

## **MINUTES OF THE BOARD OF TRUSTEES MEETING** **HELD ON 13 JUNE 2016**

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

**Apologies -** No apologies for absence were received

**In attendance** Karen Mitchell

**1. Chris Allen led the Commissioning Liturgy**

**2. Special Topic**

- Around the table introductions from board members.
- Election of officers. C. Allen chaired the meeting until a chairperson was elected, it is suggested that a chairperson be elected and that at the start of 2017, instead of re-confirming the chair, a chair will be re-elected.
- The board elected Ray Webb to be chair until February 2017. R. Webb made a commitment to the board that he would step down at the meeting in 6 months' time.
- A briefing paper from C. Allen to board members has been circulated, some highlights
  - The previous board had committed to the college forming a Community of Learning (CoL) and formal consent is now required from the present board for the college to establish this CoL. A general discussion followed about -
    - the makeup of other CoLs
    - any possibility of ERO reviews being collectively undertaken
    - R. Webb declared that he is working as a consultant with a number of CoLs
    - criteria changes as CoLs develop
    - suitable achievement challenges
    - the purpose is to enhance learning in its wider sense and includes all aspects that contribute to learning.
  - Roll increase - it has been decided that the college will not apply for a roll increase for 2017. C. Allen believes that the roll will be able to be managed down to the Ministry required cap of 1050 in 2017, or will only be marginally over.
  - The college is answerable to two boards - The Board of Trustees and the Proprietor's Board, which is responsible for capital items owned, buildings and grounds and making sure the Special Character of the college is enhanced and maintained. K. Hughes asked about redevelopment plans in relation to the roll increase. At present the college has enough learning spaces to cater for a roll of 1200 according to the Ministry. Buildings are totally funded by the school community, not the MOE.
  - NZSTA will provide training to all new board members; information on training courses

has been circulated. Training will also be organised specifically for Board of Trustees of Catholic schools.

- C. Allen recommended that the Board should form a Policy Review subcommittee along with other subcommittees. It will be the review subcommittee's task to review policies, and then make recommendations to the board.

### 3. Minutes of the Previous Meeting

- The Minutes of the meeting held on 9 May 2016 have been circulated.

**Moved:** that these minutes are confirmed as a true and accurate record of the meeting

*S. Pezic/R. Revell* CARRIED

#### Matters Arising

- Financial matters will be covered under the Finance Report.
- A H&S report has been included in the Principal's Report.

### 4. Correspondence, taken as read

- The previous board approved the staff leave application and change to venue for a school trip, via email.
- St Mary's Northcote School is considering closing Y7 & Y8 classes. B. Macdonald explained that both boards have debated whether the college should continue having a Y9 intake. This board does not have to respond to St Mary's notification.
- Trip applications will be covered in the Principal's report. Only overnight and overseas applications need to come to the board for final sign off. Trip applications go through a set process, are checked off by the college and then sent to the board for final approval.

**Moved:** that the Board receives the inwards correspondence

*R. Revell/K. Hughes* CARRIED

### 5. Principal's Report, taken as read

- R. Webb stepped down from the vote about the Community of Learning.
- As Deputy Chairperson, S. Pezic

**Moved:** that the Board of Trustees of Carmel College agrees to seek the approval of the Minister of Education to form the North Shore Catholic Community of Learning, with Carmel College, Rosmini College, St Joseph's School (Takapuna), St Leo's School (Devonport), St Mary's School (Northcote) and Stella Maris Primary School

*S. Pevic/C. Allen* CARRIED

- C. Allen has been away on 5 weeks' sabbatical working on "Creating a culture in which staff can be more innovative". C. Allen will take another 5 weeks' sabbatical later in August; K. Mitchell will be Acting Principal in C. Allen's absence.
- Health and Safety has been added as a standing item to the Principal's Report. Watershed have been engaged for high-end property management, ensuring the best use is made of the college property resources and setting processes in place in respect to the new H&S legislation. Watershed fees are split between both boards. The college H&S committee has been reformatted; representatives from PE, Property, Technology, Science and the nurse have to be on the committee. Other members are S. Henderson (Senior Leadership Team), K. Shoebridge - student rep and A. Moriarty representing support staff. S. Pezic asked that review undertaken by

K. Ussher (previous staff rep), be circulated to the new board. K. Hughes would like to see any breaches of the H&S legislation reported to the board.

- K. Hughes asked about the number of international students currently at the college. C. Allen explained this was income for the college and that there were some very high-performing international students; all internationals are counselled carefully about what external exams they should register for. The college makes sure that programmes of learning are appropriate and that international students make good learning progress. International students are countered over-and-above the maximum capped roll. The college enrolment scheme is posted on the website and is carefully complied with.
- S. Pezic asked if the 5% non-preference should be reconsidered to encourage diversity within the school community. B. Harrison explained the Religious Education programme for seniors includes study of World Religions such as Judaism and Islam and does not negate finding out about other areas of faith. C. Allen advised that the Ministry, through the Integration Act, prescribed the percentage of non-preference students at the college. Catholic schools have been set up for Catholic students and the MOE does not want these schools taking students from State run schools.
- Appointments - The teacher covering for Pauline Larkin will be Betty Paterson, not Betty Harrison as stated in the report. C. Allen reported that she has just received the resignation of the Y7&8 Curriculum Leader, Jenny Armitage.
- Tagged positions - the college is presently over-and-above its tagged teacher requirement.
- Disciplinary issues - 2 Year 10 students have recently been stood down for bullying behaviour.
- Applications for staff leave - K. Mitchell's application is for 10 weeks, not 32 weeks as stated in the report. C. Allen stated that, should staff be successful in their applications, the college would encourage their further learning; the Ministry will cover costs associated with the leave.

