

MINUTES OF THE BOARD OF TRUSTEES MEETING **HELD ON 13 MARCH 2017**

PRESENT: Chris Allen, Andrea Boyed, Liz de Kort, Betty Harrison, Kathrine Hughes, Bruce Macdonald, Sine O'Sullivan, Stana Pezic, Sr Rosemary Revell, Kim Spark and Ray Webb

Apologies - An apology for absence was received from Valerie Broomfield

In attendance Karen Mitchell and Gary Rouse

1. Andrea Boyed read the opening karakia

2. Special Topic

2.1 ALLiS Presentation by Gary Rouse

G. Rouse explained the Asian language and cultural initiative that the Ministry's is funding over the next 3 years. Carmel and four contributing primary schools are involved. A. Boyed asked how this multicultural initiative sits with biculturalism? R. Webb stated that the Board does have requirements to meet under the Treaty of Waitangi and that the school's language policy could be a place to address the question.

2.2 Goal 2 update - taken as read

Rosmini/Carmel combined kapa haka activities were discussed.

2.3 Charter and Analysis of Variance - taken as read

C. Allen explained some of the detail around the college's pass and endorsement rates and said that there were good systems in place to support students achieving literacy and numeracy requirements for universities. The Analysis of Variance is sent to the Ministry with the college accounts.

B. Macdonald asked about the Ministry's target for National Standards - this is to have 85% of students at "At or Above".

2.4 Accounts to Auditor

Accounts will go to the Auditors by due date.

3. Report back on the Carmel College Sport Strategic Plan

Vision: Engage, Enjoy and Excel

K. Spark tabled the Strategic Plan and spoke to this. Some objectives are to -

Develop strong community ties.

Achieve a high level of engagement across all sports over all levels.

Ensure volunteers have support from the school.

A warm-up programme has been designed to reduce injuries.

Codes have been divided into tiers.

The Sports' Director is to be asked to speak about the action plans coming out of the Strategic Plan at the May Board meeting.

4. Minutes of the Previous Meeting

- The draft Minutes of the meeting held on 13 February 2017 have been circulated. R. Webb stated that he relies on Board Members to contact the secretary if any corrections are required.

Motion Moved: that the Minutes are confirmed as a true and accurate record of the meeting

Moved/Seconded

K. Spark/K. Hughes

CARRIED

4. Matters Arising

- RW/CA - follow through draft Goal procedural matters - C. Allen believes this refers to translating Strategic Goals into the annual Plan and can be removed for the action list.
- Confirmation of Delegations - no amendments, if time permits K. Hughes will propose a motion to accept the circulated Delegations.
- Community Engagement - R. Webb explained that he had drafted responses to each of the 9 x respondents specifically addressing their concerns and circulated these 2 weeks ago to C. Allen and V. Broomfield. The letters needed to go out before the March meeting - the Board will receive copies with the draft minutes. Events meant that V. Broomfield was not able to give the letters the time she wanted to so after conferring with S. Pezic the decision was taken to send the letters out last Friday afternoon.
- Foundation investigations - L. de Kort and K. Hughes will be reporting back on their investigations during Term 2, at the June meeting.
- Congratulations to staff - the morning tea provided on the day of the Scholarships assembly was from the Board by way of congratulations for last year's academic results. B. Harrison thanked the Board on the behalf of the staff. R. Webb to write a letter of congratulations.
- Planning a Performing Arts activity for 2018 - Time to be set aside for those people who wish to be part of that process. S. O'Sullivan volunteered to be involved. This matter is to be discussed at the April meeting - work will be needed with C. Allen and B. Macdonald around budget provision.
- STA Evaluation - R. Webb reminded Board Members to complete the STA online evaluations before 15 March.
- Treaty of Waitangi training and attendance at the NZSTA annual conference in Dunedin. A. Boyed proposed engagement by the Board with a Treaty of Waitangi facilitator. Several dates were discussed for a half-day, Saturday session with 1 July selected as the date most members were available - members have been asked to confirm. With regard to other Board training R. Webb suggested waiting to see what comes out of the evaluation survey before deciding any other training.
- The Board will support sending 2 members to the NZSTA Conference on 14 - 16 July, which is in the middle of the school holidays. If members are interested this matter will be brought up at the April meeting. If more than 2 members would like to attend, names will go into a ballot.

5. Correspondence, taken as read

Motion Moved: that the Board accept the inwards correspondence

Moved/Seconded

R. Revell/R. Webb CARRIED

There has been a late response to the Community Engagement question sent to parents, this additional letter is to be circulated to Board Members and R. Webb will reply.

6. Principal's Report, taken as read

- Highlights discussed were -
 - The Jubilee event will be held this coming Saturday.
 - The H&S audit happened last week and a draft report has been received.
 - S. Pezic fielded a lot of complaints about cancellation of Athletics' Day with no saver day. C. Allen explained that the college was unable to get another booking for the venue - this was the first time ever that there was no saver day available.

Motion Moved that the Board accept the Principal's report

Moved/Seconded

L. de Kort/C. Allen CARRIED

Trip Applications to be approved

- Final approval - Paris-Fenelon Exchange - Parents have paid for a teacher to accompany students to France and a parent will be flying with them on their return.
- Final approval - Hockey Trip to the Gold Coast.
- Approval in principle is sought for the World Challenge trip to Madagascar at the end of 2018
- C. Allen's recommendation is that the above trips be approved by the Board

Motion Moved that the Board give final approval to the Paris-Fenelon Exchange and the Hockey Trip to the Gold Coast and approval in principle to the World Challenge trip to Madagascar

Moved

C. Allen

CARRIED

7. Student Representative

- S. O'Sullivan asked about Board expectations with regard to a report and whether it was necessary to give a report at each meeting? Board members see Sine's presence as an opportunity for the Board to hear the student-voice. There does not need to be a separate report, a formal report is not needed every month. S. O'Sullivan is happy to voice her opinion at meetings. The Student Representative item should remain on the agenda.
- S. Pezic said that when people ask representatives to bring matters to the Board sometimes it is necessary to point out that a matter might be administrative rather than a governance issue.

9. Committee Reports

- The agenda needs to be aligned with the Board Work Plan. From next meeting reports from committees will be streamlined with the Board Work Plan. C. Allen said this may cause some compliance issues, however, it was pointed out that every committee has the ability to report by exception.
- K. Spark asked that the Work Plan be redistributed - secretary to re-circulate.
- The Work Plan to be adhered and reviewed at the end of the year.

Financial Report - taken as read

- Bill McKinnon from Smetrix has taken control of the finance function - Preparation is underway for the 2016 Audit, accounts are being made ready for review. Day-to-day oversight is been undertaken to ensure the college is processing invoices, paying staff and receiving the correct MoE grants and funding. Bill is also giving advice about how the finance department may best be structured and what the school does long-term.
- Consideration is to be given to moving the Finance Committee meeting to the middle of the month.
- B. Macdonald believes it is worthwhile putting Finance on the agenda until the way forward is sorted out. 2016 Statutory Accounts will need to come to the April Board meeting so these can be submitted to the Ministry by their deadline of 31st May.
- B. Macdonald is very comfortable that the Board is in a strong financial position.

Motion Moved: that the Board accept the Finance Report

Moved/Seconded

B. Macdonald/L. de Kort CARRIED

10. Property Report - taken as read

Motion Moved: that the Board accept the Property Report

Moved/Seconded

L. de Kort/L. Hughes CARRIED

11. Special Character

- Nothing to report as the Special Character committee meets termly.

12. Health & Safety

- Nothing to report.

13. Policy Committee

Motion Moved that the Board approve the Delegations of Authority and put these in place

Moved/Seconded

K. Hughes/K. Spark CARRIED

14. General Business

- It has been requested that the Report on Professional Development be moved from October to December. This was agreed.
- Charter

Motion Moved: that the Board accept the 2017 Charter and the 2016 Analysis of Variance.

Moved/Seconded

L. de Kort/C. Allen CARRIED

- Ministry Roll Return - the 1st March 2017 Roll Return was tabled. The roll at 1 March was 1037.

Motion Moved: that the Roll Return be accepted

Moved/Seconded

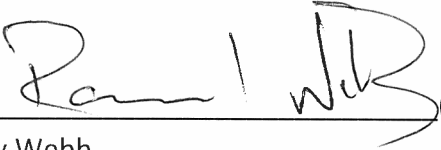
R. Webb/R. Revell CARRIED

- R. Webb had previously informed the Board that a complaint had been received relating to a CYFS report by the school. R. Webb arranged an independent inquiry to be carried out by an accredited provider with NZSTA, Alan Curtis. The investigation found nothing untoward in the way the school

report the event to CYFS.

Betty Harrison read the closing karakia

There, being no further business, the meeting closed at 7:35 pm

Signed  (Chair) Date 8/5/2017
Ray Webb

The next meeting will be on the 10th of April 2017

Opening karakia: Liz de Kort
Closing karakia: Kathrine Hughes

Board Actions

Date of meeting	Action point	Responsible
13 February 2017	College Foundation – find out what other colleges are doing – Report back at the June meeting	L. de Kort K. Hughes
13 February 2017	Letter of congratulations to the college on the NCEA and Scholarship results + morning tea provided	R. Webb
13 February 2017	Performing Arts – Planning and budget arranged in the early part of 2017 for a 2018 activity. Expressions of interest for involvement to be taken at the April meeting.	Board Members
13 March 2017	Circulate – - Letters of to the parents who responded to the community engagement survey - Late parent response - Board work plan with agreed update	Secretary
13 March 2017	The Sports Director to be invited to the May Board meeting to talk to the action plans coming out of the Strategic Plan.	
13 March 2017	Items to be discussed at the April meeting - Confirmation of Board training day – 1 July - Expressions of interest in attending the NZSTA conference - Statutory Accounts presented to the Board	