

MINUTES OF THE BOARD OF TRUSTEES MEETING **HELD ON 12 MARCH 2018**

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

In attendance - G. Rouse

1. Opening karakia

V. Broomfield

2. Administration

2.1 Apologies

S. Pezic and 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

K. Mitchell asked that the value of the staff vouchers be changed from \$20 to \$30.

Resolved that the Minutes of the meeting of 12 February 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

Resolved that the committee appointments be renewed as outlined below, subject to acceptance of nomination by those Board members who are absent;

Finance - P. Beckett confirmed his acceptance of his nomination to the Finance committee as Chair,

V. Broomfield confirmed her acceptance of her appointment to the Finance committee, R. Webb and C. Allen

Policy & Review (PRC) - R. Webb confirmed his acceptance of his nomination to PRC as Chair, C. Allen, A. Boyed and K. Spark

Health & Safety (H&S) - K. Spark (Chair), V. Broomfield confirmed her acceptance of her appointment to the H&S, B. Harrison, R. Webb and S. Henderson (DP H&S)

Noted - Special Character - L. Lander (Chair) C. Allen, B. Harrison and R. Fouhy (DRS)

Noted - CCAL Property - L. de Kort (Chair), C. Allen, Watershed, I. Langley and S. Pezic (TBC)

Hughes/de Kort

Carried

2.5 Charter and Annual Plan

Resolved to adopt the Charter and Annual Plan.

Hughes/de Kort

Carried

2.6 Board Procedure Changes

All papers to be with the Board secretary by 4 pm on the Tuesday before the Board meeting, electronic copies will be sent out on Wednesday afternoons. Hard copies can be provided, either by a standing order, or upon request.

Recommendations for approval by resolution or noting to be formulated in the tabled template, annexed to the front of the report. These can be discussed with the Chair to ensure clarity of wording if required and the trustees are encouraged to engage with each other to seek constructive input.

All reports to be in writing unless otherwise agreed with the Chair.

The Agenda will be prepared following the Board Work Plan but Trustees are welcome to put "General Business" on the agenda by informing the Chair.

Business

3.1 Goal 2 Update

Taken as read

P. Beckett questioned the references to "2017" in the update. K. Mitchell to confirm.

K. Mitchell highlighted that two more appointments have been made to the CoL; Helen Perry from Carmel and a teacher from St John's.

Resolved that the Goal 2 Update be accepted with the above amendment if required.

Hughes/Beckett

Carried

3.2 Principal's Report and Analysis of Variance

Taken as read

K. Mitchell highlighted the following:

Two appointments have been made, both to the Y7&8 area - L. Walker who replaces K. Falconridge who took up a promotion to Rosmini at the end of last year, and K. Brown who will replace L. Dalziel who is moving to Manila with her family. K. Mitchell confirmed that L. Walker was appointed to the permanent position around 1 March after completing a formal interview process and had been on a fixed term contract from the beginning of the 2018 school year.

S. Henderson will take over as Acting Principal for the two days that C. Allen and K. Mitchell are away overseas on college business as outlined in the approval details. K. Hughes advised that a formal delegation of authority will need to be put in place by management and provided to her as Chair.

There was a discussion regarding the use of "approval in principle subject H&S approval" and it was agreed that the use of retrospective approval was not desirable in the normal course of business.

Resolved that the Principal's Report be received.

Resolved to Approve the overseas trips for staff as detailed.

Resolved to Approve the leave applications as detailed.

Hughes/Beckett

Carried

3.3 Analysis of Variance

Taken as read.

