

MINUTES OF THE BOARD OF TRUSTEES MEETING **HELD ON 11 SEPTEMBER 2017**

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

In Attendance: Sine O'Sullivan

Apologies - No apologies for absence were received

1. Ray Webb read the opening karakia

The Chair welcomed the newly elected Student Representative, Jacqueline Li and confirmed that her time in office started 7 days after the election.

2. Special Topic

2.1 Goal 4 Update (taken as read), highlights:-

The new Business Manager, Sam (Samantha) Hill as started.

The Xero accounting package is now installed - this is working well and a number of schools are using this system.

The college is trialling an electronic sign-in for visitors. Lanyards with visitor's labels are given to any visitor needing access to the college campus.

C. Allen has had her trip to Dublin.

2.2 Health and Safety

K. Spark reported that the subcommittee is looking for another member to make it easier to achieve a quorum

The subcommittee includes Stella McFarlane from the Proprietor's Board, Sheryl Henderson from the Senior Leadership Team and Kirsty Ussher the college's H&S Officer.

Last July the Board made a decision for normal EOTC overnight events such as attendance at the AIMS games to be signed off by the college.

All overseas trips and any event that included components deemed hazardous should go to the subcommittee for approval then these would be brought back to the full Board with a recommendation. It was suggested that the Board put together Terms of Reference for EOTC and secure another subcommittee member.

The H&S subcommittee has looked at reporting processes and procedures; these are in line with the Ministry requirements.

K. Spark asked about hazard identification, C. Allen said identifying hazards did take place and these are reported as they are identified. K. Spark would like this data added to the H&S report. C. Allen explained that at the moment there were no trends but if there were, these would be reported.

K. Spark has circulated a H&S checklist to the Board as a means to identify what is being done now, what is known and what is unknown.

An external H&S audit was undertaken by Val Lloyd; the Senior Leadership Team and Kirsty Ussher are dealing with this audit.

The college is looking at trialling some software for H&S - this is designed to consolidate H&S data including training.

R. Webb acknowledged the work that Kirsty Ussher is doing in getting some traction underway.

2.3 Policy Review

The Biannual Report summarises what is under review and what is up for Board approval including the Exit Interview procedure. The procedure is a formulaic approach and should produce some strategic information, it will be implemented by management.

Motion moved: that the Board approve the Exit Interview Framework, procedure and questionnaire subject to any amendments that management require to ensure its suitability to facilitate the operation of the Personnel and Management Committee and assist in the Board review process

Moved/Seconded

K. Hughes/K. Spark

R. Webb opened this for discussion. S. Pezic asked about those excluded, K. Hughes stated that any inclusions can be made with management's agreement.

CARRIED

Appointments Policy - K. Hughes explained that this was a very short, skeletal document and refers back to all legislation that governs that policy. L. de Kort asked about Proprietor's Representation. K. Hughes would like to move away from having too much detail in the policy, the requirement for Proprietor Rep involvement in senior appointments should be addressed in the Delegated Authorities.

Motion moved: that the Appointment Policy be approved with the amendment that now reads -

1. The composition of the Appointment Committees shall be made in accordance with the Delegated Authorities.

Moved/seconded

K. Hughes/K. Spark CARRIED

K. Hughes stated that there was quite a bit of work for management to do to ensure the dissemination of the policy and procedures. The subcommittee is expecting the policies and procedures will be widely publicised to the relevant people.

R. Webb acknowledged the work that the subcommittee has put in to get the policy and related procedures to this point.

3. Minutes of the Previous Meeting

- The draft Minutes of the meeting held on 14 August have been circulated.

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

Moved/Seconded

R. Webb/R. Revell

CARRIED

4. Matters Arising

1. R. Webb to liaise with S. Pezic to ensure the Strategic Plan is included on the 2018 Board Work Plan.
2. Copies of Hautu Tool were distributed to the Board. R. Webb and A. Boyed will attend NZSTA Training related to the Treaty of Waitangi on 25 September at Orewa College.
3. R. Webb asked for a volunteer to be a "point of contact" for the new Student Representative, L. de Kort agreed to do this. B. Macdonald suggested that the roles of the Proprietors' representatives be explained to J. Li.
4. Issues highlighted by the Auditors - B. Macdonald will cover this in the Finance Report.
5. Report on the NZSTA Conference from A. Boyed- to be circulated.

5. Correspondence, taken as read

An additional application for leave has been received from Marion Roser.

An additional application for approval in principle for the Premier team to attend the Basketball Nationals has been received.

Motion Moved: that the incoming correspondence be received.

