

MINUTES OF THE BOARD OF TRUSTEES MEETING
HELD ON 9 APRIL 2018

PRESENT: Peter Beckett, Andrea Boyed, Valerie Broomfield, Stana Pezic, Liz de Kort, Betty Harrison, Kathrine Hughes (Chair), Jacqueline Li, Karen Mitchell (Acting Principal), Sr Rosemary Revell, Kim Spark and Ray Webb

1. Opening karakia
Karen Mitchell

2. Administration

Welcome Michele McGregor as our new Secretary

2.1 Apologies

C. Allen. K. Mitchell has delegated authority as the principal and trustee for the purposes of this meeting.

2.2 Register of Interest

The register of interests was noted. No additional conflicts of interests were noted.

2.3 Confirmation of the previous Minutes

3.6 Strategic Planning amended.

Resolved that the Minutes of the meeting of 12 March 2018 be taken as read and confirmed as a true and accurate record with the amendment noted above.

Hughes/de Kort

Carried

2.4 Committee Appointments

CCAL Property – S. Pezic to consider nomination

Resolved that the outstanding committee appointment be reviewed at the next meeting on 14 May 2018.

Hughes/de Kort

Carried

3. Business

3.1 Goal 3 Update

Taken as read

P. Beckett questioned the consistency of numbers 1 to 5 and that points 3.1, 3.2, 3.3, 3.4 and 3.5 reflect and expand on numbers 1 to 5. Noted by K. Mitchell.

K. Mitchell confirmed the hui with regard Strategic Plan (“SP”) for Maori focus (3.2) was not well attended as the message was not communicated adequately. The message was supposed to have gone to all identified on the roll as Maori and also an invitation to parents of students involved in Te Reo. The hui was aborted and re-scheduled for June.

5.45pm A.Boyed arrives at meeting.

R. Webb commented that the parent consultation (3.2) should use careful wording to ensure clear separation of requirements.

A.Boyed noted that the SP should include bi-culturalism “within”, not “beside”, involving Kapa Haka, Te Reo and Waka Ama and queried the consultation process with regard mini subgroups or all committee.

Resolved that the Goal 3 Update be accepted with the amendment of consistency of terms and clear consultation wording.

Hughes/Beckett

Carried

3.2 Principal’s Report

Taken as read with the removal of No. 3 from the Recommendations.

K. Mitchell highlighted the following:

Discussion regarding the number of stand downs notified this month by the Principal (BoT handles suspensions) in the context that the Board had not had notice of any stand downs previously.

K Mitchell confirmed the numbers were unusual but that there had been no suspensions and that the stand downs were handled by C. Allen pursuant to MoE guidelines discreetly.

Agreed that the Board should review Student Disciplinary Procedure to familiarise itself with stand down and suspension procedure and form a Committee ready to act if and when required. L. de Kort to prepare a presentation and role enactment.

Discussion regarding the roll trends. No pattern, general fluctuations.

R. Webb requested amendment to remove the word “Labour” from the report in relation to the Govt. Noted by K. Mitchell.

K. Mitchell referred to the Staff Report on Cultural Achievement/Diversity. Noted perception of “deficit thinking” that “All Maori children aren’t going to achieve” – negative expectation.

A. Boyed commented on inclusiveness of bi-culturism and uniqueness.

K. Mitchell referred to the Staff Report on support for Pasifika students. Noting appointment of teacher aide Vasi Jones, part time Pasifika mentor, the role includes acting as interpreter, undertaking home visits as a liaison officer and dealing with truancy.

A. Boyed queried whether Maori and other cultures have a similar mentor at Carmel to improve attendance and wellbeing? K.Mitchell confirmed there were not mentors for other cultures.

K.Mitchell referred to the Yr 12 Camp report which was overwhelmingly positive.

Resolved that the Principal’s Report be received with the removal of No. 3 amendment.

Resolved that the PRC review the Delegations for Acting Principal.

Mitchell/Hughes

Carried

3.3 Finance Report

Taken as read.

P. Beckett advised the school is tracking well, ahead of budget.

R.Webb queried whether BoT funding 1.5 or 2.5 additional teachers?

Discussion regarding camp profit, reasons why and whether refund should be made.

K. Spark queried profit on senior waterpolo being used for junior waterpolo.

K. Hughes queried insurance position on invoice obligations to parents. Should parents be invoiced if deficit arises in trip funding? Should accounts be provided to parents as to what trip funds are spent on?

