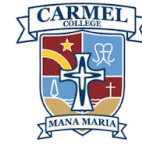


CARMEL COLLEGE



MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 12 AUGUST 2024

PRESENT: Sarah Kemble, Michael Chinnery, Catherine Mackisack, Stuart Houliston, Julie Scott (Presiding Member), Bernadette Stockman, Chelsea Brown, Andrew Blewden, Tiana Mioceвич, Pravina Singh, Kerry Jones

Meeting opened at 5.35pm

OPENING

Karakia – Catherine Mackisack

2. ADMINISTRATION:

2.1 Apologies: Joanna Redfern-Hardisty,

2.2 Board Attendance: In attendance 5.30 - 6.15 Trudy Freeman

Resolved that the Attendance List for 12 August be received. **JS/CM Carried**

2.3 Conflict of Interest and Code of Conduct documents signed by Pravina Singh

2.4 Moved that:

- Jane Meurant be ratified as returning officer for Student Rep elections **SK/MC Carried**

2.5 International Students report: Trudy Freeman reported to the Board.

Noted that:

- Professional Development: Thanks to Sharlene O'Donnell and Toni Ferens for their considerable help.
- Code of Compliance: E-School contracts had some glitches but should be on the platform shortly. Enrolment contracts have been updated by SIEBA (Enrolment, Homestay, DCG contracts). eSchool, the online enrollment platform, divided the new contracts into three separate docs to make it easier for schools to insert logos, specific wording etc.
- Trudy commented on the success of the social at St Marys for the international students
- Trudy would like to see Carmel develop its relationship with Misono High School in Japan which considers itself to be a sister school with Carmel and values this relationship.
- Discussion was held about the relevant benefits of short term, long term and group visits programmes - BOT advice - requires a strategic plan and/or business plan - school to support the international department to do this.
- TF noted the main barriers for attracting students is the distance of NZ, and being a girls only and a Catholic school, but this perception is slowly changing.
- Discussion was held around the need for a risk management strategy and need for robust

policies and procedures. (See action point below)

- Trudy complemented Carmel on its interview process which she said is very thorough.

ACTION: 1. To have a strategic plan and associated business plan developed within 3 months.
2. Review of policies and procedures and/or transition to school docs by end of 2024.

3.0 MATTERS ARISING:

Task	Responsible	Due Date	
ACTION: 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. AB has agreed to form this committee. Pravina Singh added to subcommittee. See above Action point	JS	Completed	4/5/24
ACTION: to create a bullet pointed Executive summary of the plan with an explanatory table of acronyms in publishing the report on the school website.	SK/JS	Ongoing	2/6/24
ACTION: To provide clarification of BOT / CCAL responsibilities re insurance of school buildings. ACTION: to be followed up with Claudia and MC to sight policies	SK	Sept	3/6/24
ACTION: CB to report back to the Board on data from the peer mediators. This has been deferred to give time for the programme to settle in. The new Student representative will further this action point.	CB	Ongoing	4/6/24
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. ACTION: To create an Executive summary template for the cover sheet on reports to the Board: Purpose, Key points, decisions/actions required by the Board.	SK	Ongoing	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	Completed	3.4.24
ACTION: to review all sub committees	JS	completed	1/6/24
ACTION: 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. AB has agreed to form this committee. Pravina Singh added to subcommittee. See above Action point	JS	completed	4/5/24

ACTION: to create a bullet pointed Executive summary of the Action plan with an explanatory table of acronyms in publishing the report on the school website.	SK/js	August	2/6/24
ACTION: Strategic Plan to be presented to the wider community SK and JS have written a communication covering Strategic Plan, Annual Plan and School Docs to go out to the whole community. Some work to be finalised. ACTION: SK/JS to present the Strategic Plan and the Implementation plan to the staff.	JS/SK	Ongoing	8.4.24
ACTION: To review the Annual Report for submission on the 31st May and report to the Board. This report is still with the Auditors but the report has been submitted in draft form.	SK/JS	completed	9.4.24

WORKPLAN 2025

ACTION: 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.	JS	Ongoing	7.4.24
ACTION: To include a fit-for-purpose review in the 2025 Workplan, a year after the adoption and implementation of new policies.	JS	Ongoing	10/4/24
ACTION: to create a yearly standing order on the workplan to approve the retention and disposal plan	JS	Ongoing	3/5/24

4.1. Confirmation of previous minutes:

Resolved that the Minutes of 12 June, 2024 be taken as read and confirmed as a true and accurate record with the addition of Kerry Jones to the attendance and changes to the Matters Arising
JS/MC Carried

4.2 Principal's report:

Noted that:

- Strategic plan implementation progress reviewed current to August
- Policy review due 27th Sept as per school doc's - 3 policies for review
- No further update re ERO review
- Attendance data is submitted to MOE - CC's weekly attendance rates > 90%, attendance procedures currently under review.
- Staff study awards and sabbatical open for applications
- Administrative staff TOIL is actively being managed - complex due to nature of roles and changes in overnight allowances. Question raised by Board re funding of TOIL vs AL - TBC.

