

MINUTES OF THE BOARD OF TRUSTEES MEETING

HELD ON 10 APRIL 2017

PRESENT: Chris Allen, Andrea Boyed, Valerie Broomfield, Liz de Kort, Betty Harrison, Kathrine Hughes, Bruce Macdonald, Sine O'Sullivan, Stana Pezic, Sr Rosemary Revell, Kim Spark and Ray Webb

Apologies - No apologies were received

In attendance Karen Mitchell and Chris France from NZSTA

1. Liz de Kort read the opening karakia

2. Special Topic

2.2 Update on Goal 1

C. Allen's trip to Dublin has been booked.

The Service Programme has slowed a little because there is a new DRS and Chaplain.

2.3 Maori and Pasifika focus

- Only the Maori achievement was reported as the Pasifika was covered in the Analysis of Variance.
- There was a discussion about the reports, their authors, the format and alignment with the Annual Goals. The Board requested that in future reports include the name of the writer, quality assurance and that the reporting is aligned to the Annual Goals where appropriate.
- The Board has no information about the budgets for Maori & Pasifika and both reports request more funding. These requests should inform part of the budget cycle and the Board would want to ensure that the school is meeting its obligations to biculturalism and meeting the needs of diverse communities.
- The request for more funding is a management decision not a governance decision.
- The reports are to be acknowledged and the providers thanked.

Chris France was welcomed to the meeting at 5:55 pm

2.1 Feedback on Board Evaluation and Board Training

- R. Webb thanked the Board members for completing the survey.
- There are 4 areas covered in the survey: leadership, accountability, roles and responsibilities and community. The 3 phases of growth in a board's development are identified: emerging, developing and integrated.
- Points highlighted by Chris France -
 - The Board constitution did not bring members onto the board in the way members wanted. What is to be done with the learning for inductions going forward? The Board will evolve a unique model for induction.
 - Communication with the community - How does the Board do this or does it simply leave it

- o to C. Allen? If the Board was to have an input - How? Who? What?
 - o Set things to do as a Board and report on these - members of the Board could be given the opportunity to write something for the wider community periodically.
 - o The Board did not rate itself highly with its cultural responsiveness to Maori or the Treaty of Waitangi.
 - o Chris France asked the Board about the school's vision - If what is done by the Board is not about the vision, then why are you here?
 - o How should members drive the way they work and bring energy and focus to -
 - Handling large amounts of money
 - A big staff
 - A growing, superb school?
 - o Governance model - has been recorded as "developing". How much will the Board deal with detail? The Board should deal with strategic decisions. It should agree policy and then set this in the hands of the principal to deliver through the procedures.
 - o What should the Board keep as its delegated responsibilities? If the Board wants to make the big decisions it needs to define what that looks like for Carmel College. Roles, responsibilities and delegated authorities should be documented. The Board to stay strategic and high level and get assurance from C. Allen about what is happening at procedural level. Roles and responsibilities need to be really clear.
 - o There are a number of interactive resources concerning governance on the NZSTA website.
- R. Webb thanked Chris France and said he agreed with his summary.
 - o V. Broomfield asked if the Board had the capability to carry out the work? C. France answered that the Board had a lot expertise among its members but if there were any weaknesses then the Board needed to decide if it could fill the gap or bring in an external Facilitator.
 - o It is a large Board and there is a high risk that quieter people could become quieter. It is important to provide an environment for everyone to speak his or her mind. The Board is equal around the table except that the chair presides over the meetings and gets a casting vote. It is important with such a big group to get the paperwork running efficiently.
 - o It is possible to negotiate a reduction in the Board members e.g. reduce Proprietor's rep by one, reduce Parent rep by one.
 - o K. Hughes said that the Board could be positive about progress so far as it has come from a standing start, had no induction and the parent reps are all new. The chair has done an excellent job of time management. Committees have been set up and these are now moving on to the work at hand.
 - o C. France said the survey was a snapshot and the Board should do this again in a year's time.
 - o A. Boyed asked about NZSTA Treaty of Waitangi training. C. France said there was a new resource due out this year and it is his mission to find someone to be a provider.
 - o R. Webb asked L. de Kort to work with him to summarise the survey results and make a recommendation on a Professional Development planner.
- Treaty of Waitangi training has been confirmed for the Board on Wednesday, 28 June 4:30 - 8:00 pm at the college.
- Representation at the NZSTA conference 14-16 July. The Board will support two members to attend.
- A. Boyed asked for consideration to her application to attend that conference.

