

MINUTES OF THE BOARD OF TRUSTEES MEETING

HELD ON 8 AUGUST 2016

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

Apologies - Apologies for absence were received from Chris Allen and Greg Frittelli. An apology for lateness was received from Bruce Macdonald

In attendance Karen Mitchell

1. Valerie Broomfield read the opening prayer

2. Special Topic - North Shore Catholic Schools Community of Learning (CoL)

- R. Webb advised that there will be a joint Board meeting for the CoL next Wednesday 7.30 pm at St. Joseph's Takapuna; there is an open invitation for all board members to be there. R. Webb facilitates the CoL, which is made up of Carmel and Rosmini, St Joseph's, St Leo's, St Mary's and Stella Maris.
- The draft document tabled gives explanation about
 - What the achievement challenges will be.
 - Support from the Ministry by way of funding resources for additional staffing.
 - What is being proposed and the impact on Carmel College.
 - Next steps - CA to talk to staff so they know what it will mean for them in 2017.
 - The BoT will need to approve the achievement challenges, and then the proposal will go to the Minister for endorsement so that appointments can be made to the positions for the community.
 - Reflects what the principals have been working on to date.
- Resourcing will consist of -
 - 0.4 FTTE (2 days) teaching release time for the CoL Leader with additional remuneration = \$25/\$30K.
 - 0.4 FTTE across-school positions with additional remuneration = \$16K.
 - 0.02 FTTE (½ day) per week for 24 in-school positions - time can be aggregated but not the position, with additional remuneration = \$8K.
 - All to support the achievement challenge and inquiry time that goes with it.
 - There will also be a modest amount paid into the operating allowance for travel.
- Some statistics are still to be included and it is hoped that by the end of this week board members will receive a completed electronic copy.
- The timeframe is for 3 years, appointments are for 2 years.
- The newsletter tabled is aimed at Boards and the parent communities - this is to ensure that

everybody is familiar with the plans for 2017.

- There was a discussion about the achievement challenges -
 - How do these compare to other CoL challenges? RW said that most schools were identifying National Standards and NCEA. The benchmark is 85% achievement rate, however, most students in the CoL are at 85% - this CoL will use National Standards but benchmark higher than 85% and extend “At and Above”.
 - How does the board know that the challenges are being set at the right level? Have the targets been set to stretch students enough when compared to other high-performance colleges? R. Webb said that the targets were the highest he had seen to this point in time.
 - The primary schools are focused on “priority learners” and want to keep the challenge at 90% because of concerns around the different paces of learning that individual students bring. Carmel and Rosmini want the target at 94%.
 - The targets for the secondary schools are for NCEA 2 and 3, including University Entrance, and are about the levels of endorsement.
 - There was a discussion about whether the achievement challenges only focus on Maori and Pasifika achievement. In Carmel’s case this would represent a large investment for a small number of students, there also seems to be a focus on Y1 to Y8 students. KM explained that achievement rates at NCEA Level 1 are sitting at 100%.
 - R. Webb explained the 2 measures for this school, these are
 - Level 2 endorsements were currently at 70%; the target will be 75%.
 - Level 3 endorsements were currently at 62%; the target will be 65%.
 - R. Webb will take the BoT comments back to the CoL.
 - K. Shoebridge said that some students are already committing 100% of their time with studies and activities outside of learning such as service activities. K. Mitchell said that the college was concerned about student wellbeing and all-roundness and careful not to place too much pressure on students. Carmel is one of the highest-ranking schools for NCEA endorsement rates and it is quite a challenge to extend those any further. Every student at Carmel has to sit NCEA; there are a few who don’t sit University Entrance.
 - The Minister has been quite clear that the achievement challenges must be academically based.
 - R. Webb will ask other CoLs if they would be willing to share their achievement challenges. St Dominic’s is part of the Waitakere CoL, St Peter’s and Marist are part of the Auckland Central Catholic schools CoL- still to be endorsed, Baradene is not part of this CoL and McAuley does not want to be part of the South Auckland Catholic schools group. R. Webb will check with other decile 9 and 10 schools to get their targets, especially those of all girls’ schools.
 - K. Mitchell said there was no baseline data for Y9 & Y10.
 - Suggested changes to the newsletter to be sent to Boards and Parents -
 - Specify the schools who are part of the CoL.
 - Change the third paragraph to read . . . We have set ourselves a challenge of accelerating progress . . . Take the opening sentence about improving outcomes for Maori and Pasifika and placing this at the end of the paragraph.

