

MINUTES OF THE BOARD OF TRUSTEES MEETING

HELD ON 8 MAY 2017

PRESENT: Chris Allen, Andrea Boyed, Valerie Broomfield, Liz de Kort, Betty Harrison, Kathrine Hughes, Bruce Macdonald, Sine O'Sullivan, Stana Pezic, Sr Rosemary Revell, Kim Spark and Ray Webb

Apologies - No apologies were received

In attendance Siobhan Harrod, Karen Mitchell and Annie Sadlier

1. Sine O'Sullivan read the opening karakia

2. Special Topic

2.1 Strategic Review - Sports

The report was circulated with the Board papers; Annie spoke to the main points

The department is working to get staff involved.

There is a high level of participation in sport at Carmel College - it is one of the strongest across North Harbour schools.

The Sports Council students are being encouraged to take a lead role.

Workshops have been held for adult and student coaches.

2.2 Positive Behaviour Learning

The report was circulated with the Board papers; Siobhan spoke to the highlights -

PB4L, which is a Ministry initiative, was introduced in conjunction with the move to a new student management system and categorises behaviours into minor and major and flow charts the interventions and escalation points.

Key things about PB4L are that it is about respectful relationships; restorative practices, focusing on positive behaviour and establishing consistent approaches.

An external facilitator helped create the Wordle, which gives a snapshot of how the school is viewed, showing good teacher-to-teacher relationships. This is a very positive starting point from which to strengthen restorative practices and make positive behaviour very visible to students and staff.

Over the next 12 months the draft respectful behaviour matrix will be completed including student-made videos.

Another key change has been the deaning structure - students now have the same dean all the way through college - deans are attached to Houses. The process is streamlined with students and parents only having one point of contact - this should strengthen relationships.

The present deaning structure provides more cohesive focus across Atawhai groups.

The process for students moving from one house to another would be managed on a case-by-case basis.

2.3 Goal 4 Update

C. Allen reported that progress is underway with the Finance and H&S reviews. The Finance Consultant, Bill McKinnon will be away for a 6-week gap otherwise he will be at the school until the end of the year and will oversee the transition of the new Business Manager.

2.4 Gifted and Talented

The report from K. Mitchell and Rachael Hammon was circulated to the Board, Karen reported - Rachael is working on identification of Gifted and Talented students as currently the college has 169 students.

Rachael is looking at ensuring that the college is up-to-date with trends, reviewing literature and looking at education outside of the classroom.

Sometimes it is about supporting students in their learning while they pursue their fields of interest e.g. chess, tennis, long-distance swimming.

2.5 Health and Safety

The report has been circulated - C. Allen comments -

The change in legislation has created a huge workload and the college is currently negotiating its way through what it all means. The Ministry has supplied some good resources including templates.

The external audit confirms that a lot of work has already been completed but there are gaps. The challenge is to get staff involved who can do work on top of what they are already doing.

The roles and responsibilities between boards and with the college and property consultant, Watershed, should be defined. B. Macdonald stressed that it is important that the two boards work together on this to ensure no gaps and no double ups.

K. Spark's membership on the H&S Committee is to be ratified by the Board. The recommendation was made that K. Spark be on the committee.

Motion Moved: that the Board engages Val Lloyd to create a report format and Val Lloyd reviews the draft H&S Policy and provides recommendations if required in conjunction with the Policy Committee and Health and Safety Committee

Moved/Seconded

L. de Kort/C. Allen

CARRIED

It is important to look at how to start managing contractors on site. Contractors need to be inducted and staff training will be required. K. Ussher is finding the most suitable software for school use. The Boards need to set the policies in the first instance. Neither BOT, nor CCAL, have a H&S Policy or a model for getting reports. CCAL agreed that Val Lloyd is to draft a policy for CCAL for the next meeting.

C. Allen made reference to the Ministry of Education/NZSTA Health and Safety guide for boards of trustees and school leaders. It is within C. Allen's delegation to spend up to \$1,000 towards the costs of Val Lloyd's consultancy.

2.6 Performance Agreement and Appraisal sign-off

R. Webb reported C. Allen's appraisal would be retrospective because of the lateness of the report the year before.

R. Webb and C. Allen are currently negotiating to identify a suitable person to do the appraisal for 2017 - 2018. The Terms of Reference have been created and they are trying to source someone who can constructively support the board and support the principal around the appraisal for 2017 - 2018.

3. Minutes of the Previous Meeting

- The draft Minutes of the meeting held on 10 April 2017 have been circulated.

Motion Moved: that the Minutes are confirmed as a true and accurate record of the meeting

Moved/Seconded

R. Webb/R. Revell

CARRIED

4. Matters Arising

- R. Webb provided the draft format for reports to the board.
- The letters of thanks were sent to the authors of the Maori and Pasifika reports and are included with the board correspondence.
- Andrea Boyed will be the board's representative at the NZSTA Conference and AGM.
- Policies that have been reviewed are now available on the website.
- L. de Kort would like to invite Alan Curtis to conduct the board training for "roles and responsibilities" and "the role of the employer". It was decided that Alan would be invited to present one hour's training at the start of the next two board meetings, the training will be followed by the usual board meeting. No board member is unable to get to the college for 5:00 pm so it was decided to arrange the training from 5 - 6 pm. L. de Kort and R. Webb to negotiate with Alan Curtis.
- There was a discussion about possibly reducing the number of board members as suggested by Chris France but it was decided that the number was appropriate for State Integrated School board.

5. Correspondence, taken as read

- The article in the North Shore Times reflects well on the college's performance and the quality of its teachers.
- The report from Linda Singleton on this year's Y12 camp indicated that it was a very good camp. The college was fortunate that Linda takes on this responsibility. R. Webb to send a letter of thanks to L. Singleton and A. Moriarty.

