

MINUTES OF THE BOARD OF TRUSTEES MEETING

HELD ON 13 AUGUST 2018

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

IN ATTENDANCE: Sally Dalzell (LSM), Karen Mitchell (A.P.)

Meeting opened at 5.35pm

1. Opening karakia – K. Spark

2. Administration

2.1 Apologies – none

2.2 Declarations of Interest - nothing new

2.3 Confirmation of the previous Minutes

Resolved that the Minutes of the meetings of 21 May 2018, 11 June 2018 and 23 July 2018 be taken as read and confirmed as a true and accurate record.

de Kort/Hughes

Carried

2.4 Electronic Resolutions

Resolved that the Electronic Resolution of 21 June approving the recommendation of the Health & Safety Committee that “final approval” is given to the Spirit of Adventure voyage 1-6 July 2018 be confirmed and the conflict of interest of P. Beckett is noted.

Resolved that the Electronic Resolution of 24 June approving 25 July as the Board staff representative election date be noted.

Resolved that the Electronic Resolution of 24 June appointing the Principal’s PA, Deborah Goudie, as the Returning Officer for the Board student representative election day (to be finalised and advised to the Board) is noted.

Resolved that the Electronic Resolution of 6 July approving the purchase of a new school van for \$47,879 + GST (incl ORC and after deducting the AOG discount) in line with the capital expenditure budget approved for 2018, be confirmed.

de Kort/Hughes

Carried

2.5 Board Attendance List

Resolved that the Attendance List be received.

de Kort/Hughes

Carried

3. Matters Arising

3.1 Uniform Update

The Uniform Committee provided a verbal report and tabled some designs. The Committee to table at the next meeting - a financial plan, timeline, design, costing, implementation/roll-out plan, including survey monkey results. The Board understands the need to move quickly for 2019.

3.2 Board Training List

Board members to advise the Secretary of all relevant trainings attended so the Board can look at knowledge and gaps.

3.3 Disciplinary Presentation

Delayed to November meeting.

4. Business

4.1 NZSTA Update

J. Li presentation regarding the positive learning about governance from the Conference. Board to plan early next year to send members to the Dunedin conference and budget funds for this.

4.2 LSM Update

S. Dalzell thanks Carmel for the warm welcome from Board and SLT. Spoken to many individuals and groups. Enjoying working with Carmel, including meeting and speaking with students and developing relationships. Formulating an action plan, Principal Appraisal date, reviewing Board Policy and Procedure & Employment. Will meet with MOE to discuss draft and report back to the next meeting.

Resolved that the LSM have authority to contract the Principal's appraiser and approve funds not exceeding \$10,000 for payment of same.

Beckett /Hughes

Carried

4.3 Principal's Report

Resolved that the Principal's Report be taken as read and accepted, that personnel appointments as detailed are approved and that the leave application as detailed is approved.

de Kort/Hughes

Carried

4.3.1 Goal 1 & 2 Update - It was requested that work continue as planned on "Development of the Arts" and that a recommendation be put forward.

4.3.2 Curriculum Review – SOLO/learning progression framework clarification re duality.

4.3.3 Kahui Ako (COL) Update - date amended to 9 August 2018 and noted the Board need to approve any Carmel Kahui Ako roles – check if C. Allen has delegated authority.

4.3.4 Assessment Project Update – Ministry attempting to work on data inconsistencies.

4.3.5 H&S Incident Report

4.3.6 Strategic Planning for Coherence Report – Meeting (catered) to be set up with Board, CCAL, SLT, Strategic Planning Committee

4.3.7 Roll Return 1 July Report – C. Allen has requested clarification from MOE re roll numbers discrepancies in the Secondary Schol Roll Projection Guide (R. Webb requested a copy) and C. Allen to request an update/permission to share of the North Shore Secondary Schools roll guide (last guide being from 2015). CCAL working with Mercy Ministries re preference numbers.

Resolved that the Goal 1 & 2 Update, Curriculum Review Report, Kahui Ako Update (as amended), Assessment Project Update, H&S Incident Report, Strategic Planning Report and the Roll Return Report be taken as read and accepted.

Resolved to form an Enrolment Committee to enhance the roll, consisting of S. Pezic, V. Broomfield and S. Harrod.

de Kort/Hughes

Carried

4.4 Policy Review Committee Report

Discussion re Whanau Hui, continued lack of notification and version of draft TOW policy. Board presence appreciated at hui on 15 August.

