

CARMEL COLLEGE

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

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

PRESENT: Chris Allen, Peter Beckett, Andrea Boyed, Valerie Broomfield, Liz de Kort (Chair), Siobhan Harrod, & Kiara Theron

IN ATTENDANCE: Karen Mitchell & Sally Dalzell (LSM)

APOLOGIES: Stana Pezic, Sr Rosemary Revell, Kim Spark

Meeting opened at 5.30pm

1. **Opening karakia** – P. Beckett

2. **Administration**

2.1 **Apologies** - none

2.2 **Declarations of Interest** – no change

2.3 **Confirmation of the previous Minutes**

Resolved that the Minutes of 12 November 2018 (as amended re Finance Report TTS Contract is \$3216 per month rather than per annum) be taken as read and confirmed as a true and accurate record.

de Kort/ Beckett

Carried

2.4 **Board Succession Planning**

Casual Vacancy candidates introductions

A. Boyed joined the meeting at 5.40pm

S. Harrod joined the meeting at 5.50pm

2.5 **Board Attendance List**

Resolved that the Attendance List be received.

de Kort/ Beckett

Carried

3. **Matters Arising**

Training details	BOT	December. Complete
Letter to Pastoral Care Team re C Complaint	Chair	December. Complete
MOE North Shore Secondary School Roll Projection Guide – write to other North Shore Schools to request.	Chris	December

Review Maori perspective/recommendations	BOT	December. Agenda item
Draft 5yr Strategic Plan – review/confirm focus aspects	BOT	December. Agenda item
Kahui Ako	C. Allen	Status quo reporting 3 times a yr – on 2019 work plan
Draft Budget – review to ensure BOT anticipated costs included and other comments/questions – review to ensure “accounting treatment of potential cost in 2020 of uniform change as previously approved by the Board” – LSM to update projected fee – CCAL to cover psychologist costs?	BOT Finance LSM L. de Kort	By 23/11 to P. Beckett December By 23/11 to P. Beckett. Done TBA
Governance Policies to be reviewed with a view to ratifying same at December Meeting	BOT	December. Agenda item
Consider whether seeking re-election, what skill-sets BOT requires	BOT	December. Complete
Advert in NST and Newsletter re: BOT Selection	Secretary	13 November. Complete
Expressions of interest of potential BOT candidates be sought, with a view to them submitting a short bio, meet with Chair and Principal and attend December meeting.	Chair/C. Allen	Complete

4. Business

4.1 Principal's Report

Resolved that the Principal's Report be taken as read and accepted.

de Kort/Boyed

Carried

4.1.1 Draft Strategic Plan

Resolved that the Draft School Charter Strategic and Annual Plan be taken as read and accepted.

de Kort/Beckett

Carried

4.1.2 Staff PLD

Resolved that the Staff PLD Report be taken as read and accepted.

de Kort/Allen

Carried

4.1.3 Goal 3 & 4 Update

Resolved that the Goal 3 & 4 Update be taken as read and accepted.

de Kort/Harrod

Carried

Noted the appointments as listed.

4.2 Policy Update

Resolved that the following Governance Policies be approved:

1. Board Roles & Responsibilities
2. Trustee Code of Behaviour
3. Trustee Remuneration and Expenses
4. Conflict of Interest
5. Chair Role Description
6. Student Role Description
7. Staff Role Description
8. Relationship between the Chair and Principal
9. Principal Performance Management

de Kort/Allen

Carried

10. Special Character Draft Policy to be reviewed by CCAL Board and referred back to February meeting.
11. Concerns & Complaints Draft Operational Policy to be reviewed by the Board and ratified in February.

4.3 Treaty of Waitangi Policy

Resolved that the Tiriti o Waitangi Policy be approved.

Noted that the Chair will write thanking the Whanau Group.

Allen/de Kort

Carried**4.4 Health & Safety Committee Report/EOTC approvals**

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

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

- Yr 12 Camp to National Park (3-8 March 2019)

Resolved that the electronic resolution of 21.11.18 approving the Young Enterprise EOTC to Wellington on 6-7 Dec 2018 is confirmed.

Resolved that the EOTC Spirit of Adventure trip (28 Apr – 5 May 19) is approved in Principle.

Resolved that the monthly Incident and Injury Report be taken as read and received.

Resolved that the HSE Report be taken as read and received.

Noted the EOTC Beach Volleyball trip to Mt Maunganui (1-3 Feb 2019)

de Kort/Allen

Carried**4.5 Finance Report & 2019 Budget**

Resolved that the Finance Report be received and information noted.

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

Resolved that the BOT Secretary notify the Business Manager of any action items requiring her input when the draft minutes are published.

Resolved that subject to advice from MOE, the uniform write off is treated as a contingent liability.

Resolved that the 2019 Budget is approved and accepted.

Noted that the Analysis of Variance pg 5 needs to be amended from referring to "C" to donation refund.

de Kort/Beckett

Carried

Resolved that the \$5k delegated authority to the Chair be extended until 11 February 2019.

Broomfield/Boyed

Carried**4.6 Workplan**

Board to consider/review Draft Workplan for ratification on 11th February.

5. **General Business****Resolved** that the Correspondence be taken as read

de Kort/Allen

Carried

K. Mitchell left the meeting at 7.55pm

6. **In Committee Session****Resolved** that the Board move into Committee at 7.55pm

de Kort/Beckett

Carried

K. Theron left the meeting at 8.30pm

Resolved that the Board move out of Committee at 8.35pm

de Kort/Beckett

Carried7. **Closing karakia - C. Allen**

There being no further business, the meeting concluded at 8.36pm

Signed



L de Kort

Date

*13/02/2019*The next meeting will be on 11th February 2019.

Opening prayer/karakia: C. Allen

Closing prayer/karakia: L. de Kort

ACTIONS ARISING FROM MEETING

Task	Responsible	Due Date
MOE North Shore Secondary School Roll Projection Guide – write to other North Shore Schools to request.	Chair	MOE network rep to a meeting in 2019
Thank Whanau Group for work done and ongoing work	BOT	asap
Principal to separately report on Strategic & Annual Plan as per the workplan i.e. not included in the Principal's Report	C. Allen	ongoing
Principal's report to include: School Roll, Personnel (leave, appointments, resignations etc), Student Pastoral Matters, Disciplinary Issues, Upcoming Dates	C. Allen	ongoing
2019 round table meeting with Chair/LSM/Principal/MOE	various	2019
Ask CCAL if they want input into the Draft Special Character Policy	Chair	February
Ask CCAL to consider Sp. Character funds to be used to implement Whanau recommendations	Chair	February
Check on CCAL Sp. Character meeting for 2019 and reporting with respect to the work plan	Chair	February
Principal to re-number policies on shared drive and create an index so the documents are clearly labelled	C. Allen	February
Principal to spread out Policy Review cycle on work plan	C. Allen	February
Principal to consider splitting Goals 2 & 3 for reporting purposes in the workplan	C. Allen	February
Consider/review Concerns & Complaints Draft Policies	BOT	February
Consider/review Draft Workplan	BOT	February
MOE advice as to how to deal with \$120k uniform cost in Finance	Finance	February
NZSTA guidance on Budget / delegations	Finance	February
Analysis of Variance – remove any reference to “C” and replace with “donation refund”	Business Manager	Secretary to advise Sam Hill asap
(Budget) CCAL to cover psychologist costs?	L. de Kort	TBA
Consider whether seeking re-election	BOT	Ongoing
Notify Casual Vacancy Applicants by 18 Dec	Chair	18 Dec