R. Webb would like better understanding about what has been done to support Pacifica students as their achievement is significantly lower than other students particularly in University Entrance and endorsements

and he is concerned in terms of equity of access. K. Mitchell will provide the Board with a focus report on Pacifica students, detailing what the college is doing to support them in addressing equity of access. The Student Achievement and Analysis is in response to L. de Kort's question about tracking progress. L. de Kort stated that she is aware that this issue is being investigated across the CoL and noted G. Rouse's comments that the Ministry has left schools on their own in this regard. G. Rouse explained that what is presented essentially relates to English and Maths and the college is currently working to see how it can be amended and made more user-friendly. L. de Kort said that C. Allen had talked about 2 students who had been on the learning support programme at Carmel for the whole time they were at the college but who achieved Level 3 at the end of last year. K. Mitchell explained that the college was trying to report on progress towards particular goals rather than achievement. K. Mitchell to come back with an answer to A. Boyed's question about how the school "continually improves in all levels of achievement culturally"?

3.4 Finance Report

Taken as read

There was a discussion about the surplus from the 2017 Y12 camp, K. Mitchell explained why there were relief-teacher costs. All school activities should be cost neutral. Timing is a feature as the first invoices for Y12 camp are sent when students are still in Y11. K. Spark said there seems to be issues with the accounting system particularly in relation to EOTC activities. L. de Kort noted there was a hierarchy for all Catholic schools whereby Attendance Dues must be paid first. There is concern regarding the clarity of the accounting treatment of payments made by parents for specific events and the finance committee will review the operation of the accounting system.

The NZ Uniform contract was discussed, the cost of exiting from this would be \$130k for one year's stock, plus GST, plus the supplier's loss of profit. The finance committee will work on this matter to establish the following;

- 1) Budget provision and the sufficiency of the provision
- 2) Analysis of the stock, its historic levels and impact on the cost of early termination.
- 3) Analysis of the loss of profit based on historic costs over the life of the contract.

Management will provide a report detailing milestones around the provision of a new uniform and community consultation on this. K. Mitchell to give feedback to the next Board meeting.

The Business Manager has provided analysis of the Mercury contract on a cost-by-cost basis.

Resolved to approve the Mercury Energy contract to replace the Utilise contract due to expire on 30th April 2018 and delegate authority to P. Beckett and C. Allen to sign the Mercury contract on behalf of the Board

Hughes/de Kort **Carried**

Noted - the review of Y12 Camp financials and the request from the Chair for the camp contracts to be provided to her with a review by management of the terms and termination dates as part of the List of Contracts outside the Principal's Delegated Authority.

Noted - the finance committee to provide details above on the NZ Uniform contract.

Noted - the finance committee to review the operation of the accounting system and delegated authorities.

Resolved that the Finance report and minutes be received .

Hughes/Revell **Carried**

3.5 Roll attrition update

Taken as read

L. de Kort requested management to provide data on students who do not come back at the start of a new year, collated for the last five years and the same data collated from the contributing feeder schools and

comparator schools. R. Webb confirmed that this information is available from the Secondary Schools Roll Projection Guide held by the Ministry.

The data will be used to establish which students are not returning in any particular year and whether the school is maintaining its market share.

It was highlighted that 50% of the St Mary's female cohort did not come to Carmel in 2018.

The Business Manager is preparing an impact study on the roll over the next two years and L. deKort will assist K. Mitchell in preparing a further update.

3.6 Strategic Planning

L. de Kort explained that this had been halted because the Ministry indicated new Strategic Planning to be in place by January 2019, this has now been pushed out to 2020. As a result, the decision has been made to carry on reviewing the college's Strategic Plan in view of the Board elections due next year.

The ad hoc committee will be made up of - C. Allen, A. Boyed, V. Broomfield, L. de Kort (Chair) and S. Pezic.

The Board secretary to organise the first meeting at which the committee will design a survey monkey.

C. Allen will make a presentation at the next Board meeting on the proposed strategic plan and the Trustees will complete the self-diagnosing survey monkey at the end of the meeting.

7 10-Year Plan Update

This summary gives an indication of financial requirements over the next 10 years and includes a condition survey of every building. This establishes a baseline and the maintenance schedule informs the Finance department. L. de Kort explained that the CCAL Board provides such items as carpeting and air conditioners but the BoT funds maintenance e.g. carpets replaced by CCAL, carpets cleaned by BoT. More has been spent on maintenance recently and this means less is needed on replacement. If teachers put in a request for air conditioning or heating in their classrooms, this would go to CCAL for prioritisation.