- It was suggested that the achievement challenges should be reviewed annually.
- It would be helpful if as many board members as possible attended the joint meeting on 17 August.
- The appointments committee will be made up of the principals and board members from all participating schools. This committee will appoint the CoL Leader and Across School positions. In-school appointments will be the responsibility of this board. There will be an impact on staff, the timetable will have to be backfilled and it would be best to do this at the start of the year. R. Webb said that this would be a tight timeframe especially given the challenges around teacher supply.
- R. Webb asked members to accept the document as a draft, read through it carefully, and raise any points of concern and feedback to K. Mitchell. The paper is to go to staff, to get their input as well.

3. Minutes of the Previous Meeting

- The Minutes of the meeting held on 11 July 2016 have been circulated.
- Amendments to the Minutes to include -
 - 6. Principal's Report/Trip Applications add - 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.
 - 13. Subcommittees - 4th point to read . . . "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".
 - 14. General Business - last paragraph remove "R. Webb and C. Allen will get a recommendation from the Whanau/Hui group about a suitable candidate for consideration at the next meeting".

Moved: that, subject to the changes set out above, the Minutes are confirmed as a true and accurate record of the meeting

K. Hughes/B. Harrison **CARRIED**

4. Matters Arising

- 1. 2016 Charter Update - C. Allen to report back on what a parent-focused survey might look like. 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 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.
- Members of the board to email C. Allen any feedback they are receiving from parents in the community.
- 11. Finance - The overpayment of a staff member will be discussed under Finances.
- 14. General Business - C. Allen and R. Webb to finalise the date for the staff/board function. It is suggested that there be a "Board Corner" published in the school newsletter on a monthly basis. It is also suggested that an email address is set up for the BoT so parents have access to board members.
- The Whanau/Hui event will be held on the 24th of August - this will be about consultation with the Whanau around the process of identifying a representative on the board. K. Mitchell

explained that on the same night as the Hui there would also be an Options presentation and an NCEA information session.

- Kate Shoebridge understands that there can only be one co-opted member on the board and is anxious that the student representative for 2017 be able to attend the end of year board meetings.

5. Correspondence, taken as read

Moved: that the inwards correspondence be accepted

R. Webb/R. Revell CARRIED

- An additional item of correspondence was received the day of the meeting from NZSTA for the election of a president and 6 members of the NZSTA Board 2016-2019. Voting papers will be scanned and emailed to everyone, R. Webb has asked that votes be returned to the board secretary by 5 pm on Wednesday 31 August for collation and return by 2 September.

6. Principal's Report, taken as read

- K. Hughes expressed a word of warning about the college promoting the local orthodontist; the college does not want to find itself in the position of having any responsibility for workmanship.
- There was a discussion about the roll trend for the year. It was decided the board needed more information and more confidence around the data e.g. what are the percentages of international students? Maybe it is necessary for someone from the board to ask why students were leaving. K. Mitchell said that the deans usually organised the departure documentation and would often have a conversation about the reasons for leaving. R. Webb to discuss getting more in-depth information with C. Allen. K. Mitchell explained some of the common reasons for student departure.
- K. Shoebridge asked if the distortion of the absence figure for one Pasifika student included "justified" absence - this is correct, 85% at school and the other is a justified absence.
- R. Webb and K. Mitchell will attend a MOE consultation on Friday regarding future funding of schools. This follows indications about a move away from decile funding. There is concern about what this would mean for Carmel College, it could impact on the funding of high decile schools. The Ministry has agreed to PwC undertaking a review of what the actual costs of running a school are; Carmel has agreed that they will take part in this review.
- Possible uniform change - There was a discussion about the merits of taking options out to parents, consistency around what changes are consulted and what not (there was no consultation about the change to the netball uniform and some parents are upset that the cross has been removed from this uniform). K. Mitchell to make inquiries about the Mercy Cross and other school branding.

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

Appointments, as detailed in the report

EOTC trip applications, as detailed in the report

R. Webb/R. Revell CARRIED

7. Student Representative

- K. Shoebridge has received a number of requests from students about Carmel developing a stronger relationship with Rosmini at a student level. Students would like more interaction; the idea being that combining resources will strengthen both schools. It is hoped to make this more of a focus with the possibility of joining with Rosmini for a musical production and also joining up for rowing. K. Shoebridge to come up with some ideas and bring them back to the board.

