

## **MINUTES OF THE BOARD OF TRUSTEES MEETING** **HELD ON 12 SEPTEMBER 2016**

**PRESENT:** Valerie Broomfield, Greg Frittelli, Betty Harrison, Kathrine Hughes, Karen Mitchell, Stana Pezic, Sr Rosemary Revell, Kate Shoebridge, Kim Spark, Ray Webb

**Apologies -** Apologies for absence were received from Chris Allen and Bruce Macdonald

**In attendance** Sine O'Sullivan

1. **Karen Mitchell read the opening prayer**

2. **Co-option of Maori representative to the Board**

At the July meeting the Board decided it wished to co-opt a Maori representative. A Whanau Hui was held at which consultation took place and Andrea Boyed was nominated, subsequently K. Mitchell contacted all Whanau members and there were no objections to Andrea's co-option.

**Moved:** that Andrea Boyed be co-opted to the Board

*R. Webb/K. Hughes CARRIED*

While in transition between the Student Representatives for 2016 and 2017, it was agreed that S. O'Sullivan be extended speaking rights at meetings.

**Moved:** that the Board extend speaking rights to S. O'Sullivan

*R. Webb CARRIED*

A. Boyed joined the meeting at 5:35 pm.

Folders were distributed to Board members, these contain information on a variety of topics relevant to the Board including the "Code of Conduct", Governance Policies, achievement data and various reviews. R. Webb asked members to familiarise themselves with the "Code of Conduct".

3. **Special Topic - Student Achievement**

- K. Mitchell made a presentation from the "Education Counts" website. All Board members have access to this site. The website enables comparison to other schools both within the same geographical location and the same decile ranges.
- Data includes -
  - National Standards Y1-8
  - NCEA Y11-13
  - Ministry of Education aims
  - Retention rates
  - School leaver achievement

- Transitions between schools and tertiary
- Vocational pathways
- Gateway students at Carmel undertake programmes where they engage in job placements to gain work experience. These programmes run for up to 10 days, take place in the school holidays and have Unit Standards attached. Gateway offers an alternative pathway to university.
- The Carmel College page was accessed, showing the college's success - 85% of students at Level 2 are gaining NCEA with endorsement. The results show that the achievement levels at Carmel College are high, even when compared to other decile 9 Integrated schools.
- K. Mitchell said that the site was a good reference to find out how the college was doing with regard to Goal 2 of the Strategic Plan.

R. Webb declared a conflict of interest around a later discussion at the meeting relating to the Community of Learning. S. Pezic will chair that discussion.

#### 4. Minutes of the Previous Meeting

- The Minutes of the meeting held on 8 August 2016 have been circulated.
- Amendment to the Minutes -
  - 9. It is to be noted that - "The Child Protection Policy" had been adopted at the meeting.

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

*K. Hughes/R. Revell*

*CARRIED*

#### 5. Matters Arising

- K. Mitchell explained that the letter from the principal giving information to the Board about the Community of Learning was for the Board's information. The letter was being tabled to the Board and not a draft. Care is needed in future when tabling documents for the Board to ensure everyone is clear when the Board is being asked for input or when it is being given information.
- K. Mitchell reported that information on the CoL was presented to staff including - opportunities for staff around roles within the CoL and learning challenges; 5 responses have been received.
- K. Mitchell and R. Webb attended a presentation on the Ministry's review of funding of schools; Global Funding is part of the review. With Global Funding schools will receive an allocation of funds and will have more flexibility on how this is used. The Ministry will be going to Cabinet seeking approval of the proposal.
- The objection to the proposal is because schools may employ cheaper teachers, as the Ministry will no longer guarantee staff at the level of their experience. At the moment with Carmel's capped maximum roll at 1050, the college gets 64.8 FTTE guaranteed staffing, there is no guaranteed staffing under the new proposal and this may result in a lot more movement of staff with the risk that casual contractors will become the norm. Ancillary staff are in the same situation. The school management and the Board will drive staffing decisions.
- K. Spark had previously inquired about the new netball uniforms and why crosses were not

printed on these. K. Mitchell said that the crosses were left off because of an error and that this error has since been addressed.

- R. Webb is still to contact other schools to see if they were willing to share information around their achievement challenges, this is yet to be done.
- A staff/Board event has been discussed. It is proposed that this will be held on Friday, 14 October from 4-6pm. Attendees will be staff, the Board of Trustees, the Board of Trustees of Carmel College Auckland Limited and members of the PTFA. There was a discussion about how to make this event a worthwhile networking opportunity where relationship building could take place. This should be an opportunity for the Board to have a higher profile in the school and for everyone to understand roles and responsibilities.

#### 6. **Correspondence, taken as read**

- NZSTA elections - this Board supported the re-election of Lorraine Kerr as President.
- Correspondence about the school hoodies highlighted the need for the school community to be able to contact the R. Webb, as Chair of the Board. A Board email address has now been created, this is up on the website and has been advertised in the school newsletter.
- There was a discussion about how the Board should engage with the Carmel College community. As part of the Strategic Plan, one of the goals is to review community engagement in 2017. V. Broomfield doesn't believe that the Board should wait until 2017 to do this. A. Boyed suggested a multi-layered approach to information gathering. Feedback should be gathered from students departing the college. The Board agreed that this matter would be the "Special Topic" for the next meeting; any momentum for this should not be lost before the senior students disappear. A committee is to be established to come up with ideas and bring these back to the Board. Some suggestions are -
  - Employing different levels of engagement as this presents a bigger picture than just a survey.
  - Any survey should ask about positives as well as niggles.
  - It is important to get students' perspectives.
  - Rather than going out to all parents, target a cross-section of people then distil the information from them to get an idea of what the college community is thinking.
  - Any survey should be wider than just the parents and include students and staff also.
- A committee of A. Boyed, V. Broomfield, B. Harrison and K. Spark are tasked with the objective of looking at what "Community Engagement" would look like. This will be the Special Topic at the next meeting.