Resolved that the property report and minutes be received, and information noted.

Resolved to approve the 10-year property plan for 2018 to 2027.

Resolved to approve planned cyclical maintenance costs of \$45,826.00 ex GST for 2018

de Kort/Hughes

Carried

G. Rouse left the meeting at 7.05pm

4.0 In Committee Session

Resolved that the Board move into Committee at 7:05 pm.

Hughes/de Kort

Carried

Resolved that the Board move out of Committee at 7:40 pm

Hughes/Beckett

Carried

Resolved to Approve the governance policies, as set out in the Board Induction packs and listed in the schedule below, and that these be lodged on the website by management and management review any associated procedures for alignment.

Hughes/Spark

Carried

1. Roles and responsibilities
2. Trustees' Code of Conduct
3. Conflicts of Interest
4. Relationship between the Board and the Principal
5. Principal's Performance Appraisal
6. Meeting Process

7. Public Attending BOT Meeting Procedure
8. Special Character
9. Self-Review

5. Administration

5.1 Correspondence

Resolved that the correspondence be received

Hughes/de Kort

Carried

5.2 Committee Reports

Policy Review

Resolved to approve the Complaints Policy

Hughes/de Kort

Carried

Noted that the Complaints Policy is to be lodged on the website by management

Noted the associated procedures will be reviewed by management to align with the complaints policy ensuring they comprehensively cover bullying and harassment.

Noted that the PRC will commence the TOW policies and other policies as a matter of urgency

Resolved that the PRC report and minutes be received

Hughes/de Kort

Carried

Health & Safety-

K. Spark recommended the EOTC trips below for approval;

The Maadi Cup

The New Caledonia language immersion trip

The Spirit of Adventure trip

And noted the following -

The North Island Rowing Regatta

The Senior A Water Polo Trip

The Senior B Water Polo Trip

The Geography and Tourism Trip to Rotorua

The Vinnies Leaders' Camp

Resolved to approve and note the EOTC trips as detailed above.

Spark/Webb

Carried

5.3 Timetable

5.4 Attendance List

5.5 Workplan

5.6 Contact List

Resolved that the Timetable, Attendance List, Workplan and Contact List be received

Hughes/Beckett

Carried

6. General Business

B. Harrison asked for permission to spend up to \$1K on the staff morning tea. This is within the budget approved at the last meeting.

7. Closing karakia

J. Li

There being no further business, the meeting concluded at 8:00 pm

Minutes BoT 12.03.18 chair approved

Signed  (Chair)
 Kathrine Hughes
 The next meeting will be on the 9th April

Date 9 May 2018

Opening prayer/karakia: C. Allen
 Closing prayer/karakia: P. Beckett

Actions arising from meeting

Task	Responsible	Due Date
12 February 2018		
P. Beckett induction and Board folder	RW/DG	By 12 March Folder given to P. Beckett
Formulate presentation on Strategic Plan to the Board	CA/LdK	By 12 March Deferred to 9 April
Strategic Plan self-evaluation - send out papers on this prior to the March meeting	CA	Before 12 March Before 9 April
Add PD to Work Plan Correct plan as per Minutes and reissue Report on Y7-10 reporting and the 2nd annual progress reporting to the Board	RW/KH DG CA	By 12 March Completed Completed
Organise staff thank you gift and morning tea		By 12 March Gift and cards completed, morning tea in progress
Investigate the amount recovered for the 2017 Year 12 camp and report back to the Board	CA	By 12 March Reported in Finance Report, further work required
Investigate sponsorship for prizes as per Minutes	Finance committee	Completed
12 March 2018		
Clarify dates in Goal 2 update	K. Mitchell	9 April
Prepare a focus report on support for Pasifika students	K. Mitchell	9 April