8. Special Character - no meeting has been held

B. Macdonald joined the meeting at 7:00 pm

9. Policy Review Committee

- Kathrine reported that quite a lot of progress has been made in a short space of time. There needs to be some assurance around the roles and communication back to both boards. The review committee is looking at delegated authorities and Terms of Reference in order to get some standardisation.
- THE CHILD PROTECTION POLICY HAS BEEN ADOPTED WITH THE ADDITION OF THE WORD "KAITAKAWAENGA". The policy has been lifted from STA with the Carmel ethos added at the beginning. An important clause is - "Therefore the principal must - Promote a culture where staff feel confident they can constructively challenge poor practice or raise issues of concern without fear of reprisal." NZSTA will provide advice as necessary. The policy is tabled to the board, staff induction needs to be included and it is important to get this policy up on the website.

10. Finance Report - as read

- Key points from the Finance subcommittee meeting
 - A former staff member was overpaid and advised about the overpayment before she had a chance to spend this money. The subcommittee has agreed to a repayment schedule.
 - NZ Uniforms - new price list. The college has received a separate email saying there will be no price change.
 - IT key issues -
 - The college is looking to install a network filter so it can control various websites within the school network. The committee recommends the TTS Classwise network filter.
 - The college is looking at an electronic sign-in/guest register. A proposal has been submitted but the committee has asked management to look at a second system. The committee requests approval for the guest register.
 - The college is looking at upgrading the wireless network. Approval in principle is sought for the SNUP rollout of the network. It is not known exactly when the college will be eligible for the SNUP rollout.

Moved that the Board approves in principle the SNUP rollout of the network, the network filter and the guest register

- The July figure for outstanding parent contributions is noted so that this can be monitored on an ongoing basis.
- Rollover of leased computers until the end of the year; the lease was not re-negotiated but the leases will not be extended past the end of the year.

Moved that the Board accepts the Finance Report

B. Macdonald/K. Spark CARRIED

11. Buildings and Grounds

- There is an ongoing issue with the theatre floor, which Carmel College Auckland Limited is working through with the main contractor and Watershed.
- Tiger-turfing 2 x netball courts has been approved; this will facilitate more teaching space for the PE Department.
- The board is looking at a drainage and stormwater upgrade, which is a big property issue.
- PMIS - This is the report, which the Ministry uses to work out how much money this board gets for maintenance of buildings. De-integrating the RE classrooms was necessary because the college is over code. The fix is to take a building of the same size out of the equation. The implication is that CCAL will pay the maintenance for the de-integrated area; it will not be part of the school's operation grant.
- The BoT is invited to walk around the school either after the property meeting on the 25th of August at about 12 noon or at 5 pm on the 12th of September before the next meeting. K. Mitchell to coordinate.

12. Health and Safety

- The Injury and Incident report was tabled. Most of the injuries relate to netball accidents.

13. General Business

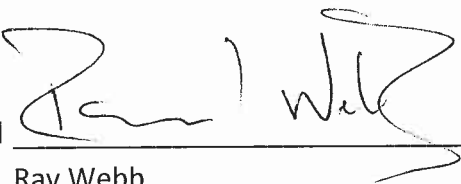
- A paper was tabled from C. Allen asking for consideration for the college to look at the possibility of taking Y7&8 international students. These students would have to live with a parent or designated caregiver. There would be one student in each class at each year level. At the moment there is a limit of 50 FTTE international students across the school. Would the board look at extending this number?
- International fees currently cover the cost of the college's over entitlement of 2-½ teachers.
- B. Macdonald said that from a financial perspective, international fees were the most marginal income. \$10K per year from each student comes to the board and the rationale is to limit international students. It is a lucrative way to raise money but is high-risk.
- The board would like to know what the teachers think. B. Harrison suggested getting information about the experience of other schools who have taken younger-aged internationals. More information would be useful; what has been the experience of St Mary's and TNIS? Information is needed about the impact on resources that extra 10 students will

have.

- B. Macdonald thinks the questions are -
 - Is the board comfortable increasing the 50-student limit?
 - Is the board comfortable with taking Y7&8 international students?
- R. Webb noted that internationals were separate from the maximum roll. R. Webb to request further information.
- Forward planning - A paper was tabled listing all BoT, CCAL, Special Character and Finance meetings scheduled. There are no clashes until the school holidays, May next year.
- The BoT December meeting is useful for strategic planning and is usually when the budget is approved.
- The CoL meeting will be on 17 August at 7:30 pm at St Joseph's.
- A Special Character meeting is scheduled for next week.

Sr Rosemary read the closing prayer

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

Signed  (Chair) Date 20/9/2016
Ray Webb

The next meeting will be on the 12th of September

Opening prayer:

Closing prayer: