

CARMEL COLLEGE

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

MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 10 SEPTEMBER 2018

PRESENT: Chris Allen, Peter Beckett, Andrea Boyed, Valerie Broomfield, Liz de Kort (Chair), Siobhan Harrod, Kathrine Hughes, Stana Pezic, Sr Rosemary Revell, Kim Spark & Kiara Theron

IN ATTENDANCE: Sally Dalzell (LSM), Karen Mitchell (A.P.), Christine Van der Loos, Jacqueline Li

APOLOGIES: Ray Webb

Meeting opened at 5.32pm

1. **Opening karakia** – A. Boyed

2. **Administration**

Welcome to our new student Trustee Kiara Theron. Jacqueline Li will sit in attendance until she finishes school at the end of the year.

2.1 **Apologies** – R. Webb

2.2 **Declarations of Interest**

2.3 **Confirmation of the previous Minutes**

Resolved that the Minutes of 13 August 2018 be taken as read and confirmed as a true and accurate record.

de Kort/Hughes

Carried

2.5 **Board Attendance List**

Resolved that the Attendance List be received.

de Kort/Hughes

Carried

IC. **In Committee Session**

Resolved that the Board move into Committee at 5.42pm, that Sally Dalzell and Christine van der Loos be included and granted speaking rights.

de Kort/Beckett

Carried

S. Pezic left the meeting at 6.30pm

Resolved that the Board move out of Committee at 6.35pm

de Kort/Hughes

Carried

Christine van der Loos left the meeting at 6.35pm

3. Matters Arising

MOE Roll Number Clarification	C. Allen	MOE changed the no.s, discrepancy of data
Kahui Ako roles approved by Board – check if C. Allen has delegated authority	C. Allen	Yes. C. Allen has authority
Strategic Planning Committee meeting with CCAL, SLT and BOT	BOT	25 th September @ 4pm – 7pm. Please RSVP
MOE Secondary School Roll Projection Guide – July 2018	C. Allen	Copy provided to R. Webb as requested
MOE North Shore Secondary School Roll Projection Guide – check on update and sharing permission	C. Allen	C. Allen to ask other schools (WGHS, WBHS, Rosmini, TGS, Rangitoto, Northcote, Glenfield) for their permission to share their MOE roll projection guide.
Enrolment Committee	Stana	November meeting
TOW policy clarification	Secretary	Completed
New Uniform feasibility, design etc	Uniform Committee	Presentation in Business
Letter to Pastoral Care Team re C	Chair	November
Permanent Complaint Committee		Subject to policy review to check current practice - November
Health & Wellbeing to be included in Principal's Report and a thrice yearly report	C. Allen	noted

4. Business

4.1 Principal's Report

Brief discussion about roll. Board queried how C. Allen follows up feeder schools and the up to 5% international component. Shelley is visiting Indonesia to attempt to attract Internationals directly.

4.1.1 Goal 3 & 4 Update

4.1.2 Maori Strategic Update

4.1.3 Updated School Crest

4.1.4 Overseas Travel Funding Application – Korea

4.1.5 Overseas Travel Funding Application – Indonesia

Resolved that the Principal's Report (as amended "waiting list" changed to "Estimated Enrolments 2019" on the school roll table), Goal 3 & 4 Update and School Crest Update be received and that the Overseas Travel Funding Applications as detailed are approved.

de Kort/Revell

Carried

Resolved that the Maori Strategic Update be received.

de Kort/Boyed

Carried

4.2 Policy Review Committee Report

Verbal Update and report withdrawn, to be revisited at November meeting by the LSM.

4.3 Health & Safety Committee Report/EOTC approvals

Noted that the World Challenge Cup venue changed from the Pinnacles, to Piha.

Noted that the Gym roof is leaking and is being investigated.

Resolved that the H&S Report and Connect Data be taken as read and received.

Resolved that the following Education Outside the Classroom have been given Final Approval:

- Basketball Nationals –Palmerston North -30 Sept-7 Oct (School Holidays)
- Year 10 Camp – Waiheke Island - 25 Nov-1 Dec (Same as previous years)

Resolved that the following Education Outside the Classroom have been approved in Principle:

- Year 8 Camp - 19 – 22 Feb 2019 (Same as previous years)
- Year 12 Camp - 3 – 8 March 2019 (Same as previous years)

Resolved that the monthly Incident and Injury Report previously produced by the Principal now be produced by the H&S Committee and that same report be taken as read and received.

de Kort/Hughes

Carried

4.4 Special Character Report

Resolved that the Special Character Report and Minutes be received and the information noted.

de Kort/Allen

Carried

4.5 Property Committee Report

Resolved that the Property Report and minutes be received and the information noted.

de Kort/Hughes

Carried

4.6 Finance Report

Resolved that the Finance Report be received and information noted.

Resolved that Audit Fee Proposal from Crowe Horwath for the years ending 31 December 2018-2020 be accepted.

Resolved that the Principal's expenses and VISA for July be approved and signed by the Board Chair.

de Kort/Beckett

Carried

4.7 Uniform Report

Discussion regarding the live NZ Uniforms stock level database, consideration of sales figures from the last 3 years, limited stock of uncommon sizes – a pre-order/waiting time system. Long sleeve shirt, shorts, adjustable waistband. Listened to student feedback. Queried best practice of other schools and that the ordering of uniform doesn't contravene any policy or procedure. The Board was assured by S. Harrod that:

- NZ Uniforms had confirmed in writing the stock level detailed in the report;
- any ordering of stock for the new uniforms would be done in a controlled manner to ensure there was no over ordering of stock;
- old stock would be actively managed down.

Resolved that the Uniform Report is received and accepted.

Resolved that Board approves the timeline for the rollover to the new uniform.

Resolved that Board approves the costs of the uniform items.

Resolved that the Board approves in principle the finance option and the Finance Committee will present at the November BoT meeting the finance arrangements for 2020.

de Kort/Broomfield

Carried

5. General Business

Resolved that the Correspondence be taken as read.

de Kort/Hughes

Carried

S. Harrod, J. Li, K. Mitchell and K. Theron left the meeting at 8.06pm

6. In Committee Session

Resolved that the Board move into Committee at 8.10pm and that Sally Dalzell be included and granted speaking rights.

de Kort/Hughes

Carried

C. Allen left the meeting at 8.30pm

A. Boyed left the meeting at 9pm

Resolved that the Board move out of Committee at 9.27pm

de Kort/Hughes

Carried

7. Closing karakia

K. Hughes

There being no further business, the meeting concluded at 9.30pm

Signed 
L de Kort

Date 12/11/2018

The next meeting will be on 12th November 2018.

Opening prayer/karakia: K. Theron

Closing prayer/karakia: V. Broomfield

Actions arising from meeting

Task	Responsible	Due Date
10 September		
Training details	BOT	November
Strategic Planning Committee meeting with CCAL, SLT and BOT – 25 September	BOT	Complete
Letter to Pastoral Care Team re C Complaint	Chair	November
MOE North Shore Secondary School Roll Projection Guide – CA to check on update and seeking permission from other North Shore Schools.	C. Allen	November
Strategic Goal 4 - Goal 4.1 – Budget review – ensure includes anticipated Board costs (e.g. STA conference, Principal appraisal, LSM, independent advisors) Uniform Finance Arrangements for 2020	Finance	November