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

*R. Webb/R. Revell*      **CARRIED**

#### 7. **Principal's Report, taken as read**

- K. Mitchell spoke to the highlights -
  - Students to attend the Witness at Parliament on 20 September.
  - Mercy Day Mass to be held on 23 September at 9:15 am; any Board members who would like to attend, please contact K. Mitchell.
  - Progress of work with St. Joseph's primary school around Future Focused Learning.
  - Senior Assessments and trialling of a new reporting method, where students will be

given feedforward information on assessment tasks before externals, this is for all Y11-13 students.

- The Minister of Education visited the college recently in connection with ALLiS, which establishes Asian language learning throughout the cluster group.
- Tournament Week and the AIMS games were held over the last two weeks.
- Student leadership elections are presently taking place; interviews with prospective leaders for 2017 will be held this week.
- An interim H&S report is included with the principal's report. The college is looking to purchase a digital visitors' register.
- Staff will be attending a wellbeing seminar tomorrow.
- A student has been stood-down during the month.
- Staffing changes included a number of moves from full-time to part-time positions and 2 resignations.
- Staffing difficulties - there have been a number of days where the school has been under-staffed. The DP responsible for organising relief teachers is spending an inordinate amount organising relief due to the current shortage. One reason for the shortage is that relief teachers are experiencing difficulty in remaining registered. The refresher course, only offered by the University of Auckland costs \$4,000 and only has 45 spaces, which are all taken up at the beginning of the year. Future teacher supply is going to be quite difficult. Itinerant Music teachers struggle to get sufficient hours teaching to maintain their registration. The Education Council has recognised that there is a problem. The college can only employ registered teachers and LATs (Limited Authorities to Teach) are only available to people who have never been registered.
- K. Mitchell is to get information from the Auckland Secondary School Principals' Association about current negotiations with the Ministry on teacher shortages.
- P. Larkin was successful in her application for a TeachNZ 32-week study grant and K. Mitchell was successful in her application for a TeachNZ sabbatical, both of these will take place in 2017.

**Moved** that the Board accepts the Principal's report and  
Ratifies the appointments, as detailed in this report  
Accepts the resignations, as detailed in this report

*K. Mitchell/K. Spark CARRIED*

- V. Broomfield and S. Pezic are to undertake an exit interview with a staff member who has resigned.

**Moved** that congratulations be given to P. Larkin and K. Mitchell for successfully securing TeachNZ study and sabbatical leave

*R. Webb CARRIED*

## **8. Student Representative**

- K. Shoebridge has had further discussions about establishing closer links with Rosmini College. The Rosmini student representative shares the wish for closer links as well and has spoken to other students about how this can be achieved.

## 9. Finance Report - taken as read

- Key points from the Finance subcommittee meeting
  - The PMIS update has resulted in the de-integration of one of the school buildings - this will no longer get factored into the Operations Grant for maintenance and repair work.
  - The tuck shop has not been running effectively and some measures are under way to correct this.
  - Novopay payments - there has been some confusion around leave entitlements.
  - WSNUP - Wireless network upgrade is required at a cost of around \$14k.
  - Focus is to be given to 2015 outstanding parent contributions.
  - L. Lander, chair of Carmel College Auckland Limited, has approached R. Webb about jointly engaging a consultant to review H&S processes so that the Boards get a good platform to work from. The Board of Trustees supports the joint engagement around the scoping of the H&S processes.

Moved that the Board accepts the Finance Report

*K. Mitchell/K. Spark CARRIED*

## 10. Buildings and Grounds

- Carmel College Auckland Limited Board has agreed to tiger-turf 2 lower netball courts. This will provide an all-weather sports surface for netball, hockey and tennis - work will be carried out during in the Christmas break.

## 11. Special Character

- B. Harrison attended the August meeting at which there were discussions on the appointment of a college Chaplain. The proposed job description for the Chaplain was looked at in line with that of the DRS. L. Lander is to consult with other schools to get their ideas on the Chaplain's job description.
- Recommendations from the Special Character Review are -
  - Look for alternatives to the RE Intensive Days
  - Inform parents about Religious Education
  - Chaplain proposal
  - Survey any parents from contributing schools not enrolling their daughter's at Carmel.

## 12. Health and Safety

- The Injury and Incident report was presented in the principal's report.

## 13. Policy Review Committee

- K. Hughes reported there have been some discussions about whether joint BOT/CCAL committees can be formed. The CCAL constitution does not allow representatives from other Boards on its committees. K. Hughes to redraft the policies and bring these back to the BOT


with amended Terms of Reference to show responsibilities.

**13. General Business**

- The board considered a letter seeking prior approval for an applicant to the CoL lead role. The Board has asked for further information.
- The month-by-month BOT schedule showing the structure for the year ahead should be displayed on the boardroom wall.
- Board contact details are to be resent to members, inclusive of A. Boyed and S. O'Sullivan's.

**Kathrine Hughes read the closing prayer**

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

Signed  (Chair) Date 6/10/2016  
Ray Webb

The next meeting will be on the 10th of October

Opening prayer:

Closing prayer: