

# CARMEL COLLEGE

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

## **MINUTES OF THE BOARD OF TRUSTEES MEETING** **HELD ON 12 NOVEMBER 2018**

**PRESENT:** Chris Allen, Peter Beckett, Valerie Broomfield, Liz de Kort (Chair), Siobhan Harrod, Stana Pezic, Kim Spark & Kiara Theron

**IN ATTENDANCE:** Jacqueline Li, Karen Mitchell & Sally Dalzell (LSM)

**APOLOGIES:** Andrea Boyed & Sr Rosemary Revell

Meeting opened at 5.34pm

**1. Opening karakia – Jacqueline**

- 1.2** Presentation by the Te Tiriti o Waitangi Policy and Strategic Plan by the Te Taura kere ki Pupuke Roopu Group. Purpose of opening the conversation between Board/School and Maori. Any questions welcomed by email to Maria.

**Noted Action Arising** for December – review Maori perspective and recommendations

**2. Administration**

**2.1 Apologies – A. Boyed & Sr R. Revell**

**2.2 Declarations of Interest**

**2.3 Confirmation of the previous Minutes**

**Resolved** that the Minutes of 10 September 2018 be taken as read and confirmed as a true and accurate record.

de Kort/Broomfield

**Carried**

**2.5 Board Attendance List**

**Resolved** that the Attendance List be received.

de Kort/Broomfield

**Carried**

**3. Matters Arising**

Training details	BOT	Delayed to December
Strategic Planning Committee meeting with CCAL, SLT and BOT	BOT	complete
Letter to Pastoral Care Team re C Complaint	Chair	Delayed to December

MOE North Shore Secondary School Roll Projection Guide – write to other North Shore Schools to request.	Chris	Delegated to Chair or CCAL for December
Strategic Goal 4 - Goal 4.1 – Budget review – ensure includes anticipated Board costs (e.g. STA conference, Principal appraisal, LSM, independent advisors)	BOT	December
Uniform Finance Arrangements for 2020	Finance	December

#### 4. Business

##### 4.1 Principal's Report

##### 4.1.1 Draft Strategic Plan

Board to review and confirm direction at December meeting.

##### 4.1.2 Kahui Ako Update

Board confirmed reports required 3 times a year. Multi Board meeting included on the Kahui Ako work plan.

##### 4.1.3 Sports Update

Sport involvement is growing and is average relative to other similar schools.

##### 4.1.3.1 Lion Funding Application

##### 4.1.4 Goal 1 & 2 Update

##### 4.1.5 Wellbeing & Carmel Ora Update (Goal 3.4)

Paper & other recycling being developed as part of the whole school wellbeing.

**Resolved** that the Principal's Report, Draft Strategic Plan, Kahui Ako Update, Sports Update, Goal 1 & 2 Update and Wellbeing & Carmel Ora Update be accepted.

**Resolved** that the Staff Sabbaticals and Scholarship, as detailed, are approved.

**Resolved** that the Sports Application to the Lion Foundation for funding of \$9,982 as detailed, be approved.

**Noted** the appointment as listed.

**Noted** the possible Initiatives from the Draft Strategic Plan that are to form the basis of the SP for 2019-2023.

de Kort/Spark

**Carried**

S. Pezic left the meeting at 7pm

##### 4.2 Health & Safety Committee Report/EOTC approvals

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

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

- Year 8 Camp 2019 with the recommendation that supervising staff be given areas of responsibility to ensure the "load" of risk management and safety, is shared.

**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.

Spark/Allen

**Carried**

S. Pezic re-joined the meeting at 7.20pm

##### 4.3 Finance Report

**Resolved** that the Finance Report be received and information noted.

**Resolved** that invoices from Fairway Resolutions and NZSTA are approved for payment.

**Resolved** that the Principal's expenses and VISA for August/September be approved and signed by the Chair.

**Resolved** that an additional \$5k delegated authority to the Chair be approved for the remainder of the 2018 year.

**Resolved** that the continued review of the Tuck Shop be approved.

**Resolved** that the TTS Contract is renewed at \$3,216 pa. *per month* *10/12/18*

**Resolved** that the 2019 Budget is reviewed and that it be referred back to the Finance Committee for finalising with a view to submitting for approval at the December BOT meeting.

Beckett /de Kort

**Carried**

#### 4.4 Policy Update

Verbal update by LSM. Draft Board Governance Policies in the Shared Folder for review. Concerns and Complaints Policy/Procedures to be reviewed and brought to the December meeting. Other policies to be reviewed next year.

#### 4.5 Succession Planning

**Resolved** that the Succession Planning Report be accepted.

**Resolved** that the triennial election date of 7 June 2019 is approved.

**Resolved** that Sharlene O'Donnell is appointed Returning Officer.

**Resolved** that the Chair has delegated authority to sign the Letter of Appointment.

de Kort/Allen

**Carried**

**Resolved** that the Board Vacancy Report be accepted.

**Resolved** to commence the process of Selection to fill the two casual vacancies.

**Resolved** to advertise in the North Shore Times Public Notices and the School Newsletter of the Decision to Select on Thursday 15 November.

**Resolved** to pay the North Shore Times Public Notice fee of \$390.

**Noted** that expressions of interest of potential candidates be sought, with a view to them submitting a short bio, meet with Chair and Principal and attend the December meeting.

de Kort/Beckett

**Carried**

**Resolved** that S. Pezic be appointed Deputy Chair.

Harrod/Broomfield

**Carried**

#### 5. General Business

**Resolved** that the Correspondence be taken as read (removing item 5.6).

de Kort/Beckett

**Carried**

Thank you to J. Li for her enthusiastic contribution to the Board this year and best wishes for her continued studies at University.

J. Li, K. Mitchell and K. Theron left the meeting at 8.45pm

#### 6. In Committee Session

**Resolved** that the Board move into Committee at 8.47pm

De Kort/Beckett

**Carried**

**Resolved** that the Board move out of Committee at 9.50pm


de Kort/Broomfield

**Carried**

7. **Closing karakia**

V. Broomfield

There being no further business, the meeting concluded at 9.52pm

Signed   
L de Kort

Date 10/12/2018

The next meeting will be on 10<sup>th</sup> December 2018.

Opening prayer/karakia: P. Beckett

Closing prayer/karakia: C. Allen

**Actions arising from meeting**

Task	Responsible	Due Date
<b>12 November</b>		
Training details	BOT	December
Letter to Pastoral Care Team re C Complaint	Chair	December
MOE North Shore Secondary School Roll Projection Guide – write to other North Shore Schools to request.	Chair	December
Review Maori perspective/recommendations	BOT	December
Draft 5yr Strategic Plan – review/confirm aspects on which to focus	BOT	December
Kahui Ako	C. Allen	Status quo reporting 3 times a year
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 November to P. Beckett  December  By 23 November to P. Beckett By 23 November to P. Beckett
Governance Policies to be reviewed with a view to ratifying same at December Meeting	BOT	December
Consider whether seeking re-election, what skill-sets BOT requires	BOT	December
Advert in NST and Newsletter re: BOT Selection	Secretary	13 November
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 the December meeting.	Chair/C. Allen	