

# CARMEL COLLEGE



## MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 13 MAY 2024

**PRESENT:** Sarah Kemble, Michael Chinnery, Joanna Redfern-Hardisty, Catherine Mackisack, Stuart Houliston, Julie Scott (Presiding Member), Bernadette Stockman, Chelsea Brown, Andrew Blewden, Tiana Miocevich, Peter Beckett.

Meeting opened at 5.30pm

### 1. OPENING

**Karakia** – Michael Chinnery

**Welcome** to Bernadette Stockman

### 2. ADMINISTRATION:

2.1 Self review papers collected.

2.2 **Apologies:** Kerry Jones

### 2.3 Board Attendance

**Resolved** that the Attendance List for 8th April be received. **JS/CM Carried**

2.4 Code of Conduct and Conflict of Interest declarations collected from Bernadette and Tiana.

### 2.5 BOT award:

**Noted that:**

- this Award does not include present students
- This Award should reflect a high standard of recipient

**ACTION:** advertising for this award in various media to start now SK

### 3.0 MATTERS ARISING:

Task	Responsible	Due Date	
<b>ACTION:</b> 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. <b>See Action</b>	JS	Completed	1/3/24
<b>ACTION:</b> 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.	All members	Completed	2/3/24

<b>ACTION:</b> To send out the spreadsheet by the end of the week if possible. Has been sent out and people are working on their areas. The next step is for JS and SK to make the suggested changes and the move to School Docs for the school to ensure they are implementing them. <i>See Action</i>	<b>JS SK</b>	<b>Completed</b>	<b>1/4/24</b>
<b>ACTION:</b> 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.	<b>SK/Report writers</b>	<b>Ongoing</b>	<b>2/4/24</b>
<b>ACTION:</b> 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.	<b>Property committee</b>	<b>Ongoing</b>	<b>3.4.24</b>
<b>ACTION:</b> To include a Board delegation of the Strategic Plan.	<b>JS</b>	<b>Completed</b>	<b>4.4.24</b>
<b>ACTION:</b> To complete the changes as discussed and send out the document for final review and sign off by the Board within a week. done	<b>All members</b>	<b>Completed</b>	<b>5.4.24</b>
<b>ACTION:</b> To enquire from Claudia Officer re the financial status of KM with the bank during SK's absence done	<b>SK/KM</b>	<b>Completed</b>	<b>6.4.24</b>
<b>ACTION:</b> To add an annual BOT assurance to CCAL on the workplan re any potential reputational damage incidents involving staff or students. .	<b>JS</b>	<b>May</b>	<b>7.4.24</b>
<b>ACTION:</b> Strategic Plan to be presented to the wider community SK and JS have written a communication to go out to the whole community	<b>JS/SK</b>	<b>Ongoing</b>	<b>8.4.24</b>
<b>ACTION:</b> To review the Annual Report for submission on the 31st May and submit a summary to the Board.	<b>SK</b>	<b>June`</b>	<b>9.4.24</b>
<b>ACTION:</b> To include a fit-for-purpose review in the 2025 Workplan, a year after the adoption and implementation of new policies.	<b>JS/Policy Committee</b>	<b>Ongoing</b>	<b>10/4/24</b>
<b>ACTION:</b> To update the implementation plan with one person responsible for an action and support resources annotated separately.	<b>SK</b>	<b>June</b>	<b>11/4/24</b>
<b>ACTION:</b> To send a letter of thanks in appreciation of the hard work from the PPTA on the Christmas market.	<b>JS</b>	<b>Completed</b>	<b>4.3.24</b>

**ACTION** Carmel is required to have a plan for retention and disposal with a schedule attached. Jane Meurant will have control of this plan.

**ACTION:** to create a yearly standing order on the workplan to approve the retention and disposal plan

**ACTION:** form a policy audit and risk management subcommittee which would be delegated to review and provide assurances of compliance of policies and to make necessary changes. AB has volunteered to

be on that committee and Julie has asked for volunteers.

#### **4.1. Confirmation of previous minutes:**

**Resolved** that the Minutes of 8th April 2024 be taken as read and confirmed as a true and accurate record with the correction of detail on timing of closure. **JS/JRH Carried**

**BS abstained**

#### **4.2 Principal's report:**

**Noted that:**

- Carmel has been accepted into the ASTTP programme.
- Two potential teachers lined up under this scheme have changed their minds about applying to Carmel.
- Significant discussion was held on various options for recruitment and retention of teachers - strategic approach required incorporating all facets from advertising approach to staff satisfaction
- Discussion was held around the need to understand the culture of the school and teacher fit, possibly through the implementation plan. Quality of teachers remains important.
- G Julius, the property manager, has indicated his intention to resign in 2025.

**Resolved that:**

- An application for a teacher sabbatical for P Larkin for 10 weeks in 2025 will be supported by the Board
- An application for a study award for A Middleton for 36 weeks in 2025 will be supported by the Board.
- Leave applications for F Knowles and G Julius be approved **JS/JRH Carried**

#### **4.2.1 Sports Report term 1**

**Noted that:**

- A Sadlier will be undertaking a sports Strategic Plan review later this year.
- JS emphasised the importance that this plan included engagement with the wider sporting and physical activities community.

**Resolved that**

- the Principal's Report be taken as read and accepted
- The Curriculum Policy assurance be accepted
- the Personnel Policy assurance be accepted
- The Sports reports for Term 1 2024 be taken as read and accepted.

**JS/AB**

**Carried**

#### **4.3 Property Report:**

**Noted that:**

- Canopy Code of compliance is ready to be signed off
- Chemical storage audit has been received.
- Hall kitchen will come in over budget.
- The Managing Director of Watershed Kris Morisette passed away suddenly on the 23<sup>rd</sup> April, flowers and a card were sent jointly from both boards. Carmel were in final negotiations for the 2024 Watershed agreement contract with Kris - this has been delayed and will be completed

with Watershed in due course.

