

CARMEL COLLEGE



MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 8th April 2024

PRESENT: Sarah Kemble, Michael Chinnery, Joanna Redfern-Hardisty,
Catherine Mackisack, Stuart Houlston, Julie Scott (Presiding Member), Kerry Jones, Chelsea
Brown, Andrew Blewden, Tiana Mioceвич, Peter Beckett

IN ATTENDANCE: Karen Mitchell

Meeting opened at 5.30pm

1. OPENING

Karakia – Peter Beckett

Welcome to Tiana Mioceвич

2. ADMINISTRATION:

2.1 Self review papers to Jenny by end of the week

2.2 JS is away over June and July but should be here for the meetings. JRH will deal with any issues.

2.2 Apologies: Bernadette Stockman

2.4 Board Attendance

Resolved that the Attendance List for 11 March be received. **JS/CM Carried**

3.0 Matters arising from last meeting:

Task	Responsible	Due Date		
ACTION: to check that the front page of the Strategic Plan is on the school website with fixed typos	SK	April	Completed	1.3.24
ACTION: JS to study the School Records: Retention and disposal Schedule document more closely to get an understanding of the requirements and will report back to the Board. Being worked through	JS	Ongoing		2.3.24
ACTION: The latest delegations document is in draft form on the drive and Board members are asked to comment beside the document if required which will then be shared with Board members and finalised in April. Being worked through	All members	Ongoing		3.3.24
ACTION: To send a letter of thanks in appreciation of the hard work from the PPTA on the Christmas market.	JS	To be completed		4.3.24

- PB requested that Action items be labelled which will begin from this month e.g. Action item 1, April, 2024

BUSINESS

4.1. Confirmation of previous minutes:

Resolved that the Minutes of 11th March 2024 be taken as read and confirmed as a true and accurate record with the correction of detail on Principal's report. **JS/KJ Carried PB, TM abstained**

4.2 Principal's Report

Noted that:

- PB noted that any tagged roles should have at least one member from the Proprietor's Board on the appointment committee and this needs to be changed on the Schedule of Delegations.
- School Docs has completed the review of policies etc. JS and SK will distribute a spreadsheet of the policies to be reviewed and the people/committees responsible for each review.
- Any risks associated with these policies need to be identified.

ACTION: To send out the spreadsheet by the end of the week if possible.

- PB suggested the need for a fit-for-purpose review a year after the adoption and implementation of these policies. This should be included in the workplan for 2025. See action plan

Carmel is on the waiting list for the ASTTP programme as outlined in the Principal's report.

- Carmel has a past parent with a Divinity Degree who would like to be an RE teacher.
- Discussion followed about partial or alternative methods of funding a trainee teacher.
- JS: The Board should not be spending the money unless there is a guarantee of getting a teacher. The suitability of the applicant needs to be a priority. The mentor and department involved needs to be fully on board with the process. Is the subject area a priority?
- Membership of the programme is an annual opt in or out.

MOTION: To approach the Auckland Schools' Teacher Training programme (ASTTP) to be allowed to enter.

JS/PB Carried

MOTION: That the Principal's 2023 Wellbeing fund of \$6,000 be carried over to this year. This fund was initially going to be used for the pilgrimage to Ireland which did not happen. **SK/JS Carried**

4.2.1 Implementation Plan:

Noted that:

- This is still a work in progress and the plan is a working document.
- The focus immediately is terms 2 and 3 and setting up for 2025.
- The focus is measures of success and setting up baseline data.
- The implementation plan will be submitted to the Ministry as a working document which could be amended depending on data received.
- Strategic Plan to be presented to the community (see Action point). This could take the form of a Board communication in the newsletter, attaching the Strategic plan and summarising the document,
- Simplified version of the Strategic Plan to be published.
- AB - Is it acceptable to have more than one person responsible for an action? Possibility for one person to be responsible with a support resources annotated separately.
- AB suggested a red/amber/green status within the document.

ACTION: To update the implementation plan with one person responsible for an action and support resources annotate separately.

ACTION: To include a red/amber/green status within the document

- Wellbeing is an area that needs substantial development.
- JRH suggested that there would be merit in having Matua and Kelly Watts talk to the Board.
- JRH commented that it was important to encourage whanau to be involved in implementing new ideas.
- KM commented that the PTFA is interested in becoming involved in implementing the Strategic Plan by having activities aligned to the 4 key strategic areas.

- A review of the implementation plan will be presented to the Board at the May 13th Meeting.
- SK will report to the Board on the measures of success at the June meeting.

4.2.2 PCT data/ trends

NOTED THAT:

- Board commented that it was a well written report with an excellent overview of what is happening in the school in this area.
- JS commented that if funding is required for any aspect in this report, a proposal should be made to the Finance Committee.

ACTION: That each report denotes whether it is information only for the Board or whether a decision or action is required from the Board.

4.2.3 Y7-10 curriculum overview

NOTED THAT:

- PB questioned whether there is a time frame to get consensus from the staff as to the curriculum. KM explained that the difficulty is that there is ongoing changes and reviews of the 7 - 10 and the senior curriculums so the approach at the moment is to decide what can't be left to chance which then builds the plan going forward She suggested that this consensus from the staff can be achieved by the end of the year.
- This timeframe can come out of the detail in the Strategic plan later in the year.