- Parent teacher evening was well attended.
- Special Character review completed. Initial feedback is they were impressed with the staff/student responses and other aspects of the school. Final report still to come with more detailed comments. RF thanked via email from JS for her work preparing for and during the review.
- Enrolment for 2025 closed - offers of placement sent.
 - Large waitlist for preference students, no non preference students will be accepted
 - Enrolment is based on proximity to school
 - Policy is available on-line - to be reviewed in 2025.
- Curriculum changes and NCEA level 1 planning in place

ACTION: Policy sub-committee: Review policies by 27 September

ACTION: SK to confirm with Claudia Officer re TOIL balance/Annual Leave budget lines.

4.2.3 HOD 2023 departmental reports

- Report received
- Challenges and successes across all curriculum areas reviewed and discussed - of note:
 - Curriculum changes
 - Pacific student achievement
 - Increase in students with diverse learning needs and lack of available resource / funding to support
 - Class size
- Numeracy and literacy common assessment achievement is high at CC - actively supporting students who require extra assistance to achieve.

4.2.4 Student BOT representative elections: Timeline received and noted

4.2.5 Sports Report Term 2: Received and noted

4.2.6 Staff professional learning award information: Received and noted

4.2.7 Special Character compliance Attestation form:

Noted that:

- This was ratified earlier in the year but completed on the incorrect form.
- Addition in new form is around the safeguarding policy with the sharing of information between the Proprietors and the BOT.

Resolved that:

- The Principal's Report be taken as read and accepted.
 - Leave requests granted for LvG, SH, FK, AS, GJ, LW
- The Term 2 Sports Report be taken as read and accepted.
- The HOD subject report 2023 be taken as read and accepted.

- The Special Character compliance attestation form be accepted JS/BS Carried

4.3 Property Report:

Noted that:

- There are three major projects underway at the moment.
- The Asbestos Management Plan has been approved and the review is currently underway.
- Planning for the work to be completed at Christmas is underway.

Resolved that

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

4.4 Finance Report:

Noted that:

- For the May and June period, the revenues are ahead of budget. YTD is in surplus.
- Annual audit update: Still waiting for the final changes from the Auditors before presenting the report to the Board.
- Relief costs (rationalised) will continue to be monitored.
- The hiring of school facilities to external parties was discussed, complex due to costs associated, health and safety and security. Not currently a priority, will review again as needed.
- Fees for 2025 are due for revision and the committee is waiting for the diocese to set their rates.

4.4.1 Noted that:

- The Confirmation of Insurance Renewal and Insurance schedule 2023-24 has been received.

ACTION: BOT request clarification of BOT/CCAL building insurance split responsibilities - CCAL /

Claudia

- **RESOLVED** that:
 1. the Finance Committee report is received, and information noted
 2. The May and June 2024 accounts are accepted. MC/PS Carried

4.5 Health and Safety reports:

Resolved:

- That the Health and Safety Committee Report is received and information noted.
- That the trip approvals to date for 2024 be accepted. KJ/JS Carried

5.0 General Business:

5.1 Sub committees:

- **Policy and Risk Management:** SK, AB, PS, JS
- **Finance:** MC (Chair), SK, SH, KM, CO, JS
- **Health and Safety:** JRH (Chair), SK, CM, Tiana M, KJ, Toni Ferens
- **Property:** KJ, AB, KM, SK
- **Special Character:** SK, BS, Katie Pidgeon, Kevin Maloney
- **Personnel and student disciplinary:** Ad hoc
- For the future, a committee for planning of the Master Plan development will be

formed.

5.2 Board elections 2025: 11th September

- Members to begin considering intentions for the 2025 election.
- Any interested members of the school community for the 2025 election can come to Board meetings.

6.0 Correspondence:

Moved that:

- The Correspondence be received and information noted **JS/MC Carried PS abstained**

7.0 CLOSING:

Karakia – Chelsea Brown

Meeting closed at 7.43pm



Julie Scott
Presiding Member

12 August 2024

Next meeting will be held on 9th September, 2024

Opening Karakia:

Closing Karakia:

3.0 ACTIONS ARISING FROM MEETING :

Task	Responsible	Due Date	
ACTION: to review all sub committees	JS	August	1/6/24
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ACTION: to create a bullet pointed Executive summary of the Annual plan with an explanatory table of acronyms in publishing the report on the school website.	SK	August	2/6/24
ACTION: To request that CCAL confirm that the buildings are covered under	CO	August	3/6/24

insurance.			
ACTION: CB to report back to the Board on data from the peer mediators.	CB	August	4/6/24
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	Ongoing	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: Strategic Plan to be presented to the wider community SK and JS have written a communication covering Strategic Plan, Annual Plan and School Docs to go out to the whole community. Some work to be finalised. See ACTION below	JS/SK	Ongoing	8.4.24
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ACTION: To include a fit-for-purpose review in the 2025 Workplan, a year after the adoption and implementation of new policies.	JS	Ongoing	10/4/24
ACTION: to create a yearly standing order on the workplan to approve the retention and disposal plan	JS	Ongoing	3/5/24