

CARMEL COLLEGE



MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 11 MARCH 2019

PRESENT: Chris Allen, Val Broomfield, Liz de Kort (Chair), Siobhan Harrod, Stana Pezic, Sr. Rosemary Revell, Julie Scott, Kim Spark, Kiara Theron and Peter Wells

IN ATTENDANCE: Sally Dalzell (LSM), Karen Mitchell

APOLOGIES: Peter Beckett, Andrea Boyed

Meeting opened at 5.30pm

1. **Opening karakia – V. Broomfield**

2. **Administration**

2.1 **Apologies**

2.2 **Declarations of Interest**

2.3 **Self Review**

2.4 **Confirmation of the previous Minutes**

Resolved that the Minutes of 11 February 2019 be taken as read and confirmed as a true and accurate record.

de Kort/ Spark

Carried

2.8 **Board Attendance**

Resolved that the Attendance List for March be received.

de Kort/Spark

Carried

3. **Matters Arising**

MOE Nth Sh Secondary School Projection Guide	Chair	MOE rep to a mtng
2019 round table meeting with Chair/LSM/Principal/MOE	LSM	Once MOE appt rep
Ensure all sub committee members (NB new members) are updated on meeting invite/document circulation lists	Chris	Complete
Reinstate Finance reporting etc into Workplan	Liz	Complete
Updated (final) NCEA results (Analysis of Variance)	Chris	March Agenda
Link to Tomorrows School Review 12 page summary to BOT	Chris	Complete
Notify CCAL of student wellbeing feedback re: school grounds	Chris	Complete

Sp. Character Policy to be ratified following CCAL review	BOT	March Agenda
Operational Policies to be reviewed for March ratification: 01. Responsibilities of the Principal 08. Managing Challenging Behaviour and Physical Restraint 13. Online Safety	BOT	March Agenda
Delegation to the Principal Operational Policy	LSM	March Agenda
Clarify if Chair needs delegation to approve invoices within budget	Fin Com	Complete

4. Business

4.1 Principal's Report

Noted the Appointment and Resignations.

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

Resolved that the Analysis of Variance be taken as read and accepted.

Resolved that the Kahui Ako Report be taken as read and accepted.

Resolved that the Goal 1 Review be taken as read and accepted.

de Kort/Revell

Carried

4.2 Tomorrow's Schools Review

Noted that any comments/suggestions from Board members to be advised to the Chair by Friday the 22nd of March for addition to the feedback letter.

4.3 Resolved that the following Governance Policies be ratified:

10. Special Character

de Kort/Theron

Carried

Resolved that the following Operational Policies be accepted and ratified.

01. Responsibilities of the Principal

08. Managing Challenging Behaviour and Physical Restraint

13. Online Safety

de Kort/Revell

Carried

4.4 Finance Report

Resolved that the Finance Report be received and information noted.

Resolved that the Principal's expenses and VISA for January 2019 be approved and signed by the Chair.

Resolved that for BOT expenditure outside the budget the BOT Chair can ask the Principal to authorise these with the Principal's proposed \$5k discretion, or approach the Finance Committee for a recommendation for additional spending to Board.

de Kort/Revell

Carried

4.5 Noted that the following Operational Policies be reviewed by the Board for ratification in April:

Delegation to the Principal

Financial Planning

Personnel

Asset Protection

K. Spark left the meeting at 6.45pm and rejoined at 6.50pm

4.6 Special Character Report

Noted Lynn Lander retiring and Frances Hague taking Chair of CCAL & Special Character Committee.

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

de Kort/Scott (Spark abstain) **Carried**

4.7 Health & Safety Committee Report/EOTC approvals

Resolved that the HSE Connect Report be accepted.

Resolved that the H&S Report be received and information noted.

Noted the Yr 13 Geography trip to Rotorua with an adult female to attend (16-18 May 19)

Noted the Volleyball Champs in Mt Maunganui (25-29 Nov 19)

Noted the Australian Netball Festival & Hockey trip (19-27 April 19) awaiting Australian RAMS

de Kort/Broomfield **Carried**

4.8 Property Report

Noted that the Board will be responsible for the fitout costs of the new building in late 2020/early 2021.

Noted that CCAL responsible for hall roof and gym vent issues.

Resolved that the Property Report be received and information noted.

de Kort/Spark **Carried**

5. General Business

Noted that the LSM has approved the leave applications.

Resolved that the Correspondence be taken as read.

de Kort/Scott **Carried**

K. Mitchell and K. Theron left the meeting at 7.27pm

6. In Committee Session

Resolved that the Board move into Committee at 7.27pm

de Kort/Spark **Carried**

Resolved that the Board move out of Committee at 7.38pm

de Kort/Revell **Carried**

7. Closing karakia - Sr. Revell

There being no further business, the meeting concluded at 7.40pm

Signed 
L de Kort

Date 8/04/2019

The next meeting will be on 8th April 2019.

Opening prayer/karakia: P. Beckett

Closing prayer/karakia: S. Harrod

ACTIONS ARISING FROM MEETING

Task	Responsible	Due Date
Report on yr 7-10 achievement included in Analysis of Variance in addition to all achievement reports in July & Dec	Chris	Feb 2020
Tomorrow's Schools review. "SPANZ" document be issued to BOT	Chris	asap
Feedback on Tomorrow's Schools Report to Chair	BOT	Friday 22nd March
Add IT network assurance report from Principal to workplan	Liz	asap
Principal's January VISA to Liz to sign (No VISA for Jan, will get Feb VISA for March meeting)	Sam Hill	Complete
Feedback on draft Delegation to the Principal, Personnel, Asset Protection & Fin. Planning Policies to LSM	BOT	asap
Thank you gift and card for Lynn Lander	Secretary	asap
Check Frances Hague still on H&S with new role as Chair of CCAL	Chris	asap
Invite PTFA to next meeting.	Liz	asap
Add strategy meeting feedback to comms	Liz	asap
Sign and date ratified policies	Liz	asap