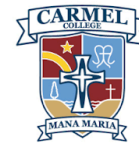


# CARMEL COLLEGE



## MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 9 SEPTEMBER 2024

**PRESENT:** Sarah Kemble, Michael Chinnery, Catherine Mackisack, Stuart Houliston, Julie Scott (Presiding Member), Bernadette Stockman, Chelsea Brown, Andrew Blewden, Tiana Mioceвич, Pravina Singh, Jo Redfern-Hardisty

Meeting opened at 5.35pm

### 1.0 OPENING

**Karakia** – Pravina Singh

### 2. ADMINISTRATION:

2.1 **Apologies:** Kerry Jones,

2.2 **Resolved** that the Attendance List for 9th September be received. **JS/CM Carried**

2.3 **Moved:** Approval of refreshment leave application in retrospect (email motion) **JS/SK Carried**

3.0 **MATTERS ARISING:** As per [Matters Arising document](#) (live)

### 4.1. Confirmation of previous minutes:

**Resolved** that the Minutes of 9th August, 2024 be taken as read and confirmed.

**JS/MC Carried**

### 4.2 Principal's report:

#### Noted that:

- Several applications for sabbaticals and study leave have been received.
- Terms and criteria will be shared with the Board. Times and dates for interviews to be clarified.
- Discussion occurred about the new curriculum, specifically the literacy and numeracy tests. SK explained how the marking worked and commented on the range of issues that schools are dealing with. She reported that ERO is requesting information from schools. SK also explained that the school is able to present another pathway for achievement of literacy and numeracy credits through Achievement Standards at least for one more year.
- CB commented on the importance of being taught study skills in each subject.
- SK commented on the impact on teachers at Carmel caused by the inconsistencies in the new Standards.
- SK advised the Board of on-going work by the SLT and departments re Level 1 NCEA for 2025. Due to the complexity of curriculum and assessment changes there are a variety of options

available to schools and the SLT team are currently working through these to ensure a fit for purpose programme. The Board commented on the importance of communication with the community should changes occur. MC commented on the value of knowing how the Year 12 students in peer schools, who have abandoned or changed their NCEA Level 1 course, have performed.

- The Board will be kept updated with discussion points and options on this issue.

**Resolved that:**

- The Principal's Report be taken as read and accepted.
  - Leave requests granted for Glen Child (by email) **JS/BS** **Carried**

**ACTION:** Panel required for staff sabbaticals and study awards interviews

**4.3 Learning support report**

**Noted that:**

- The Board commented on the thoroughness of the report.
- SK commented that 64 girls need separate support during examinations.
- SK commented on the discussion that is happening around supporting the most 'in-need' students within the framework of the timetable, e.g. smaller classes, extra staffing.
- BS advised that should there be a need for an interim increase in classroom space due to the increase in student numbers, discussions should begin with CCAL. SK advised that there is still classroom availability currently. SK advised that the staffroom refurbishment should provide working teacher space to free up classroom space during teacher non-contact times.
- Once details of needs are confirmed by the learning support and pastoral care departments, the 2025 implementation plan will detail the support that will be requested of the Board through the budget for next year.

**4.3.1 Pastoral Care report**

**Noted that:**

- The new attendance system allows for accurate patterns of reasons for absences which then allows for more targeted follow-up.
- Discussion was held around the patterns of student attendance in year 13 and how these patterns impacted on attainment. It was noted that if these patterns became more mainstream, that would have an impact on planning of staff numbers and spaces for the future.
- CB talked about the benefits that some students gain from being able to work at home and the competition that some students feel while in the classroom.

**Resolved that**

- The Learning support and Pastoral Care reports are received, and information noted.  
**JS/SK** **Carried**

**4.4 Property Report:**

**Noted that:**

- Danica McPhee, CCAL Director and chair of property committee is currently in discussion with Watershed around scope of contract going forward particularly in regard to project management of large scale capital projects. Outcomes of this discussion to be reviewed by the property committee and both Boards once completed / as required.

**Resolved that**

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

**4.5 Finance Report:**

**Noted that:**

- For the July 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) are still high but are forecast to drop in the later part of the year.
- CO presented an updated written procedure for Accounts Receivable relating to the treatment of Activity Fees to the committee for ratification by the Board. A work paper is being prepared for the funding of the staffroom furniture upgrade.
- **RESOLVED** that:
  1. the Finance Committee report is received, and information noted
  2. The July 2024 accounts are accepted.
  3. Procedure for Accounts Receivable - Activity fees be ratified **MC/BS** **Carried**

**4.5 Health and Safety reports:**

**Noted:**

- The Year 13 Retreat and the French trip to Tahiti be are ready to be approved.
- Mercy Leaders Trip will need to be finalised out of cycle.
- The committee confirmed that the students can view but not change their guardian responses in Schoolbridge.
- With the pontoon being fixed, there will be no Waterwise at the Milford site for the rest of the year.
- Discussion occurred around the viability of a kayaking programme from CC. More information to come.

**Resolved:**

- That the Health and Safety Committee Report is received and information noted.
- That the Year 13 Retreat and the French trip to Tahiti be approved.
- That the Mercy Leaders trip will be approved out of cycle pending further information. **JRH/MC** **Carried**

**5.0 General Business:**

**5.1 TOR - Risk management and policy committee**

**Noted that:**

- The purpose of the committee is to facilitate the regular review, updating and communicating of policies.
- Where appropriate policy review includes engagement with the community.
- AB and PS will examine the School Docs information with SK.
- There are 7 policies due for review this month - committee to action
- On the risk management side, it's about enabling effective risk management for the Board.
- Once finalised, the risk management register will be cross referenced with the CCAL risk register.
- JS reiterated the importance of separating governance and management when creating a risk management register.
- The suggestion was made that subcommittees like Health and Safety and Finance etc, determine what their risks are and put them into the overarching risk register.
- JS advised the committee to seek further clarification of the boundaries around a BOT risk management register. NZSTA may be able to assist with this. AB to report back to the Board once completed and further review of the register to take place at that time.

**6.0 Correspondence:**

**Moved that:**

- The Correspondence be received and information noted **JS/JRH Carried**

**7.0 In committee**

**Resolved that:** the Board move into Publicly Excluded Committee at 7.37 pm for the purpose of protecting personal privacy.

**Resolved that:** the Board move into Publicly Excluded Committee at 7.44 pm. **JS/SK Carried**

**8.0 CLOSING:**

**Karakia** – Tiana Miocevich

Meeting closed at 7.46pm



Julie Scott  
Presiding Member

12 August 2024

Next meeting will be held on 21st October, 2024

**3.0 ACTIONS ARISING FROM MEETING :**

Task	Responsible	Due Date	
------	-------------	----------	--

<b>ACTION:</b> Panel required for staff sabbaticals and study awards interviews	SK	Sept/Oct	9/9/24
<b>ACTION:</b> Policy committee to review 7 School Docs policies	SK	Sept	9/9/24
<b>ACTION:</b> Board to review the risk management register once a draft copy has been completed	Board	Ongoing	9/9/24