

## **MINUTES OF THE BOARD OF TRUSTEES MEETING**

### **HELD ON 10 OCTOBER 2016**

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

**Apologies -** An apology for absence was received from Kim Spark

**In attendance** Liz de Kort, Karen Mitchell and Sine O'Sullivan

**1. Sr Rosemary read the opening prayer**

**3.1 Special Topic - Master Plan Presentation by Liz de Kort from Carmel College Auckland Limited**

L. de Kort made a presentation to the board on the Master Plan for Carmel College property development, explaining that CCAL's focus is on: land, buildings and Special Character.

L. de Kort departed the meeting at 5:45 pm.

**3.2 Community Engagement, Meeting chaired by S. Pezic**

- The subcommittee suggested communicating with the college community via an email and asking the community for feedback. The subcommittee would then look at forming a focus group with respondents, if relevant.
- C. Allen said this would be an open request and therefore likely to attract a lot of management issues. She suggested giving a focus to the requested feedback otherwise the approach might set up unachievable expectations.
- C. Allen explained that community consultation was undertaken 18 months ago focussed on informing the Strategic Plan. The feedback was collated and further discussed with a group of parents then used to form the current Strategic Plan and now the college is 18 months into delivering that plan. The current board would like to have a copy of that feedback, C. Allen will circulate the feedback summary from 18 months ago - the subcommittee will then come back with a remodelled approach. V. Broomfield would like subcommittee to be able to get approval via email from the board on the remodelled communication so as not to lose time.
  - The Strategic Plan feedback summary will be circulated.
  - The subcommittee will meet and formulate the communication.
  - The proposed communication will be emailed to the board for approval.

#### 4. Minutes of the Previous Meeting

- The Minutes of the meeting held on 12 September 2016 have been circulated.
- Amendments to the Minutes -
  - It is to be noted that -
    - “Andrea Boyed joined the meeting at 5.35 pm after the motion was passed that she be co-opted to the board.
    - Under Matters Arising, fourth bullet point 64.8% should read 64.8 FTTE not 64.8%.

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

*R. Revell/B. Harrison* CARRIED

#### 5. Matters Arising

- An annual calendar needs to be displayed in the boardroom - C. Allen to give a base plan to S. Pezic to further develop and bring back to the next board meeting.

#### 6. Correspondence, taken as read

- NZSTA Professional Development - C. Allen reported getting good feedback from the NZSTA workshops and that several more were scheduled. A number of board members have attended or are booked to attend.

R. Webb joined the meeting at 6:00 pm and took over as Chair.

- A motion is required from the Board that Stella McFarlane acts for both boards on the H&S committee. Stella is the H&S person on the Carmel College Auckland Board and has been active in sourcing documents concerned with H&S from a governance point of view.

**Moved:** that, Stella McFarlane join the Board of Trustees/School Health and Safety Committee as a Proprietor’s representative

*S. Pezic/C. Allen* CARRIED

- Spirit of Adventure - Student Trustee Challenge 2017

**Moved:** that the invitation to join the NZSTA Student Trustee Spirit of Adventure Challenge be extended to Sine O’Sullivan

*R. Webb/R. Revell* CARRIED

**Moved:** that the inwards correspondence be accepted

*S. Pezic/C. Allen* CARRIED

#### 7. Principal’s Report, taken as read

- Planning needs to get underway for 2017, the board needs to have a discussion around the process and how it would like to proceed.
- The roll has to be managed back from 1092 to 1050 in 2017, at the moment this is sitting at 1080 for next year. C. Allen has advised the Ministry that she believes the college will end up at

about 15 over the maximum capped roll; the Ministry will be notified on the final number. The two areas of impact are

