

## **MINUTES OF THE BOARD OF TRUSTEES MEETING** **Held on 12 FEBRUARY 2018 commencing 5:30pm**

**PRESENT:** Chris Allen, Peter Beckett, Andrea Boyed, Valerie Broomfield, Liz de Kort, Betty Harrison, Kathrine Hughes, Jacqueline Li, Stana Pezic, Sr Rosemary Revell, Kim Spark and Ray Webb(Chair)

**Apologies -** No apologies received

**In attendance -** K. Mitchell (Associate Principal)

Opening karakia – K. Hughes

### **1. Resignations**

R. Webb received B. Macdonald's resignation from the BOT and from the position of Chair of the Finance committee. B. Macdonald will remain a member of CCAL. P. Beckett has been appointed by the Proprietor Board as B. Macdonald's replacement as a proprietor representative and as Chair of the Finance Committee. R. Webb welcomed Peter Beckett as a Proprietor's representative

P. Beckett introduced himself, he is employed by the ASB on the Property Finance Team. P. Beckett has one daughter at Carmel College, one at Stella Maris and a son at Rosmini. He has been a member of the Stella Maris BOT for 8 years and is the current Deputy Chair.

Notice of resignation received from the BOT Secretary, D. Goudie effective upon the Principal finding a replacement suitable to the Board

### **2. Special Topic**

#### **2.1 Appointment of Chair and Deputy Chair**

5:45 J. Li arrived

R. Webb confirmed that he was withdrawing his prior notice to stand as Chair.

R. Webb called for nominations for Deputy Chair.

**Motion moved:** that L.deKort be appointed Deputy Chair Hughes/Webb Carried

R. Webb called for nominations for the Board Chair.

**Motion moved:** that K.Hughes be appointed Chair Webb/Spark Carried

K. Hughes confirmed R. Webb chair the current meeting

## 2.2 Declarations of Interest and Code of Conduct

These were circulated and R. Webb read through the Code of Conduct as a timely reminder to the Board Members of their commitments. Codes of Conduct were signed by Members.

Declarations of Interest were completed.

P. Beckett will be provided with the Board Members' folder and R. Webb will work with P. Beckett on induction.

## 2.3 Strategic Planning - draft recommendation to the Board

L. de Kort spoke to the draft plan which sets out "When, What, Who". A lot of the work related to the "pre-plan" boxes falls to SLT who will require assistance from the Board for these tasks.

In April/March the Board would be looking at the questions for the wider community for ratification and then to be sent out early June, the questionnaire will be in electronic form.

Data will be collected for feedback to the Board for ratification and implementation by early New Year.

L. de Kort explained that the self-evaluation in March was about the Strategic Plan not the Board performance i.e. "How does the Board think it is performing in terms of the Strategic Plan?". C. Allen and L. de Kort will formulate the framework for the community consultation. R. Webb suggested that an ad hoc subcommittee be convened to formulate the process and breakdown the work plan for the Strategic Plan. The subcommittee will consist of C. Allen, L. de Kort, S. Pezic, A. Boyed and V. Broomfield, R. Webb expressed an interest in the data collection aspect.

**Motion moved:** that the Board establish a subcommittee for the purpose of developing the 2019 – 2022 Strategic Plan

*R. Webb/K. Hughes* CARRIED

K. Spark asked about how the Board would complete the self-evaluation, C. Allen will send out papers to Members before the next meeting. S. Pezic suggested starting with a high-level summary of the Strategic Plan, having a compilation of all Board Members' thoughts. L. de Kort and C. Allen will decide what will be presented to the Board at the next meeting. A suggestion was something along the lines of a 7 – 8 question, survey monkey that has a 1 – 10 rating.

## 2.4 Report on Staff Exits

R. Webb gave a verbal report, summarised -

Three teaching staff returned exit interview forms in confidence to the Board chair. Two requested and were granted exit interviews with the Board chair and chair of the PRC.