Moved/seconded

R. Webb/L. De Kort CARRIED

R. Webb referred to the Secondary Roll Projection Data, noting that growth is in the primary sector at this stage, therefore, as a secondary college Carmel is competing for a declining secondary school-aged population.

6. Principal's Report, taken as read

- Highlights discussed were -
 - C. Allen has had her trip to Dublin and would really recommend this; she would like to ensure other people can experience it.
 - There is a lot happening at the college with regard to Special Character.
 - Tournament Week has just finished and the AIMS games have started.
 - Senior students' mock assessments will start this week and in Term 4 senior students only have 2-½ weeks on timetable before NCEA exams.
 - Music Department - recently held a successful Music Showcase and received a "Commended" in the recent KBB Festival.
 - A focus area for staff and students is wellbeing and towards the end of this term there will be a number of presentations including NCEA information for Year 10 students; relaxation strategies and study skills, Youth Line will be talking about developing strategies to help students cope.
 - Both Carmel Netball and Hockey teams have won the North Harbour Championship.
 - Culture Day was fabulous.
 - The second consultation with parents has taken place.
 - Principals have visited from Australia.
 - C. Allen noted that she did not attend the Tournament event in Whangarei as stated in her report but attended the Basketball game.
 - B. Macdonald raised the topic of the percentage of non-preference students enrolled. The

boom from the primary sector is not expected until 2023/2024. The Board discussed the possibility of some sort of promotion to non contributing primary schools. K. Hughes believes there is a misconception in the wider community that it is difficult to be offered a place at Carmel if students had not attended one of the 5 contributing feeder schools. The college should consider a marketing and advertising plan - the strongest salient point is the college's high academic results.

Motion Moved: that the Board accepts the principal's report

Moved/Seconded

R. Webb/L. de Kort CARRIED

EOTC applications have been received.

The Combined Carmel/Rosmini Choir's application to travel to New York has been withdrawn. There is instead, an application to travel to Samoa. K. Spark asked that this application be referred back to the H&S subcommittee for their consideration and recommendation back to the Board. A late application has been received for the Premier Basketball team to attend the National competition in Palmerston North in October. The Board approved this application subject to the normal criteria.

The application for leave from Marion Roser for next year has been received, this is recommended by C.Allen

Motion Moved: that approval in principle by the Board be granted for

- The proposed trip to China in 2019

That final approval be granted for

the 2017 China trip

the Basketball trip to Palmerston North (subject to the normal criteria)

That the application for the Combined Carmel/Rosmini trip be referred back to the H&S subcommittee

- The leave application from Marion Roser be approved

Moved/seconded

C.Allen/K. Spark CARRIED

7.0 Finance Report (taken as read)

B. Macdonald reported no issues of concern with monthly reporting on track.

The new Business Manager, Sam Hill started today.

B. Macdonald would like the Board to consider any issues or projects that should be included when developing the 2018 budget e.g. the IT support contract which will rollover mid-year. S. Pezic requested that some acknowledgement be made for any increases around areas in the curriculum. The Property committee will have some input. K. Hughes asked if any budget allowance was needed in relation to the uniform change? The Board might also consider developing a marketing strategy.

A. Boyed asked questions related to the Finance Report which were answered by

B. Macdonald and C. Allen.

Audit report - the Finance committee will work through the list of items from the audit, one issue per meeting and this will be reported to the Board. R. Webb will review the principal's expenses on a monthly basis.

Motion moved: that the Board receive the Finance Report

Moved/seconded

B. Macdonald/L. De Kort CARRIED

8.0 General Business

- The Board debated whether the planned meeting of 9 October should be held, this is in the holiday break and 3 members of the Board have tendered apologies.

Motion moved: that the Board cancels the October Meeting

Moved/seconded

R. Revell/K. Spark

CARRIED

The Board will ensure that next year's work plan does not schedule Board meetings in the school holiday periods.

Motion moved: that the Board move into Committee at 7:45 pm

R. Webb

S. O'Sullivan and C. Allen left the meeting

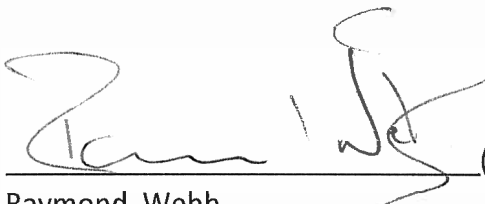
Motion moved: that the Board move out of Committee at 8:10 pm

R. Webb

Betty Harrison read the closing karakia

There being no further business, the meeting concluded at 8:10 pm

Signed



(Chair) Date

13/11/2017

Raymond Webb

The next meeting will be on the 13th of November