

CARMEL COLLEGE

Act justly, love tenderly, walk humbly with your God (Micah 6:8)

MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 11 JUNE 2018

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

Meeting opened at 5.34pm

1. Opening karakia - S. Pezic

A. Boyed joined the meeting at 5.37pm

2. Administration

2.1 Apologies – none

2.2 Declarations of Interest – none

2.3 Confirmation of the previous Minutes

Resolved that the Minutes of the meeting of 14 May 2018 be taken as read and confirmed as a true and accurate record with the amendments noted.

de Kort/Hughes

Carried

3. Business

Resolved that the Board approve the costs of \$3,573.50 for four members to attend the NZSTA Conference in Rotorua in July 2018.

Resolved that the Board approve Alan Curtis' professional assistance costs of \$3,300 plus travel expenses in addition to a reasonable allowance to complete.

Resolved that the Board approve an increased catering allowance per meeting to \$100.

de Kort/Hughes

Carried

3.1 Principal's Report

Taken as read. Two new appointments as acting RE. 10 stand downs this year. Last year there was one.

Resolved that the Principal's Report be accepted.

de Kort/Beckett

Carried

3.1.2 Goal 4 Update & Strategic Plan Update

Resolved that the Goal 4 Update and Strategic Plan Update be accepted.

de Kort/Sr Revell

Carried

- 3.1.3 H&S Incident Report**
Resolved that the Health & Safety Incident Report be accepted.
de Kort/Allen **Carried**
- 3.1.4 Dept QA reports**
3.1.5 Staff Appraisal report
3.1.6 Parent Reporting report
Resolved that the Dept QA report, the Staff Appraisal report and the Parent Reporting report be accepted.
de Kort/Sr Revell **Carried**
- 3.1.7 Uniform report**
Discussion about what needs to be achieved to get what the community wants, complying with NZSTA. Clear terms of reference for a new Uniform Committee – feasibility, consultation, design, implementation, collaboration, timeframe.
Resolved that the Board agrees to change the uniform and to form a Uniform Committee, consisting of V. Broomfield and S.Pezic to investigate what is required to achieve a change of uniform and report back to the August meeting.
de Kort/Webb **Carried**
- 3.3 Health & Safety report/EOTC approvals**
Taken as read.
Resolved that the H&S Report be received.
Resolved that the trips to Gold Coast (Football) and Challenger Cup (Waterpolo) be approved in principle.
Resolved that the trips for hockey & netball winter tournaments, AIMS and Melbourne (Volleyball) have been given final approval.
de Kort/Spark **Carried**
- 3.4 Delegation for Principal and Deputy Principal**
Not yet approved by the Board, needs to be checked by PRC. Will be circulated for an electronic vote to ensure a Delegation is in place as soon as possible.
- 3.5 Confirmation of Appointment of the Returning Officer for Board Staff Rep election**
Resolved that Deborah Goudie be appointed the Returning Officer.
de Kort/Spark **Carried**
- 4. General Business**
- 4.1 Correspondence**
Resolved that the correspondence be received.
de Kort/Beckett **Carried**
- 4.2 Finance Report**
Taken as read.
Resolved that the Finance Report be received.
Resolved that all Board expenditure be reviewed by the FC before going to the Board for approval.
Resolved that the Finance Report recommendations be included in the Board meeting minutes.
Resolved that the mileage expense claims rates for all staff remain at 77 cents per km.
Beckett/Broomfield **Carried**

4.3 Attendance List

Resolved that the Attendance List be received.

De Kort/Hughes

Carried

5. In Committee Session

Resolved that the Board move into Committee at 7.10 pm and that Alan Curtis be included and granted speaking rights.

De Kort/Hughes

Carried

Karen Mitchell left the meeting at 7.10pm.

Resolved that the Board move out of Committee at 9.33 pm

de Kort/Hughes

Carried

6. Media

Resolved that the Board approve funds up to \$5,000 to engage a Communications Consultant.

De Kort/Hughes


Carried

7. Closing karakia

Sr. R. Revell.

There being no further business, the meeting concluded at 9.35 pm

Signed


L de Kort (Chair)

Date

30/08/2018

The next meeting will be on 13th August 2018.

Opening prayer/karakia: K. Spark

Closing prayer/karakia: R. Webb

Actions arising from meeting

Task	Responsible	Due Date
11 June 2018		
Delegated Authority	PRC	ASAP
B Complaint Interim Report to Chair	CRC	25 June
Student disciplinary committee TOR and stand down and suspension procedures presentation and Board training	L. de Kort	August
Board Staff Rep Election	C. Allen	August
New Uniform feasibility, design etc	Uniform Committee	August