- If Board members would like to attend, could they please provide their name and a brief on why they wish to attend? If more than two applications are received, the chair will draw names out of a hat; the chair will not be attending. Board members should go online and check if it is something they do want to attend.

2.4 CoL update

- This report is self-explanatory; twice termly updates go to all schools involved. It is very early days and it will be good to see the progress made in the next report. The next step is to put the achievement challenge into some sort of plan.
- B. Macdonald asked if there was an overlap between the CoL and Allis? The Allis initiative is not one of the CoL's goals.

2.5 Special Character Compliance

- C. Allen recommends that the Board Chairperson sign the Special Character Compliance.
- The college is exceeding its tagged positions.
- B. Harrison asked about the consultation required with parents for the sexuality programme. This would need to be clarified with the PE/Health Department.

2.6 Policy Review

- K. Hughes reported that the Policy and Review committee has been set up and running for a short time. The committee is K. Spark, A. Boyed, K. Hughes and C. Allen and reviews the effectiveness of the Board's policies. It is responsible for looking at responsibilities, assessment and management of risk.
- The Terms of Reference for all of the committees have been set up -
 - Student Disciplinary Committee
 - Personnel Management Committee
 - Policy and Review
 - Health and Safety - there is a need to work with the Proprietor's board rather than separately.
- The CCAL Board Property committee has C. Allen and L. de Kort as members.
- B. Macdonald stated that the Proprietor's Board was looking for more involvement from the BOT.
- S. O'Sullivan asked why K. Shoebridge was on the H&S committee? Was her input valuable and is it something she herself should attend? C. Allen explained that K. Shoebridge was on the committee to give a student's input into things that might be H&S issues and K. Shoebridge had probably been on the school's H&S committee.
- The list of the next policies to be looked at was tabled.
- The Finance Policy has not been amended - B. Macdonald will look at this.
- From a Proprietor's perspective, and with regard to H&S, there needs to be clarity around responsibilities to ensure there is no doubling up or that nothing falls between the gaps. L. de Kort advised that the Proprietors would ask Val Lloyd to draft their H&S Policy.
- C. Allen noted that the school's management have not had the opportunity to look at the consultant's report. The report has been forwarded to the BOT members for noting and will be an agenda item for the May meeting. S. McFarlane is the CCAL representative on the BOT H&S committee.
- L. de Kort said there should be more visibility on where the Policies are placed, the website needs updating and there needs to be transparency about the policies. There also needs to be a timeframe for review of the policies and then this should be put into the Board's work plan.
- The Child Protection Policy should be published on the website. C. Allen has been working on

putting the policies into a format that is useful. K. Hughes would like any Policies that are workable to be on the website.

- Committees must bring policies to the Board for approval and ratification.

3. Minutes of the Previous Meeting

- The draft Minutes of the meeting held on 13 March 2017 have been circulated.

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

Moved/Seconded

R. Webb/K. Spark

CARRIED

4. Matters Arising

- College Foundation investigations will be presented to the June meeting.
- A letter of congratulations has been circulated and morning tea has been provided to staff.
- Performing Arts - Expressions of interest in involvement are asked for - K. Spark, S. O'Sullivan and B. Harrison volunteered.
- The Sports' Director will attend the May meeting.
- Statutory Accounts are to be presented by 31 May.

5. Correspondence, taken as read

Motion Moved that the Board accept the inward correspondence

Moved/Seconded

R. Revell/S. Pezic

CARRIED

- The Bullying Procedure will become part of the Policy discussions.
- R. Webb has written a follow-up letter to the open letter that was published in the newsletter.
- 2 x letters of resignation have been received.
- 1 x application for staff leave has been received.