**Moved** that the Board accepts the Principal's report and approves the recommendations made

*C. Allen/R. Revell*      *CARRIED*

## **6.0 Committee Review**

- Professional committee - this committee convened at the end of the monthly board meetings to review staff leave applications. The committee conducted exit interviews and got involved on interview panels for any position having a Management Unit attached to it.
- Finance committee - a small group that meets the week before the board meeting - members are  
C. Allen, B. Macdonald, K. Mitchell, the Business Manager and previously, the chairperson.  
Business included reviews of Analysis of Variances, Balance of Accounts and Property report.
- Special Character committee - chaired by the Carmel College Auckland Limited chairperson, L. Lander and includes C. Allen and the DRS, Sr Anna Nicholls, this committee meets once a term.
- H&S committee - historically this committee has looked at EOTC applications, C. Allen recommends this committee should meet more formally with a set agenda and report back to the board each month.
- Property - A brief, verbal report is made to the board from the Proprietor's reps.
- Policy Review - NZSTA have set out the essentials - all colleges should have Governance Policies and Operational Policies, which cover day-to-day procedures. C. Allen does not consider the 10 x NZSTA governance policies are fulsome enough. C. Allen would like a committee formed to work their way through the operational policies and get these on a review cycle.

**Moved** that the Board establishes a Policy Review Subcommittee

*C. Allen/R. Revell*      *CARRIED*

## 7.0 Finance Report - as read

- B. Macdonald explained that the Finance Committee meet to review the monthly accounts and any issues that need addressing; minutes from these meetings are distributed to this board and the committee brings any decisions back to the board for approval.
- Year-to-date performance is reviewed against year-to-date budget and any variances greater than \$10K are explained. The board meeting should have the last month's performance figures but this may not always be practical. Board members are invited to email any questions to B. Macdonald. The budget is used as a benchmark to ensure what is happening, is in line with expectations.
- Decisions are needed from the board on parent contribution rates for next year. B. Macdonald recommends keeping these around the inflation rate to avoid any drastic hikes in future years. Attendance Dues are the only legally-enforceable debt and are set by the Diocese; everything else is a donation. Proprietor's contributions go to the Proprietor's board and are used for college building projects such as the Harkins Block. The BOT sets the General Purpose contributions and IT contributions, the Finance committee recommends these be set at
  - Y7&8 \$130 per term in 2017
  - Y10 - Y13 \$140 per term in 2017

These numbers equate to just over a 3% increase for next year.

- International Fees for 2017 - the Finance committee recommends that the fee is increased from \$16,750 to \$17,000 inclusive of GST and costs to the Proprietor's Board and MOE; this fee returns the college around \$10k per student. Care needs to be taken that the college does not become dependent on the income from internationals.
- R. Webb asked for information about the overview of controls to prevent fraud. C. Allen has presented a schedule of the financial controls to the committee and the Finance committee is looking at the internal processes and checks and balances. The focus is on preventing "material" opportunities.
- The 2015 Statutory Accounts have now been finalised and need to be signed off; B. Macdonald recommends that it is appropriate for the board to sign these and the auditors are comfortable - essentially the accounts reflect the financial position of the college. A letter of representation is to be signed also confirming all information has been disclosed and no fraud is expected. These accounts are a couple of weeks overdue and C. Allen has advised the Ministry that they will receive them shortly.
- The Accounts show an excess of \$232K compared with the budget and otherwise is fairly much in line with expectations. International student fees are up as the numbers were closer to 50 students rather than what was conservatively budgeted.
- Cash reserves show \$769k invested - this is the college "war chest". It is advisable to have cash reserves of \$750K to \$1m but this should not get greater than \$1m.
- A resolution is to be passed for the Principal and Chairperson to sign the Statutory Accounts and Letter of Representation. Motions are required around contributions and international fees for 2017.
- R. Revell asked about the discussions around a possible new General Ledger - this would be software to run the accounts. The current supplier no longer supports the old system and there is a risk of it failing. K. Hughes suggested a new General Ledger system would help fraud prevention. It will be a big project to change, and the costs of transferring data must be considered - the committee is not looking to do anything until the next financial year, and will

make investigations about what other schools are doing. Contribution costs are on the website and the wording is correct in regard to what is a donation.

- B. Macdonald confirmed that the \$20 cost for IT is sufficient - the Ministry is covering a lot of IT expenses.

**Moved** that the Board

- receives the May Financial report
- approves the increase in financial contributions and international fees
- approves the Statutory Accounts to be signed by the Principal and Chairperson

*B. Macdonald/G. Frittelli* CARRIED

## 8.0 Appointment of Committees

- Committee membership was decided as follows
  - Professional Committee - V. Broomfield, G. Frittelli, S. Pezic and R. Revell
  - Finance - C. Allen, B. Macdonald, K. Mitchell, R. Webb
  - Property - K. Hughes
  - Special Character - B. Harrison
  - Health and Safety - C. Allen, K. Shoebridge, R. Webb
  - Policy Review - C. Allen, K. Hughes, K. Spark

## 9. Student Representative

- K. Shoebridge had nothing further to report, that was not already covered in the Principal's report.

## 11. General Business

- The BOT meeting dates and times are to be published on the college website.
- Governance Policies will be copied to the new board.
- The board can be provided resources for prayers.

**Sr Rosemary read the closing prayer**

There, being no further business, the meeting closed at 7:40 pm.

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

The next meeting will be on the 11th of July

Opening prayer: B. Harrison

Closing prayer: B. Macdonald

Action item	Responsible	Timeframe
Governance Policies copied to the Board		Completed