Resolved that the PRC Report be taken as read and accepted

Resolved that the Delegation of the Principal's Authority "In the absence of the Principal from the school, the Principal delegates all the powers vested in the Principal to the Associate Principal as specified in writing. In the absence of the Associate Principal, the Principal delegates all the powers vested in the Principal to the named Deputy Principal (*This Delegation has a time limit of one month*)" be accepted.

Resolved that clarification of whanau hui engagement in developing the Treaty of Waitangi policy is sought at the next whanau hui.

Resolved that a review of the work programme for the Policy Review Committee to be tabled at the next Board meeting.

Webb/Boyed

Carried

4.5 Health & Safety Committee Report/EOTC approvals

Taken as read.

Resolved that the H&S Report be received.

Noted that the "Connect data" as referred under the report title "General Business" was not attached.

Noted if a student rep is to attend Board events overnight, RAMs to be completed in advance.

Resolved that the following trips have been given Final Approval:

- World Challenge Group Practice Tramp – The Pinnacles, Coromandel (22-23 Sept)
- World Challenge Group – Madagascar (9 Dec 2018 – 7 Jan 2019)
- North Island Intermediate Schools Ski Championship (19-23 August)
- North Island Senior Secondary School Ski Championships (16-19 September)
- AIMS Tournament Tauranga/Mt Maunganui (9-12 September)
- National Secondary Schools Swimming Championship, Wellington (13-16 September)
- Year 13 Camp One Tree Point (20-21 September)

Resolved that the Year 10 Camp to Waiheke (25 Nov – 1 Dec) trip is Approved in Principle.

Resolved retrospectively that the Board Student Rep attend the NZSTA Annual Conference in Rotorua (13-15 July)

Webb/de Kort

Carried

4.6 Property Committee Report

Resolved that the Property Report be received and information noted.

de Kort/Hughes

Carried

4.7 Finance Report

Taken as read.

Noted that the BOT and Principals costs be separated in the report.

Queried Second Hand Uniform donations/distribution.

Resolved that the Finance Report be received and information noted.

Resolved that the LSM fee be estimated up to \$25,000 +GST, that it be included under the Board expenses in the Schools I&E and is an additional expenditure to this year's budget.

Resolved that the Finance Report recommendations be included in the Board meeting minutes.

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

Beckett/Broomfield

Carried

5. Correspondence

Noted that the Secretary reply to Catholic Institute of Aoeaeroa, no thanks.

Noted that Sr. Revell to join the CCAL Special Character Committee as a Board rep

Resolved that the Correspondence be taken as read.

de Kort/Hughes

Carried

Karen Mitchell left the meeting at 7.56pm

6. In Committee Session

Resolved that the Board move into Committee at 7.59pm and that Sally Dalzell be included and granted speaking rights.

de Kort/Hughes

Carried

Andrea Boyed left the meeting at 8.42pm

Resolved that the Board move out of Committee at 8.47pm

de Kort/Hughes

Carried

7. Closing karakia

R. Webb.

There being no further business, the meeting concluded at 8.48pm



Signed

L de Kort

Date: 10 September 2018

The next meeting will be on 10th September 2018.

Opening prayer/karakia: A. Boyed

Closing prayer/karakia: K. Hughes

Actions arising from meeting

Task	Responsible	Due Date
13 August		
Written Uniform Proposal	Uniform Committee	10 September
Uniform Survey Monkey results	Uniform Committee	10 September
Training details	BOT	4 September (Board Pack due)
LSM report	LSM	10 September
MOE Roll Number Clarification	C. Allen	10 September
Kahui Ako presentation	C. Allen	Twice yearly
Kahui Ako roles approved by Board		
Strategic Planning Committee to set up catered meeting with CCAL, SLT and BOT		
MOE Secondary School Roll Projection Guide – July 2018 – copy to R. Webb	C. Allen	asap
MOE North Shore Secondary School Roll Projection Guide – check on update and sharing permission	C. Allen	10 September
Student disciplinary committee TOR and stand down and suspension procedures presentation and Board training	L. de Kort	November
Enrolment Committee – meeting?		Report on 10 September
Whanau Hui	BOT	15 August @ 6.30pm
TOW policy clarification	Secretary	immediately
Finance report – BOT & Principals costs to be separated	Finance Committee	10 September

Finance – Principals expenses and VISA to be forwarded to Chair to sign	Finance	asap
Corresp – reply to Ann Miles, Catholic Institute of Aotearoa	Secretary	immediately
Letter to Pastoral Care Team re C Complaint	Chair	10 September
Permanent Complaint Committee		10 September
Health & Wellbeing to be included in Principal's Report and a thrice yearly report	C. Allen	10 September and thrice yearly