6. Principal's Report, taken as read

- Highlights discussed were -
 - The Sports' Director was asked to make a presentation at Harbour Sports to share the college's Sport strategic plan with other schools.
- Resignations - R. Webb said he would like some assurance that the Board's decision around staff being offered exit interviews was happening.
- The process has been approved in the Terms of Reference of the Personnel Management committee made up of Sr. R. Revell, S. Pezic and V. Broomfield.
- Exit interviews have been arranged for the two staff that left at the end of 2016. All staff that have left their positions in 2017 have been offered the opportunity of an exit interview.
- There was a discussion about what the Board's decision was and whether the policy and procedures match and are consistent with NZSTA's advice. The Personnel Management Committee Terms of Reference include what the Board agreed about exit interviews.

Motion Moved that Board now wishes to assure that exit interviews are completed in accordance with the Terms of Reference for the Personnel Management Committee

Moved/Seconded

K. Hughes/A. Boyed CARRIED

Against

C. Allen

- Two members of the Board can conduct exit interviews and the principal and chair can be excluded if the interviewee elects.
- A. Boyed stated that the Board had a responsibility to do as it said it would and an obligation to keep the principal safe.
- The report on exit interviews should be an accumulation of responses across a year - the Board should get a summary of the feedback on the exit interviews, a collation of information for the Board to use to make decisions and policy changes.

Motion Moved: that the exit interviews already scheduled go ahead as scheduled and that R. Webb will contact the teaching staff providing them with the option included in the Terms of Reference. Subsequent exit interviews will be completed in accordance with the Terms of Reference for the Personnel and Management Committee

Moved/Seconded

S. Pezic/B. Macdonald *CARRIED*

Motion Moved that the Board accept the Principal's report, note the trip applications including the additional final approval for the Rotorua Tourism/Geography trip and approve the leave application

Moved/Seconded

C. Allen/R. Revell *CARRIED*

7. Student Representative

- S. O'Sullivan and C. Allen have met to discuss what the college will do regarding performing arts and a possible production, the HOD Drama, Adam Middleton, also attended this meeting. There is no teacher in the school who is keen for a production because of the time and expense therefore the long term plan is to stage a major production in 5 - 10 years time. Instead of this it was decided to hold some sort of function e.g. Performing Arts evening - something quite professional. This would need promotion through the college and community and could be linked with Rosmini. A decision about whether this should take place this year or next year has not been made, S. O'Sullivan's preference would be this year. S. O'Sullivan, B. Harrison and K. Spark to have a further meeting.

7:30 pm V. Broomfield left the meeting

8.0 Financial Report - taken as read

- B. Macdonald said that good progress is being made with the accounts.
- A decision is required around setting parent contributions for next year - these are usually inflation-based. The rationale for this is that the Proprietor's Board want to start planning a \$13m building and the cost of \$13m has conceivably blown out to \$15m now.
- B. Macdonald will present the pros and cons to the Board so an informed decision can be made. Comparisons with what other colleges' contributions are can be obtained from Linda McQuade at the Auckland Catholic Diocese Office.
- The draft accounts do not need approval at the April meeting.

Motion Moved: that the Board accept the Finance Report

Moved/Seconded

B. Macdonald/K. Spark *CARRIED*


9.0 Principal's Appraisal

Motion Moved: that the Board move into Committee at 7:47 pm

C. Allen, K. Mitchell, B. Harrison, S. O'Sullivan and the secretary left the meeting.

10.0 Actions

- R. Webb to provide a draft format for staff reports to the Board.
- R. Webb to thank the authors of the reports received at the April meeting.
- Board members interested in attending NZSTA Annual Conference to notify Deborah Goudie by Friday 5 May.
- Completed policies to be available on the school's website. Where policies have not been reviewed the current policy should be available.
- R. Webb to contact departing teaching staff re exit interviews.
- B. Macdonald to provide an assessment to the Board re an increase in the parent contribution.
- L. de Kort and R. Webb to draft a proposal for Board training.

Signed  (Chair) Date 8/5/2017
Ray Webb

The next meeting will be on the 8th of May 2017