

MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 11 JULY 2016

PRESENT: Chris Allen, Valerie Broomfield, Betty Harrison, Kathrine Hughes, Bruce Macdonald, Sr Rosemary Revell, Kate Shoebridge, Kim Spark, Ray Webb

Apologies - Apologies for absence were received from Greg Frittelli and Stana Pezic

In attendance Karen Mitchell

1. **Betty Harrison read the opening prayer**

2. **Special Topic - 2016 Charter, T2 Update**

- R. Webb asked C. Allen to table the Annual Update to give the board a sense of the college's direction in relation to the board composition and subcommittee structures and authorities.
- R. Webb suggested the K. Mitchell, who currently attends board meetings, be given speaking rights.

Moved that the board extends speaking rights to K. Mitchell

R. Webb/R. Revell CARRIED

C. Allen discussed the Goals 1 - 4 set out on page 2 of the Charter, which were built from consultation with the wider college community. Key points -

- Sustainable and continuous improvement within the board.
- Building relationships within the college community, in New Zealand and globally and have structures in place that support this.
- Treaty of Waitangi - the college is doubly obliged to uphold the Treaty because of the both Mercy tradition and the Treaty itself. K. Hughes asked about encouraging an increase in Maori and Pasifika on the roll, however, this is limited by what comes through the feeder schools.
- R. Webb said that Maori and Pasifika students tended not to be in Catholic schools and involved in Catholic parishes. Hato Petera's roll is down to only 49 students. Carmel has invited Hato Petera to join in with professional development.
- The increase in absences was noted in the higher-aged Maori and Pasifika student groups. It was explained that because the numbers were so low that any absence distorts the statistics.
- Deans have a list of "high alert" students who they monitor closely and keep in contact with their parents.
- R. Webb asked about encouraging the student voice and engagement with the parent community. C. Allen said that feedback from last year's wellbeing survey indicated that as students progress

through to high levels they do not think they have much voice.

- Future-focused planning for both education and with the buildings and property - i.e. “building for tomorrow”. Around the table introductions from board members.
- R. Webb asked what were the challenges for the college over the next 3 - 5 years? The college has high stakes assessments and compliant dependent learners. The aim is to get students to do some of the work on their own and have a deeper understanding of their learning -
 - Know where they are
 - Know where they need to go
 - Know how to get theirStudents should be able to read assessment criteria and know where they are.

The Chair asked the board to air any views with the college’s direction -

- B. Macdonald noted that the change of principal meant change in the college and what is being done well is not always evident. The focus is on culture and this has been enhanced with a more bicultural focus e.g. introduction of vertical forms named Atawhai Groups.
- K. Spark thought that some Atawhai Groups were more successful than others. The college has put strategies in place to support Atawhai teachers to share best practices and good ideas.
- V. Broomfield thought that the 4 goals would good and relevant but asked whether it would be worthwhile extending the wellbeing survey to the parent community as part of a good healthy culture, it would be good to ask parents about how they feel.
- K. Spark thinks there may be an issue with communication to the parent community. The parent representatives on the board have the advantage of having daughters attending the college and hearing concerns about the college through their networks.
- R. Webb would like to sound out the parent voice in context of the survey that took place in 2014 and asked C. Allen and the SLT to present a briefing to the board at the next meeting on how this could be done and some broad areas to be covered.
- There was a discussion about staff turnover; K. Mitchell said that a number of teachers were leaving Auckland because of economic issues - this not isolated to Carmel. It would be helpful to know the turnover of the college compared to other schools; the Ministry measures numbers.
- Next meeting agenda item - C. Allen to present a brief on what a parent-focused survey might look like. Parents on the board to provide C. Allen information on some of the things they are hearing.

3. Minutes of the Previous Meeting

- The Minutes of the meeting held on 13 June 2016 have been circulated.
- The Minutes to include the request to have a schedule of meeting dates for the board published on the college website.
- The board will have a later discussion about the time of the meeting; some members find it a challenge to make the 5:30 pm start time.

Moved: that, with the addition of the board meeting dates, minutes are confirmed as a true and accurate record of the meeting

R. Webb/K. Hughes

CARRIED

4. Matters Arising

- General Ledger system - B. Macdonald said the Finance Committee is in the very early stages of looking at a replacement general ledger system. The best time to change this would be over the summer break but that would be a reasonably ambitious plan for January 2017. The idea is to start to process in a couple of months.
- Auditor feedback - Recommendations from the auditors are good indicators for the board to look at during the year.

5. Correspondence, taken as read

- B. Macdonald is in receipt of a letter to the board from the auditors, which will be distributed to board members. The letter gives details on questions the board can ask management about.
- The board agreed that R. Webb should feed any correspondence sent to him straight through to the board rather than sending it out with board papers prior to meetings.

Moved: that the correspondence be noted

R. Webb

CARRIED

6. Principal's Report, taken as read

Key points from the report -

- Old Girls' Mass.
- Whanau group attendance at the Diocesan Youth mass hosted by Hato Petera.
- Counsellor has set up an internal website for students suffering stress.
- 2017 enrolment meetings have been undertaken.
- Managing National Assessments review has been undertaken with the 4-yearly review cycle retained.
- Focus groups are working on unpacking information from the student survey.
- Two parent/teacher interview evenings have taken place; these were both held in the Harkins Block. K. Hughes said the Faith Cafe at the interviews worked well, giving parents an opportunity to talk together.
- The college has been sent the draft report from the Special Character review.
- The H&S injury and incident report to the board covers numbers only, more detail is required. K. Spark would like more description about serious injuries.
- There was a discussion about why a staff member was leaving the college and in relation to that, the process for exit interviews. Previously exit interviews were only undertaken when specifically asked for rather than it being standard procedure. Exit interviews have been with the principal or the board chair.
- R. Webb would like the board to work through the exit interview procedure as part of the subcommittee terms of reference.
- The Maori and Pasifika homework club was explained; this has been running for a number of years

and any student can attend. The club provides an opportunity for students who may not have internet access at home to do their homework, it is also an opportunity for some students to catch up and keep on track.

- K. Mitchell said there was a need for more rationalisation about the quantity of homework expected. The college is working through a homework survey of both staff and students - the college has a high-achieving cohort who put themselves under a lot of stress.
- A feedback section has been added to the leavers' form, this includes questions for parents or students to comment on -
 - Any particular reason the student is leaving
 - Three things done well at Carmel
 - Three things that need work
 - Suggestions for improvement
- Trip applications - there was a discussion about how these should be presented to the board. These may go back to a subcommittee, the board would then be looking for a recommendation that trips meet criteria, have an educational purpose and are not a high risk. C. Allen is responsible to ensure that the risk management and safety action plans meet legislation. Any subcommittee formed to make recommendations would require training to make decisions about whether criteria are being met. Only overseas trips and overnight trips that are deemed exceptionally dangerous need to be checked by the H&S subcommittee for recommendation and then to the Board for approval.

Trips to be approved by tonight's board meeting include -

- 2 x approvals in principle, including 1 overseas trip
- 5 x final approvals

SLT have recommended that the trips be approved through the process that they come to the board. The Deputy Principal in charge of the trip application process is Sheryl Henderson.

A report on the Appraisal process by K. Mitchell is attached to the principal's report. This is an assurance to the board that appraisals have been completed as required.

Moved that the Board accepts the Principal's report and approves

Appointments, as detailed in the report

EOTC trip applications, as detailed in this report, with the addition of the World Challenge Training weekend 27/28 August at Waitakere

Assurance report on annual plan, as detailed in this report

C. Allen/K. Spark **CARRIED**

7. Building and Grounds & Report from the Proprietor's Board

- No approval has been given yet for the new seating and canopy by the field.
- Focus is on the proposed new car park and associated costs.
- Tiger-turfing to the 3 courts at the bottom of the terraced seating was discussed and another quote requested.
- Stella McFarlane will join the BOT H&S subcommittee.
- Preliminary indications suggest the Special Character review will be positive. The CCAL board will put on a morning tea for staff as a thank you for the hard work associated with the review.

8. **Special Character** - no meeting has been held

9. **Health and Safety**

- The Injury and Incident Report requires more information.

11. **Finance Report - as read**

- B. Macdonald will report to the board "by exception" only or if there are any significant points or decisions.
- As already discussed, B. Macdonald will circulate the Crowe and Horwath Management Report in the hope that the subcommittee can address 1 or 2 points each meeting. There is nothing particularly new on the action list received from Crowe and Horwath.
- A former staff member was overpaid a substantial amount of wages and advised by C. Allen the morning the money was paid. The staff member would like to repay this money \$10 per week but the Novopay's standard repayment is within 12 months and the Finance Committee supports management's decision to require repayment within 12 months, NZSTA also supports this recommendation.

Moved that the Board receives the June Financial report

B. Macdonald/V. Broomfield CARRIED

12. **Student Representative's Update**

- Carmel Day was last Friday and it was a really good day with the Mass being very culturally inclusive.
- Some of the issues students are talking about are -
 - Tuck shop
 - Uniforms
 - Parking at school
- There was a discussion about the uniform and an explanation about why there can't be a change in the foreseeable future. Uniform supply has now been outsourced to NZ Uniforms. C. Allen is to have meeting with NZ Uniforms who will be bringing suggestions for a new uniform. K. Spark said that the new netball dresses were very popular but asked why these had no crosses on them.
- B. Macdonald received the community award at the Carmel Day Mass for his work on both boards.
- A member of the CCAL board has built a new altar for the college and this was consecrated at the Mass on Friday; this was a unique experience for those who attended.

13. **Subcommittees**

A draft BOT committee Terms of Reference was tabled by K. Spark

- The basic framework is already in place and no changes to the proposed subcommittees have been made.

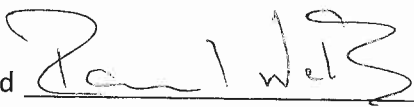
- The draft is a work-in-progress tabled tonight looking for suggestions and ideas and to be confirmed at the next meeting. Terms of Reference and delegated authorities need to be agreed for each subcommittee.
- H&S has had some duties and responsibilities added.
- K. Hughes noted that the Terms of Reference for the subcommittees should be standardised so that they are clear and tie in with the delegated authorities.
- Any member can go to a subcommittee meeting; quorums are to be agreed.
- V. Broomfield clarified that if a subcommittee votes on an issue, and there is not a one hundred per cent agreement, then that issue must to come back to the full board.
- It is important that the Chair does not go to every single subcommittee meeting.
- H&S committee will look at overnight trips and make recommendations to the board.
- Discipline - Terms of reference are straight from NZSTA; this subcommittee has different delegated authorities.
- C. Allen is to send the Finance Policy to the Board.

14. General Business

- R. Webb suggested some sort of function that would allow communication between staff and this board and by way of an introduction of the new members to staff; CCAL Board could also be invited as well as some of the PTFA members. B. Harrison suggested a cocktail event in the atrium. The event should take place sometime in August, timing would be 5:30 - 7:00 pm. Special Character Review feedback could be given and celebrated at this event.
- Board composition - R. Webb said that the board had the capacity to co-opt another member should it wish to. Andrea Boyed has been effective in her role at Takapuna, she is very knowledgeable on Maori and Pasifika matters, K. Hughes believes her value to board would be quite high; she already has a relationship with C. Allen, Tina Peters and Keri Hadfield. C. Allen said the board should be looking at Maori representation in terms of the Treaty but that it should go back to the Whanau/Hui group for consultation. There was agreement about the board seeking Maori representation.

Bruce Macdonald read the closing prayer

There, being no further business, the meeting closed at

Signed  (Chair) Date 9/5/2016
Ray Webb

The next meeting will be on the 8th of August

Opening prayer: Valerie Broomfield

Closing prayer: Kathrine Hughes