Trends that emerged from the exit interviews included (NB these trends are based on three responses):

- High level of satisfaction around collegiality and caring staff

- View that girls at Carmel received a quality education

- PD programme needs to match goals and/or be fit for purpose

- SLT need to engage staff and communicate in a professional manner

- Implementation and speed of change is equally important in change management.

C. Allen tabled information about the 12 staff who left last year, 4 of whom were on fixed term contracts, the others who were permanent staff. R. Webb said the National average is about 10% and includes all staff - fixed term and permanent.

A discussion was had around the purpose of the exit interviews, how they were conducted and compilation of the data in a confidential manner once a year to ensure anonymity was preserved. Further work around the reporting of the data in the context of comparators would be required.

### 3. Minutes of the Previous Meeting-11 December 2017

**Motion Moved:** that the Minutes of the meeting of 11 December 2017 be taken as read and confirmed as a true and correct record of the meeting.

*Webb/Hughes CARRIED*

### 4. Matters Arising

Board PD to be put into the Work Programme

Action items to be added to Minutes.

L. de Kort - Asked about her request for more reporting on student achievement. This has been added to the work plan for March but needs to be moved to "Learner Progress" and changed to Y7 to Y10 from Y7&8.

Term dates and teacher-only-days are included in the principal's report.

### 5. Correspondence, taken as read

**Motion moved:** that the Board accept the incoming correspondence

*Webb/Revell*

*CARRIED*

**Motion moved:** that the Board move into "Committee" at 6:55 pm

*R. Webb*

**Motion moved:** that the Board move out of "Committee" at 7:00 pm

*R. Webb*

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

Highlights -

There were lots of activities during the first 3 weeks of school, including the Dedication Mass.

Student leadership is underway, Tuakana groups are working with new students.

It is heartening to note the amount of money students raised last year for charities.

Preliminary NCEA results are out and these are very good.

V. Broom asked about the NCEA Mathematics exam - C. Allen explained that NZQA would moderate it and scale it in accordance.

The Board is impressed by the NCEA achievements Levels 1 - 3. C. Allen said that the college had made some deliberate changes and these improvements have led to increased quality of pass rates.

L. de Kort reinforced that the results are an outstanding achievement and thanked C. Allen and K. Mitchell and would like the Board to do something for the staff by way of thanks. This comment was supported by J. Li. There was a discussion about what would be appropriate.

**Motion moved:** that the Board gives C. Allen approval to spend up to \$4K over-and-above the approved budget for a thank you to staff for the outstanding NCEA results comprising of a \$30 voucher and outside catering for a lunch before the end of the term. Sr. Rosemary will donate the cards for staff to be signed by the Board

*Spark/Pezic*

*CARRIED*

C. Allen reported the college has a full complement of staff to begin the year, two staff left at the end of last year and 2 permanent appointments have been made to replace these teachers.

The roll is down a bit on what was expected. Some contributing school rolls are declining. L. de Kort said there had been a drop of 32 students this year at Y7 & Y9 according to the Ministry roll projections. S. Pezic asked about students not returning. C. Allen said that were 25 students who went through the process of enrolment for 2018, were offered a place, and then decided not to come to Carmel.

There was a discussion about the proportion of International students against the current roll. CCAL is comfortable with the cap of 50 International students.

P. Beckett asked if Carmel was getting all the students from the feed schools? C. Allen said that of the 30 students from one school who could have come to Carmel, only 15 enrolled. K. Hughes asked whether there was a waiting list as in previous years and C. Allen confirmed there was not a waiting list. K. Hughes asked that data be compiled regarding the students leaving Carmel at the end of the year in all year groups. K. Hughes suggested the Board does some work on promoting the results the school achieves and the benefits of the school. L. de Kort said that data from the Diocese would probably show less students in the Catholic system. B. Harrison believes the Board should do some marketing, especially among people who are Catholic but do not go to a feeder school. There is a general perception that Carmel College is very hard to get into and that there was awaiting list which is incorrect. Addressing the marketing issue will come out of the strategic plan and provision of the data on leavers.

The Business Manager has been asked to do a projection on the likely financial impact of a roll of 1012 going out five years.

Pastoral matters - a Y13 student has been stood down for 3 days.

A. Boyed said the report was really good but asked that the Tuakana/Teina student support programme be noted in English as well as Maori - e.g. big sister/little sister.

A. Boyed asked about the recent Powhiri and how/if invitations were extended to attend this? A. Boyed also requested the correct spelling of Rangi Davis' name. There is a question of inclusion around the Powhiri, the college's Kaitakawaenga, Keri Cullen, had not received an invitation. K. Mitchell will work with T. Peters on reviewing the whole process. The concerns have been noted and will be discussed.

The principal's report (pg 5 of 8) includes an ethnicity breakdown, C. Allen confirmed the data captured is unable to include more than one ethnicity.

**Motion moved:** that the principal's report be received

*Allen/Webb*

*CARRIED*

Staff leave application - 7 days in total, 2 days leave with pay, 5 days discretionary leave, to be approved by the Board

Trips for noting by the Board

NZ Beach Volleyball Secondary School Championship

Mercury Junior Regatta

Senior Volleyball

Trips approved by the Board

Y12 PE camp

Y12 Camp -

**Motion moved:** that the Board approve and note the trips as detailed

*Webb*

*CARRIED*

**Motion moved:** that the Board approve the leave application as detailed

*Webb/Spark*

*CARRIED*

## **7.0 Student Representative's update**

J. Li reported that the first days of school have been good, the Atawhai systems are going well and welcome lunches have been held. Everyone is excited and ready to tackle the New Year.

J. Li has just returned for the NZSTA/Spirit of New Zealand trip around the Hauraki Gulf; Chris France from NZSTA was on the voyage.

## **8.0 Policy Review Committee**

K. Hughes tabled the Personnel Policy

This policy states that any discretionary leave over 5 days should come to the Board for approval. Application for approval will also apply to non-teaching staff. K. Hughes said this reflected leave requirements set out in the various Collective Agreements, current MoE and NZSTA advice and was in line with what other schools in the CoL and locality were doing.

**Motion moved:** that the Personnel Policy be adopted

*Hughes/de Kort*

*CARRIED*

**9.0 Finance, taken as read**

The school's financial position is very healthy. B. Macdonald will provide details on how funds will be used in coming years, the Proprietors will be involved in the discussion on proposed building projects and subsequent outfitting - there will be a report back at the next meeting.

Analysis of Variance - with reference to savings of staffing, the Business Manager and Consultant are working on the college spending what has been budgeted. V. Broomfield asked what the amount recovered for the Y12 camp was? C. Allen is to investigate and report back.

Concerns about clarity with NZ Uniforms in relation to the overdue sponsorship were raised by A. Boyed - has this been chased up with NZ Uniforms? It is not evident from the accounts where the amounts for end-of-year prizes have been topped up by the Board.

**Motion moved:** that the Board accept the Finance Report

*Webb/de Kort*

*CARRIED*

**10. General Business**

A resolution was put to the the Board to increase the Trustees' attendance payments to Members and the Chair per meeting. This would go some way to cover costs of meeting attendance. The amount paid now is tax exempt.

**Motion moved:**

*Boyed/Harrison NOT CARRIED*

V. Broomfield requested approval in principle from the Board for an overnight trip application.

**Motion moved:** that the Board approve in principle the proposed Maadi Cup trip subject to the approval of the H&S Committee in the usual manner

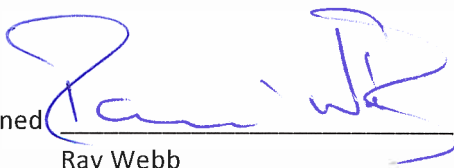
*Spark/Pezic*

*CARRIED*

K. Hughes thanked R. Webb for his support to the entire Board - saying that significant progress is being made.

Closing karakia - A. Boyed

There being no further business, the meeting concluded at 8:30 pm

Signed  (Acting Chair) Date 09/03/2019  
Ray Webb

The next meeting will be on the 12th of March

Opening prayer/karakia: V. Broomfield

Closing prayer/karakia: J. Li