- The two full feeder primary schools are deciding if they will offer Year 7 & 8 in 2017
- The possible demise of Hato Petera
- Graduation ceremony - The format will change this year after consultation with the student leadership team and following some issues at the last two events. There will be a ceremony with students and their families at the college followed by an alcohol-free dinner at McHughs, for students and teachers.
- The student leadership team for 2017 has been voted in; C. Allen commented that this year's team have been outstanding.
- Online reporting has been done and the parent portal is being used.
- The college initiated some strategic direction round the Sports' Department with North Harbour Sport, some parents and the new Sports' Director who has subsequently left the college. This process will continue with a group of interested parents, using the plan formulated by the departing Director.
- An additional application for leave has been received from R. Bullock, asking for leave from 15 May to 2 June in 2017; this is to be added to the list of applications to the board.
- A member of the Maths Department's resignation was discussed; C. Allen said the College was disappointed to lose him.
- Annual Plan Update - C. Allen explained that the red squares indicate progress made. The college is becoming a lot more proactive in monitoring students at risk of not meeting NCEA numeracy and literacy requirements. The online portal should give parents more information about students' progress.
- A homework survey has been undertaken with Y7-10 students and the feedback is being worked through with HODs.
- An online management tool, Hapara, is being used at Y7&8 - this helps teachers make sure students are on task during the school day, teachers can see students' screens. Privacy settings are in place and this is only used during school time.
- New software has been installed at the college that blocks students logging onto social media websites from the school wireless, however, students can still access some sites but only if they use their own 3G.
- G. Rouse has been successful in securing funding for Asian Awareness in Schools.
- Better use is being made of the student database, Kamar. Teachers now have a more holistic view and general notes on pastoral matters and students' co-curricular activities are visible.
- The Hui was held on the 24th of August; this was well attended.
- The Orientation Day format will be tweaked again for new students, focusing on making new students and their families welcome rather than on testing students.
- Governance manuals have been distributed to the board for referring to when needed.
- C. Allen asked if the update on the Annual Plan tabled, was the way the board would like to continue getting information? She also asked about the board's process for setting the 2017 Annual Goals.
- R. Webb summarised
  - Annual goals for 2017 to be decided.
  - Does the report meet the Board's needs?
  - C. Allen to submit a proposed calendar to S. Pezic who will work on it then bring it back

to the board.

- Charter documents for 2017 to be prepared.
- In the past the principal and SLT members have proposed the Annual goals for board approval. The 2017 goals and budget will be set at the same time.
- S. Pezic suggested that the board sets aside half a day for the meeting to set the 2017 annual goals - some planning would be required before this meeting. The date will be 5 November from 9 am to 1 pm at the school boardroom. C. Allen, A. Boyed and R. Webb will arrange the facilitator.
- A. Boyed said that the Strategic Plan is set in place and the goals should fall out of that and be broken down into an annual plan - four goals should be addressed each year.

**Moved** that the Board accepts the Principal's report and approves the leave applications

*C. Allen/S. Pezic*

*CARRIED*

#### **8. Student Representative**

- There are no matters to report due to the students being on holiday for the last two weeks.
- K. Shoebridge said there was more awareness about the parent portal now and people were making the effort to look at results and comments.
- A. Boyed sought clarification if the newly elected student rep required any assistance in understanding her new role.
- A. Boyed showed the Board a document, which came from Anna Nicholls; this sets out the inter-relationship of the two Boards. Copies of this are to be given to all board members for their governance folders.

#### **9. Finance Paper - taken as read**

- No Finance subcommittee meeting was held last week - the monthly results have been given straight to the board without the committee seeing them.
- B. Macdonald explained that the "Year end" detail is now fairly indicative of the position and will be used as a base for next year's budget. The Finance subcommittee and college management will work on the draft and have a fairly complete budget ready to come to the board at its December meeting. Key drivers are student numbers and contribution levels.
- The September results have raised an issue around staffing costs - work is being done on this. B. Macdonald thinks this problem is caused by reliever costs not being transferred into curriculum expenses.
- A lot of work is required over the next few months preparing the budget for next year. C. Allen and B. Macdonald will look at getting some assistance for the Business Manager - this will be in the form of outsourcing someone to come in and help him - the cost of this is within C. Allen's budget. The idea is to have the budget approved at the December meeting.

#### **10. Buildings and Grounds**

- The tiger-turfing to the lower courts will happen over the Christmas break.
- \$126K spending has been approved, essentially to sort out the drainage on the property - this

has been necessitated by the car park work, which cannot be started until Resource Consent is obtained to drain water into the lake. The plan is to take cars out of the learning areas and away from the inside areas of the college.

- Watershed is dealing with issues, such as the lift problems in the Harkins Building directly and at a high level.