Difference between school driven trips and parent driven trips.

L. de Kort commented on a contingency fund where there is a profit, to be used for deposits. School not going to wear extra costs.

P. Beckett confirmed if cancel NZ Uniforms contract before expiration date of Nov 2020 BoT obligated to refund stock uniform and also to keep stock rolling.

Sam is on compassionate leave so hasn't been able to meet with NZ Uniforms or determine value of obsolete stock.

L. de Kort queried \$130k surplus stock fee. P.Beckett confirmed the school did not have funds.

Resolved that the Finance report and minutes be received.

Beckett/Hughes

Carried

3.4 Strategic Planning

Charter presentation by K. Mitchell. Highlighted the core questions of "where do we want to be? Where are we now? And what do we have to do?" Committee have discussed who to be consulted/how and feedback opportunities. The COL focus on wellbeing of people/culture is an achievement challenge, rather than just academic. Interacts well with core values. Staff perspective of future-orientated learning with 6 emerging themes.

Next step is to finesse the survey to student language as it's important to get the student view (in Atawhai time), also for the parents and staff. Suggested a 1-10 ranking of value of statements and also word recognition.

Noted - L. de Kort to organise a SP committee meeting next term to finesse the survey.

3.5 Maori Strategic Update

A. Boyed confirmed hui to be re-arranged to discuss inclusiveness and encouraging initiatives already in place/being developed.

K. Mitchell mentioned the Pompallier Shield competition which embraces Maori oracy.

3.6 H&S

K. Spark recommended the EOTC trips below for approval in principle:

Peru July 2019

Hockey – Australia – April 2019

Netball – Australia – April 2019

Noted – H&S induction of staff/BoT to be clarified

Resolved to approve the above trips in principle.

Broomfield/Hughes

Carried

3.7 NCEA Staff Presentation

K. Hughes confirmed thank you to B. Harrison for the food! Noted the receipt of many written and verbal thanks from the staff for the thoughtful cards and vouchers. K. Hughes confirmed thank you to K. Mitchell for organising the vouchers and preparing the cards for signing by the Board.

Agreed to deal with General Business before BoT moves into Committee

5. General Business

5.1 Correspondence

Letter from MoE with respect Vanguard. R. Webb confirmed BoT to respond "Acknowledge the work undertaken by Vanguard and does not oppose the S156 designation as a Character School"

Noted – BoT Secretary to prepare Vanguard letter to MoE.

Resolved that the correspondence be received

Hughes/Webb

Carried

5.2 Committee Reports

None to table

5.3 Attendance List

Resolved that the Attendance List be received

Hughes/Boyed

Carried

4.0 In Committee Session

Resolved that the Board move into Committee at 7.30 pm.

Hughes/de Kort

Carried

Betty Harrison, Jacqueline Li and Karen Mitchell left the meeting.

Resolved that the Board move out of Committee at 8.28 pm


Hughes/Beckett

Carried

7. Closing karakia

P. Beckett

There being no further business, the meeting concluded at 8.30 pm

Signed 
L de Kort (Acting Chair)

Date 21-05-2018

The next meeting will be on 14th May.

Opening prayer/karakia: L. de Kort

Closing prayer/karakia: B. Harrison

Actions arising from meeting

Task	Responsible	Due Date
9 April 2018		
<i>Goal 3 numbering amendments, consultation wording and timeframe, sacramental programme enrolment numbers and pre-confirmation breakdown</i>	<i>K. Mitchell</i>	<i>14 May</i>
<i>Student disciplinary committee TOR and stand down and suspension procedures presentation and Board training</i>	<i>L. de Kort</i>	<i>June</i>
<i>Learning Progression Framework-confirmation pilot is trial or pilot</i>	<i>K. Mitchell</i>	<i>14 May</i>
<i>Accounting issues on trip funding and invoicing raised under the Finance report to be dealt with by the committee</i>	<i>Finance Committee</i>	<i>14 May</i>
<i>Ongoing work around the uniform contract on assessment of stock, loss of profits and provisioning</i>	<i>Finance Committee</i>	<i>14 May</i>
<i>Management to provide milestones for the introduction of a new uniform</i>	<i>K. Mitchell/ SLT</i>	<i>June</i>
<i>Delegated authority in absence of C Allen and K Mitchell approved by PRC</i>	<i>K. Mitchell/PRC</i>	<i>14 May</i>
<i>Letter to MOE regarding Vanguard</i>	<i>BOT Secretary</i>	<i>14 May</i>