Resolved that

- the Principal's Report be taken as read and accepted
- The Implementation Plan be accepted
- the Pastoral Care report be accepted
- The year 7-10 Curriculum overview be accepted JS/MC **Carried**

4.3 Property Report:

Noted that:

- Significant renovation and maintenance work to commence in the holidays.
- Staffroom design work is ongoing and is in for consent. Pricing will probably commence in the next month.
- PB requested that in future, the reports denote which works CCAL or BOT are responsible for.

ACTION: to improve the property reporting so that the BOT has a better summary of what it is responsible for and how those particular works are progressing.

Resolved that

- the Property report be received, and information noted. KJ/JS **Carried**

4.4 Finance Report:

- The surplus is ahead of budget
- In light of the letter in correspondence re the pausing of Waterwise, the request for a donation is paused and will be addressed when Waterwise resumes.
- **RESOLVED** that:
 1. the Finance Committee report is received, and information noted with the removal of the approval for a Waterwise contribution.
 2. Jan'24 and Feb'24 accounts are accepted.
 3. Proposed International Fees for 2025 are accepted

- 4.5 Special Character Report Term 1
- 4.5.1 Special Character Pilgrimage report
- 4.5.2 Special Character Compliance report

NOTED THAT: All Special Character reports will be tabled at the May meeting.

4.6 Health & Safety Report:

Noted that:

- The traffic management report was not discussed

Resolved that:

- That the Health and Safety Committee Report is received and information noted with the exception of the traffic management report.
- That the trip approvals to date for 2024 be accepted.

JRH/MC

Carried

4.7 Carmel College BOT Delegations

Noted that:

- As noted earlier in the minutes, any tagged roles should have at least one member from the Proprietor's Board on the appointment committee and this needs to be changed on the Schedule of Delegations.
- SH offered to track change the typos on the document.
- AB noted that there was no mention of the Board agreement of the three year Strategic Plan and key strategic priorities, which should be noted as a board delegation.

ACTION: To include a Board delegation of the Strategic Plan.

ACTION: To complete the changes as discussed and send out the document for final review and sign off by the Board within a week.

ACTION: To enquire from Claudia Officer re the financial status of KM with the bank during SK's absence.

5. General Business

5.1

- PB requested from CCAL that there be an annual affirmation from the Board of Trustees and this is to be added to the workplan. The affirmation is an annual certification or attestation that there have been no issues resulting in staff disciplinary action against children, staff against staff and students against each other. The format can be found on the CCAL website. See **Action plan**
- PB reiterated the importance of absolute confidentiality and anonymity in correspondence between the Presiding Members of the two Boards with regards to reputational issues.

5.2

- Chelsea Brown explained her intention to hold Student Voice meetings with any interested students so she can explain her role on the Board and what the Board actually does. She also was also interested in hearing the opinions of the students so that she is better informed in her role. Chelsea commented that she is hoping, over time, to find various ways to connect with the wider student body. JS advised that CB has been supported to do this and has a clear understanding of her role as a student rep and how she can use her role to connect with the student body at governance level.

6. CORRESPONDENCE:

Resolved that the Correspondence is received and accepted.

JS/JR-H

Carried

7 IN-COMMITTEE:

Resolved that: the Board move into Publicly Excluded Committee at 7.38 pm for the purpose of protecting personal privacy **JS/KJ** **Carried**

Resolved that: the Board move out of Publicly Excluded Committee at 7.50pm **JS/SK** **Carried**

8. CLOSING:

Karakia – Jo Redfern-Hardisty



Date 13 May 2024

J Scott
Presiding Member

The next meeting will be on May 13th, 2024

ACTIONS ARISING FROM MEETING

Task	Responsible	Due Date	
ACTION: JS to study the School Records: Retention and disposal Schedule document more closely to get an understanding of the requirements and will report back to the Board. Being worked through	JS	Ongoing	1/3/24
ACTION: The latest delegations document is in draft form on the drive and Board members are asked to comment beside the document if required which will then be shared with Board members and finalised in April. Being worked through	All members	May	2/3/24
ACTION: To send out the spreadsheet by the end of the week if possible	JS SK	May	1/4/24
ACTION: That each report denotes whether it is information only for the Board or whether a decision or action is required from the Board e.g. To include a red/amber/green status within the document	SK/Report writers	May	2/4/24
ACTION: to improve the property reporting so that the BOT has a better summary of what it is responsible for and how those particular works are progressing.	Property committee	Ongoing	3.4.24
ACTION: To include a Board delegation of the Strategic Plan.	JS	April	4.4.24
ACTION: To complete the changes as discussed and send out the document for final review and sign off by the Board within a week.	All members	April	5.4.24
ACTION: To enquire from Claudia Officer re the financial status of KM with the bank during SK's absence	SK/KM	April	6.4.24

ACTION: To add a BOT attestation to CCAL to the workplan on a yearly basis. This is an annual certification or affirmation that there have been no issues resulting in staff disciplinary action against children, staff against staff and students against each other. an affirmation by the Board. Format on CCAL website.	JS	May	7.4.24
ACTION: Strategic Plan to be presented to the wider community	JS/SK	May	8.4.24
ACTION: To review the Annual Report for submission on the 31st May.	SK	May`	9.4.24
ACTION: To include a fit-for-purpose review in the 2025 Workplan, a year after the adoption and implementation of new policies policies.	JS	May 2025	10/4/24
ACTION: To update the implementation plan with one person responsible for an action and support resources annotate separately.	SK	May	11/4/24
ACTION: To send a letter of thanks in appreciation of the hard work from the PPTA on the Christmas market.	JS	To be completed	4.3.24