

MINUTES OF THE BOARD OF TRUSTEES MEETING **HELD ON 14 AUGUST 2017**

PRESENT: Andrea Boyed, Valerie Broomfield, Liz de Kort, Betty Harrison, Bruce Macdonald, Karen Mitchell (Acting Principal), Sine O'Sullivan, Sr Rosemary Revell, Kim Spark and Ray Webb

Apologies - Apologies for absence have been received from Chris Allen and Kathrine Hughes

Motion moved: that apologies for absence be accepted

R. Webb CARRIED

1. Sr Rosemary Revell read the opening karakia

2. Special Topic

2.1 Goal 1 & 2 Update

The update was circulated with the Board papers. Discussion points -

B. Harrison commented that the suggestion for a staff retreat, which came out of the Strategic meeting is being progressed and that R. Fouhy is more than happy to lead a day on staff development in Mercy, however, it was not likely that this retreat would take place this year.

B. Macdonald asked about the evaluation of PATs and how useful these are. At the moment the College is using PATs to measure progress at the beginning and end of the year but is looking at some workable alternative to strengthen shared data. The purposes are a) measuring progress, and b) informing the next steps in teaching and learning. e-asTTle tests give more information about "where next". PaCT is also being used and some workshops on this have been held, two in-school CoL teachers are working on PaCT.

B. Macdonald asked if the college had enough teaching resources for the additional demands? K. Mitchell explained that there has been increased part-time staffing in the English, Maths and Science departments and staff have been advised of extra time opportunities.

Moderation reports are received from NCEA on internal assessments to indicate if these meet the standard. The college will be looking at assessment tasks over the next few years to ensure they reflect moderation.

S. Pezic asked about the underspend on teaching resource - K. Mitchell said staffing was an issue in terms of the curriculum budget spending but has improved with extra resourcing for payroll administration. 1.7 extra FTTEs are funded from CoL and K. Ussher is doing some part-time work on H&S. Shortage of teachers is an issue. S. Pezic would like the college to be more vigorous and be over recruiting rather than under spending.

Service programmes were discussed and how the college could build these in a coordinated

and strategic way. The college is not involved with the Duke of Edinburgh at the moment. Part of K. Mitchell's sabbatical will be looking at service programmes and their learning outcomes.

2.2 Curriculum Review Update

This entails backmapping, starting with Y13 and asking what are the essentials required? Looking at building capacity with staff, holding short PLD sessions on Wednesday mornings, work with Learning Support and the Whanau Hui. Presentations by Marcus Akuhata-Brown around embracing culturally responsive pedagogies were a big catalyst. A number of staff have been, or will be, on sabbatical this year.

There are some barriers to curriculum changes including student anxiety at assessment time. The college is looking at minimising the homework load at Y7 - Y10. R. Webb cited Professor Hattie's book "Visible Learning for Teachers", which suggests homework brings little added value to education.

The college is working to reduce assessments and is communicating and consulting with parents about this. An option evening is scheduled for next week along with a NCEA discussion. Some time has been booked for Y10 and Y11 students on study skills and positive mindsets, YouthLine will be presenting on relaxation and building up health and wellbeing so that students have better skills to cope with assessments.

2.3 Roll Return Confirmation

The 1 July roll return was completed by the college.

2.4 CoL Update

All across-school facilitators have now been employed and all North Shore Catholic primary schools are now part of the CoL. The CoL had a workshop with Marcus Akuhata-Brown. Feedback on Marcus' presentations has been positive and includes a letter to C. Allen from a member of the wider school community. S. O'Sullivan said Marcus was engaging and inspiring and S. Pezic had a reportback from her daughter. Presentations were made to students, staff, parents and the wider community, Rosmini, the CoL and the Whanau group.

3. Minutes of the Previous Meeting

- The draft Minutes of the meeting held on 12 June 2017 have been circulated.

S. Pezic asked about why the review of the Strategic Plan was moved to 2018. R. Webb explained that the Board set this for 2018 because it felt there was enough change happening in 2017 and the current plan already goes to the end of 2018. Review of the Strategic Plan is a big block of work and will require a separate Board session, this should go into the Board work plan for the first quarter of next year.

R. Webb requested that under 5. Correspondence reference be made to the fact that the Complaints Policy is posted on the school website.

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

Moved/Seconded

R. Webb/B. Macdonald

CARRIED

4. Matters Arising

- PTFA Funds - R. Webb reported that advice from NZSTA was that PTFA funds were not a matter for the BOT.
- Foundation enquiries - these will be reported to the Board in Term 4.
- The staff morning tea has taken place and staff were grateful to meet with Board members at the morning tea.

5. Correspondence, taken as read

- Post Treaty Workshop feedback from the provider. A. Boyed tabled the Hautu Tool which the Board could use for self-review for leadership - accountability - the employer's role and representation. A. Boyed to get more copies of this resource for the Board.
- Reports from L. Bruce and J. Lamb - R. Webb to write letters of acknowledge on behalf of the Board. S. Pezic raised L. Bruces comments regarding findings in relation to study choices. Not all students take advantage of the guidance and opportunities provided by the college to assist with subject choice. More work is needed to ensure students know where and how to get help.
- French Exchange Trip - there was discussion about what the College policy is regarding student travel, should students be required to have an escort? K. Spark advised that the whole issue of overseas trips is being looked at by the H&S subcommittee, it will have a policy and procedures in place and will be on the agenda at the September meeting. The H&S subcommittee is looking at all EOTC activities.
- Trip applications and staff leave will be covered in the principal's report.

Motion Moved: that the board accepts the inward and tabled correspondence and approves the outward correspondence

Moved/seconded

R. Webb/B. Macdonald CARRIED

6. Principal's Report, taken as read

- Highlights discussed were -
 - Pink Day on 4 August was very successful.
 - S. Henderson will be Acting Principal in K. Mitchell's absence and other delegation of duties will be agreed by SLT.
 - Buggy Malone Production - L. de Kort said this was a marvelous show but it was costly and involved a lot of staff time. Board members said that the cost should not stop Carmel involvement and any production will be consuming, it was worth spending the money. Topic to be considered when reviewing the Strategic Goals.

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

Moved/Seconded

R. Webb/R. Revell CARRIED

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

- The combined Carmel and Rosmini Choir New York Tour
 - Noumea French Language and Cultural Immersion Trip
- and that the other trips listed on the agenda are noted by the Board

Moved/Seconded

K. Spark/B. Harrison CARRIED

- Applications for leave from two staff - both have been recommended by C. Allen subject to Board

approval. K. Mitchell confirmed there will be adequate relief staff to cover the leave.

- R. Webb approved leave for a staff member in principle, this was agreed electronically by the Board via email and requires confirmation at the Board meeting

Motion Moved: that the Board approves the leave three teaching staff

Moved/Seconded

R. Webb/B. Macdonald

CARRIED

7.0 Student Representative

- Induction of new Student Representative to the Board. S. O'Sullivan asked the Board to approve the new Student Representative, when elected, be permitted to attend Board meetings until the end of S. O'Sullivan's term. S. O'Sullivan and R. Webb meet with the incoming student rep about the role and the differences between governance and management

Motion Moved: that the new Student Representative will attend meetings through to the end of the year.

Moved/Seconded

R. Webb/R. Revell

CARRIED

8.0 Financial Report - taken as read

- B. Macdonald reported
 - The new General Ledger is progressing very well.
 - The new Business Manager has been appointed and will be commencing on 11 September.
 - The current Business Manager is due to be away soon, he will start putting together the budget in an early format before he goes away and will finish this on his return mid-November. This will mean that the Board would not be approving the finished budget by early December. The approval would need to be done by circulation over the Christmas break. A lot of items will essentially rollover from this year.
 - There is some merit in having a discussion at the November meeting around the Strategic Plan – The Business Manager will look at the bespoke items the Board will have to deal with next year, e.g. ICT and other high-level items. The Board can add value when linking the budget to strategic goals in November and then the budget can be finished in February.
 - S. Pezic suggested that some reporting should be delegated away from the principal to free her time. Does the staff banking always have to be the principal's role? S. Pezic would be comfortable if this could be done by one of the Senior Leadership Team. B. Macdonald is trying to get some of the business tasks removed from the principal's responsibility.
 - Auditors Report - Issues highlighted by the auditors are to be addressed by the Finance subcommittee (one set into each upcoming agenda). B. Macdonald is confident that the subcommittee is in a position to handle these things now.
 - B. Macdonald confirmed that there are no areas of concern.
 - The objective of the Finance subcommittee is not to save cost but from an educational perspective to put more into teaching. B. Macdonald believes the Board would be comfortable with one more staff member than we intended if this was linked to the strategic goals.

Motion Moved: that the Board

- Accepts the Finance Report

Moved/seconded

B. Macdonald/L. de Kort

CARRIED

9.0 General Business

- Appointment of Returning Officer for the Student Representative election. K. Mitchell nominated D. Goudie

Motion moved: that the Board appointed D. Goudie to be Returning Officer for the Student Representative election

Moved/Seconded

K. Mitchell/K. Spark

CARRIED

Motion moved: the Board confirms the cancellation of the July meeting

R. Webb/R. Revell

CARRIED

- Application for funding from NZCT for sports uniforms be ratified.

Motion moved: that the Board approves the application for \$9,677.25 from NZCT for sports uniforms

Moved/Seconded

R. Webb/K. Spark

CARRIED

- Application for 2017 Teacher Professional Learning Scholarship - The Personnel Management Committee has recommended this to the Board

Motion moved: that the Board endorses the recommendation by the Personnel Management Committee


Moved/Seconded

V. Broomfield/R. Webb

CARRIED

- Feedback from NZSTA Conference and AGM
 - A. Boyed thanked the Board for the opportunity to attend the conference and AGM, saying it was useful, enlightening and empowering. A. Boyed tabled -
 - “Making a Difference” Trustee Handbook
 - Hautu - The Board would benefit from PD around Hautu
 - Scenario Cards
 - CoL information - Helpful for Board understanding when receiving reports
 - Three good speakers at the conference
 - Judge Andrew Becroft, Commissioner for Children. Judge Becroft said that Trustees play an important part of care of children.
 - Peter Boshier - Ombudsman
 - David Rutherford - Chief Commissioner of Human Rights.
 - The Board should budget now for next year’s conference and look to having 3 members attend. The networking is invaluable.
 - A. Boyed to copy the Board a report on the conference.
- Roll Projection Guide from the Ministry to be sent to the Board with the Minutes.

There being no further business, the meeting concluded at 7:55 pm

Signed  (Chair) Date 11/9/2017
Ray Webb

The next meeting will be on the 11th of September 2017

Opening prayer/karakia R. Webb

Closing prayer/karakia B. Harrison