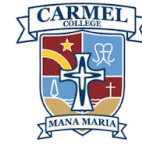


CARMEL COLLEGE



MINUTES OF THE BOARD OF TRUSTEES MEETING

HELD ON 9th DECEMBER, 2024

PRESENT: Sarah Kemble, Kerry Jones (zoom), Catherine Mackisack, Stuart Houliston, Julie Scott (Presiding Member), Sophie Nehemia, Andrew Blewden, Tiana Mioceвич, Jo Redfern-Hardisty, Pravina Singh, Michael Chinnery .

IN ATTENDANCE: Chelsea Brown (with speaking rights), Karen Mitchell, Claudia Officer

Meeting opened at 5.35pm

1.0 OPENING

Karakia – Julie Scott

2. ADMINISTRATION:

2.1 **Apologies:** Bernadette Stockman

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

2.3 **Board Meeting Leave request**

3.0 **MATTERS ARISING:** As per [2025 Action Items \(live\)](#)

- **Noted that:** Although the overarching Risk Register is currently under development, there are already several documents regarding Risk already in place.

4.0 BUSINESS:

4.1. **Confirmation of previous minutes:**

Resolved that the Minutes of 11 November 2024 be taken as read and confirmed.

JS/AB Carried MC, PS abstained

4.2 **Draft Budget 2025**

- The budget anticipates a net surplus in 2025.
- Claudia Officer explained the changes from 2024 budget.
- Any additional spending will be added to the final budget which will be approved by the Board at the February meeting.

4.2 **Principal's report:**

Noted that:

- An explanatory discussion was held on the timing of strategic plan and annual plan.
- Brief report on the NCEA parent information evening. SK commented that the concerns were around University Entrance and the changes to study leave time.

RESOLVED that: The Principal's Report be taken as read and accepted.

JS/JRH

Carried

4.3 Special Character Report: not presented.

4.4 Property Report:

Noted that:

- Staffroom refurbishment started and the completion date is still the 31st January.
- The maintenance summary will be presented at the February meeting.
- The RFP for the new Capital Works / Project Management supplier has been issued.
- Modernization projects are waiting for council approval or contractor comments and engineering reports.

Resolved that:

1. That the Property Report is received, and the information noted.
2. That the BoT actions are progressed by the assigned owner/s.

AB/JS Carried

4.5 Finance Report:

Noted that:

- For the October period, the revenues are as expected. YTD is in surplus.

Resolved that:

1. the Finance Committee report is received, and information noted.
2. the October 2024 accounts are accepted.
3. the balance of the Principal's wellbeing fund to be rolled over to 2025.

MC/PS Carried

4.6 Health and Safety reports:

Noted:

- The regular standing 2024 trips to be rolled over to 2025 with updated documentation as required.

Resolved:

- That the Health and Safety Committee Report is received and information noted.
- That Year 8 camp 2025, the World Challenge trip 2025 and the Beach Volleyball 2025 be approved.

JRH/MC Carried

4.7 Risk management and policy committee

Moved that:

1. That the Policy and Risk Report is received, and the information noted.
2. That the Actions are assigned and actioned by the due date.

AB/JS Carried

4.7.1 Risk register

Noted that:

- 16 BOT governance-related risks have been identified and are in draft form.
- SK suggested that, going forward, the owner of each risk be the generic position rather than a specific person e.g. Chair of the finance committee etc.

ACTION: Owner of each identified risk to review the information and make suggestions for changes to be discussed at the next meeting.

4.8 Sport Strategic Plan 2025-2028

- Commendation by PS on the excellent report.

SUGGESTIONS FOR FEEDBACK

- The Strategic Plan needs to be supported by an Implementation Plan and associated Business Plan aligned to the budget.
- The Board agrees that a six monthly update against the implementation plan and a comprehensive report once a year is optimal.

Moved that: the Sport Strategic Plan be received and information noted **JS/PS** **Carried**

5.1 Student Achievement Update

Noted that:

- There is variation in achievement between cohorts.
- There are still the effects of the COVID gap particularly in Mathematics
- There was a significant number of learning needs in Year 7 which were not identified before the students began Carmel.
- The testing format in Mathematics changed in the second half of the year which influenced the results.
- Discussion was held around the difficulties with the CAAs (Common Assessment Activities) and how this impacts groupings in the school. Graham Atkinson looking closely at all the data.

5.2 Careers Report

Noted that: The Board acknowledged the excellent information provided in this report. The Careers Report was received and information noted.

5.3 Kahui Ako Report was taken as read and information noted.

5.4 Workplan changes:

- The Board agreed to a tri annual Work plan, the draft of which is being worked on and will be presented to the Board at the next meeting.
- The Board agreed to triannual HOD Assurance Departmental Reports with a guided format.
- The Board agreed to trial 8 BOT meetings yearly. The dates will be adjusted accordingly.

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 6.19 pm for the purpose of protecting personal privacy.

Resolved that: the Board move out of Publicly Excluded Committee at 7.14 pm. **JS/JRH** **Carried**

8.0 CLOSING:

Karakia – Jo Redfern-Hardisty

Meeting closed at 7.16 pm



Julie Scott
Presiding Member

9th December 2024

Next meeting will be held on 10th February 2025