Motion Moved that the Board accept the inwards correspondence

Moved/Seconded

R. Webb/K. Hughes CARRIED

- Outward correspondence – letters of thanks to the authors of last month's reports.
- Similar letters will be forwarded to presenters at tonight's meeting.

6. Principal's Report, taken as read

- Highlights discussed were -
 - The new Chaplain is working out well; she has had meetings with all new Year 7 students. She negotiated with Sr Beverly to use the Chapel in the convent for weekly prayers.
 - The North Shore times article highlighted the scope in the difference between Excellence endorsements achieved by Carmel students compared to others - sometimes the college was 25% ahead of the next best. Staff are very generous with their time. However, the college is looking at the workloads for students and whether students are being "over assessed". This will be incorporated into the curriculum review.
 - A large team of PTFA members and SLT were involved with ArtFusions during the last week of the holidays.
 - The Pre-enrolment event will be held on Thursday and many applications have already been received.
 - There was a discussion around a student who is designing a new blazer as authentic learning

for NCEA credits. The college cannot tender for the uniform for another three years because of over-stocking; however, NZ Uniforms will match any price the college is able to find.

B. Macdonald was concerned about raising expectations that the uniform will change and the potential communication issue this would create if it were not going to happen.

- Katie Pidgeon, the teacher who has replaced Nicky Whitham-Blackwell, is returning to Carmel after 8 years away.

Motion Moved that the Board accept the Principal's report,

Moved/Seconded

C. Allen/K. Spark CARRIED

7. Student Representative

- S. O'Sullivan reported that she had been shifted to a different house but she believes that Atawhai Groups have been successful and that she has made a lot of friends that she may not have otherwise made. The deans will help with consistency across Atawhai groups now that the structure has changed.
- S. O'Sullivan does not believe that a "one evening" event is enough to support the students who want to excel in the Arts area and asks SLT to look at ways of increasing participation in the Performing Arts. S. O'Sullivan, B. Harrison and K. Spark to meet to look at a school-wide strategy. KM suggested the group should look at what is already happening as part of the curriculum in Drama and Music.

8.0 Financial Report - taken as read

- B. Macdonald reported good progress - B. McKinnon is working out very well. B. Macdonald has a high degree of confidence in the quality of the reporting and is happy with the March Year-to-Date reports.
- Timing discrepancies arise because the revenue is divided over 12 months but for instance, there are not a lot of contributions received in January.
- Statutory Accounts - R. Webb has signed off, he is comfortable with these and the auditors have given a verbal clearance. B. Macdonald said they are materially correct and appropriate to be signed off by the board.
- Any differences in the P&L results for the year are essentially in the formatting. The provision/contingency, which is spread over 5 years, was over-stated - provision for all maintenance was made instead of ones that happen once and awhile. This has been recognised and the provision adjusted - \$250k has been reversed out.
- Leasing costs have reduced because the college has purchased a lot of IT equipment previously leased and the cost of operating the Internet has fallen dramatically.
- The uniform shop has been outsourced and the column will not carry forward into the next year.
- B. Macdonald explained that there is a lot more coding under the figures presented. A. Boyed would like some transparency around the commitment to Maori. Questions about what sort of reporting the board would like and what they want out of this reporting can be made when deciding on a new General Ledger.

Motion Moved: that the Board

- delegate to C. Allen and R. Webb the authority to sign off the 2016 Accounts materially in the form as presented to this meeting subject to clearance from the auditors

Moved/Seconded

B. Macdonald/C. Allen CARRIED

- delegate to B. Macdonald, as Chair of the Finance Committee, authority to sign off, on

behalf of the board, any ancillary documents related to the Statutory Accounts

Moved/Seconded

B. Macdonald/K. Spark CARRIED

- R. Webb acknowledged the work done by B. Macdonald and C. Allen in resolving the issues of the last 12 months.
- Parent contributions – there had been some discussion about raising parent contributions by more than the CPI. The shareholders, Tiaki Manatu are not interested in increasing parent contributions above inflation.

Motion Moved: that the Board increase the General Purpose and IT contribution as per the schedule tabled.

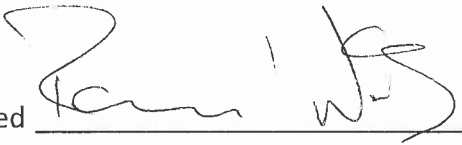
Moved/Seconded

B. Macdonald/K. Spark CARRIED

A summary of parent contribution collections in other Auckland Catholic schools is included for the board's information.

R. Webb asked the board to think about the process for review of the Strategic Plan for the next 3 - 5 years, as this will be on next month's agenda. C. Allen will bring the process used last time.

There being no further business, the meeting concluded at 8:00 pm

Signed  (Chair) Date 12/6/2017
Ray Webb

The next meeting will be on the 12th of June 2017

Opening prayer/karakia C. Allen
Closing prayer/karakia B. Macdonald

Board Actions

Action point	Responsible
K. Spark's membership on the H&S Committee to be ratified by the Board	Board
Letters of thanks to the coordinators of the 2017 Year 12 Camp	R. Webb
S. O'Sullivan, B. Harrison and K. Spark to meet regarding the Performing Arts school-wide strategy	S. O'Sullivan, B. Harrison and K. Spark
Letters of thanks to the presenters of reports to the May meeting	R. Webb
Negotiate board training for the next two meetings with Alan Curtis	R. Webb & L. de Kort
Arrange for Val Lloyd consultant to create a report format and draft H&S Policy for the board	C. Allen
In preparation for the discussion on Planning for the 2018 – 2021 strategic goal session, C. Allen to provide a copy of the process for 2014 – 2017 to the June meeting	C. Allen