**Resolved that**

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

**4.4 Finance Report:**

**Noted that:**

- For the March period, the variance to budget was a small deficit. YTD is in surplus.
- School Docs policies and procedures reviewed by each member of the committee and changes have been passed on to Jane Meurant.
- Annual audit update: Onsite visit completed, no major issues highlighted, awaiting draft and audit letter for filing 31st May.

**ACTION:** Report from the finance committee re insurances for Carmel College

- **RESOLVED that:**

1. the Finance Committee report is received, and information noted
2. March 2024 accounts are accepted. **MC/JS** **Carried**

**4.5 Special Character reports:**

**Noted that:**

- Pilgrimage report submitted by RF
- Discussion was held about the value of similar pilgrimages for staff members in coming years
- Special character compliance report completed - of note Carmel remains over the percentage allowed for non preference students however compliance reasons are known and steps being made to ensure compliance in coming years. Tagged teacher compliance discussed. Difficulties attracting tagged teachers is on-going however all efforts are being made to do so. Bishop is aware of concerns held by all catholic schools re tagged teacher compliance.
- A review of the health curriculum is due.

**ACTION:** To submit the compliance report to CCAL

**Moved that:**

- the Special Character Reports and the Special Character compliance report be accepted and information noted **JS/SH** **Carried**

**4.6 Health and Safety reports:**

**Noted that:**

- Tiana Mioceovich will join the committee as CCAL representative.
- Policies have been reviewed, work now being done on reviewing the procedures documents.
- Actions for H&S to be added to report so Board are aware of committee actions completion

**Resolved:**

- That the Health and Safety Committee Report is received and information noted.

- That the trip approvals to date for 2024 be accepted.

**JRH/AB                      Carried**

**4.5      Moved that:**

- The Carmel College BOT Schedule of Delegations be approved

**JS/SH                      Carried**

**5.0      Correspondence:**

**Moved that:**

- The Correspondence be received and information noted

**JS/CM                      Carried**

**6.0      In committee:**

**Resolved that:** the Board move into Publicly Excluded Committee at 7.31 pm for the purpose of resolving the minutes of the previous meeting

**JS/PB                      Carried**

**Resolved that:** the Board move out of Publicly Excluded Committee at 7.34pm

**JS/PB      Carried**

ACTION: to review the Analysis of Variance at next board meeting

ACTION: to review the Staff/SLT structure at the next board meeting

**8.      CLOSING:**

Farewell to Peter Beckett with thanks for the generous gift of his time and expertise during 8 years on the BOT. Julie Scott commented on how grateful the Board is for his attention to detail, his insight and his valuable contributions during discussions.

**Karakia – Andrew Blewden**

Meeting closed at 7.45



Julie Scott  
Presiding Member

10th June 2024

Next meeting will be held on 10th June, 2024

Opening Karakia: Kerry Jones

Closing Karakia: Chelsea Brown

**3.0      ACTIONS ARISING FROM MEETING :**

Task	Responsible	Due Date	
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<b>ACTION:</b> 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	<b>SK/Report writers</b>	<b>Ongoing</b>	<b>2/4/24</b>
<b>ACTION:</b> 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.	<b>Property committee</b>	<b>Ongoing</b>	<b>3.4.24</b>
<b>ACTION:</b> Strategic Plan to be presented to the wider community SK and JS have written a communication to go out to the whole community	<b>JS/SK</b>	<b>Ongoing</b>	<b>8.4.24</b>
<b>ACTION:</b> To add a BOT attestation to CCAL to the workplan on a yearly basis. This is an annual affirmation that there have been no previously unreported incidents of staff or student disciplinary action. Format on CCAL website.	<b>JS</b>	<b>May</b>	<b>7.4.24</b>
<b>ACTION:</b> To review the Annual Report for submission on the 31st May and report to the Board	<b>SK/JS</b>	<b>June`</b>	<b>9.4.24</b>
<b>ACTION:</b> To include a fit-for-purpose review in the 2025 Workplan, a year after the adoption and implementation of new policies.	<b>JS</b>	<b>Ongoing</b>	<b>10/4/24</b>
<b>ACTION:</b> To update the implementation plan with one person responsible for an action and support resources annotated separately.	<b>SK</b>	<b>June</b>	<b>11/4/24</b>
<b>ACTION:</b> the advertising for this award in various media should start now	<b>SK</b>	<b>June</b>	<b>1/5/24</b>
<b>ACTION:</b> to develop a plan for retention and disposal with a schedule attached.	<b>Jane Meurant</b>	<b>Ongoing</b>	<b>2/5/24</b>
<b>ACTION:</b> to create a yearly standing order on the workplan to approve the retention and disposal plan	<b>JS</b>	<b>Ongoing</b>	<b>3/5/24</b>
<b>ACTION:</b> to form a policy audit and risk management subcommittee which would be delegated to review and provide assurances of compliance of policies and to make necessary changes.	<b>JS</b>	<b>June</b>	<b>4/5/24</b>
<b>ACTION:</b> to submit the compliance report to CCAL	<b>SK</b>	<b>June</b>	<b>6/5/24</b>
<b>ACTION:</b> report from the finance committee re Carmel College insurances	<b>Finance Committee</b>	<b>June</b>	<b>7/5/24</b>
<b>ACTION:</b> to review the Analysis of Variance at next board meeting	<b>SK</b>	<b>June</b>	<b>8/5/24</b>
<b>ACTION:</b> to review the Staff/SLT structure at the next board meeting	<b>SK</b>	<b>June</b>	<b>9/5/24</b>