#### 11. Special Character

- Covered in C. Allen's report to the board.

#### 12. Health and Safety

- There is no Injury and Incident Report because of the break. Next month's report will include injuries and incidents for September and October.

#### 13. Policy Review Committee

- K. Hughes has reworked the Terms of Reference - the number of committees has been cut down; this will be finalised at the next meeting.
- A. Boyed will join the Policy Review Committee.

#### 14. Professional Committee

- An exit interview has been conducted with a departing staff member.
- Staff have the opportunity to apply for sabbatical leave after 10-years' service. Applications close on the 21st of October. The Professional Committee will evaluate the applications and make recommendations for approval - up to 4 people. All staff may apply, not just teaching staff.

#### 14. General Business

- Delegations

**Moved:** that the Chair authority is delegated to the Deputy Chair if the Chair is unavailable. When the Chair will be unavailable for more than one month, the delegation shall be confirmed by the Board of Trustees' resolution

*K. Hughes/R. Revell* CARRIED

- Arrangements for the 14 October cocktail event - 60 people have indicated their attendance. The Board will be wearing nametags. B. Macdonald will make the welcome and introduction to the CCAL board members; he will also explain what the two boards do. R. Webb and S. Pezic will make the introduction of the BOT members at 4.30 pm.

- Member contact details were tabled - please check and let the board secretary know if amendments are needed.
- Community of Learning (CoL) - Memorandum of Agreement of the CoL Achievement Challenge - R. Webb talked to the paper tabled on the achievement challenges. Principals have been working on the strategies. C. Allen explained SOLO is a language of learning where students: know where they presently with in any particular topic of learning, what the next steps are, how to get there and then how to apply the learning to other areas. NCEA grading: Achieved, Merit, Excellence, is based on SOLO. As part of the appraisal process, every teacher must do one unit in SOLO. The board will review achievement challenges on an annual basis. The board is required to agree in principle to the Achievement Challenges and approve in principle to be part of the CoL. If a school withdraws from the CoL it must remain part of the CoL for two terms.

***Moved*** that the board approves in principle to be part of the Community of Learning and agrees in principle to the Achievement Challenges

*S. Pezic/K. Hughes*      *CARRIED*

- Community of Learning leadership discussion. Before the board went into committee C. Allen tabled additional information and spoke to this, general points were discussed -
  - What would happen if C. Allen were not appointed CoL Leader? The position would be advertised - only candidates with prior BOT approval could apply. The principal of Rosmini College is not eligible, as he does not have 5-6 year experience as a principal. The only other eligible principal is not interested in the role.
  - If C. Allen were not the leader Carmel College would not get as much resource. C. Allen said that it was sometimes harder for primary principals to see what is happening in secondary schools. The progress of the CoL would be put back if C. Allen does not become leader.
  - A. Boyed felt that the Board was being boxed into a corner.
  - B. Harrison asked about who would pick up SLT duties to free up time for the Senior Leaders to cover for the principal? C. Allen explained that the .4 would be for time only, no MU would be allocated. A person who takes up the .4 would support SLT. K. Mitchell said some analysis of staffing would be needed before employing a part-time person. Some of the administrative tasks that the SLT members currently do could be handed to other people. K. Mitchell could possibly do less teaching than a present.
  - The advantage of being the CoL Leader is that that person sets the dates and times for meetings and PD sessions. Another advantage is the opportunity for other staff to move into leadership positions - gaps would be created for people to move into other pathways for teacher development. The ability to influence the other schools in the CoL is significant.

The board went into Committee at 7:50 pm. C. Allen, K. Mitchell and R. Webb left the meeting. The board moved out of Committee at 8:05 pm. C. Allen, K. Mitchell and R. Webb re-joined the meeting.

S. Pezic reported the result of the vote was that the board would support C. Allen's application for CoL leader and provide more resource over-and-above the 10 hours and will work with C. Allen on putting the extra resource in place.

**Chris Allen read the closing prayer**

There, being no further business, the meeting closed at 8:10 pm

Signed  (Chair) Date 18 November 2016  
Ray Webb

The next meeting will be on the 14th of November

Opening prayer: Andrea Boyed

Closing prayer: