meeting be held to discuss the various positions on the committees available. Time to be determined.

**17. CORRESPONDENCE IN**

- 17.1 30 Year Celebration – Dan Carrasco  
Group of Schools suggested  
Stan Walsh – Principal will respond to Dan that a group of schools, not individual, commemorate 30yrs. Acknowledgement of Stan Walsh and his role regarding integration.

**RESOLVED:** To receive the correspondence in, copy of which is attached to the original of these minutes.

**18. CORRESPONDENCE OUT**

- 18.1 Refreshment Leave – Mrs Olivia Korte: Motion made to thank Mrs Korte for her letter and would be in favour of agreeing to her refreshment leave.

**RESOLVED:** To accept the request for refreshment leave from Mrs Olivia Korte. Mr van Oostveen will relay the board's decision to Mrs Korte.

**VOTED that under Section 48(4) of the Local Government Official Information and Meetings Act 1987 this meeting go into committee**

**20. NEXT MEETING**

TBC

**21. NEXT DEVOTIONAL: TBC**