

CARMEL COLLEGE



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

PRESENT: Chris Allen, Peter Beckett, Andrea Boyed, Liz de Kort (Chair), Siobhan Harrod, Sr. Rosemary Revell, Julie Scott, Kim Spark, Kiara Theron and Peter Wells

IN ATTENDANCE: Sally Dalzell (LSM)

APOLOGIES: Stana Pezic and Val Broomfield

Meeting opened at 5.30pm

1. **Opening karakia** – C. Allen

2. **Administration**

2.1 **Election of Chair and Deputy** – not required

2.2 **Apologies** – V. Broomfield and S. Pezic

2.3 **Declarations of Interest** – Declaration of Conflict of Interest form required to be signed each year.

2.4 **Welcome** to the new Board members J. Scott and P. Wells.

Resolved that Julie Scott and Peter Wells be appointed as parent representatives to the Carmel College Board of Trustees.

de Kort/ Beckett

Carried

2.5 **Code of Conduct** – form required to be signed each year.

2.6 **Sub Committee Composition**

Property – Liz de Kort, Stana Pezic, Chris Allen, Karen Mitchell, Watershed, Peter Beckett

Finance – Peter Beckett, Val Broomfield, Chris Allen, Sam Hill, Karen Mitchell, Peter Wells

Sp. Character – Sr. Rosemary Revell, Chris Allen, Rosanna Fouhy, Denise Camilleri, Lynn Lander, Jackie Farman.

Health & Safety – Kim Spark, Val Broomfield, Kirsty Ussher, Sheryl Henderson, Frances Hague, Julie Scott

2.7 **Confirmation of the previous Minutes**

Resolved that the Minutes of 10 December 2018 (as amended correcting 4.1.1 and 4.5) be taken as read and confirmed as a true and accurate record.

de Kort/ Theron

Carried

K. Spark/Sr. Revell

Abstain

2.8 **Board Attendance/Training**

Resolved that the Attendance List for February be received.

de Kort/Spark

Carried

3. Matters Arising

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 once appointed
Thank Whanau Group for work done and ongoing work	Chair	Complete
Principal to separately report on Strategic & Annual Plan as per the workplan i.e. not included in the Principal's Report	C. Allen	Complete
Principal's report to include: School Roll, Personnel (leave, appointments, resignations etc), Student Pastoral Matters, Disciplinary Issues, Upcoming Dates	C. Allen	Complete
2019 round table meeting with Chair/LSM/Principal/MOE (once new liaison person appointed).	various	LSM to organise
Ask CCAL if they want input into the Draft Special Character Policy	Chair	Complete – report in March
Ask CCAL to consider Sp. Character funds to be used to implement Whanau recommendations	Chair	TBA
Check on CCAL Sp. Character meeting for 2019 and reporting with respect to the work plan	Chair	Complete
Principal to re-number policies on shared drive and create an index so the documents are clearly labelled	C. Allen	Complete
Principal to spread out Policy Review cycle on work plan	C. Allen	Complete
Principal to consider splitting Goals 2 & 3 for reporting purposes in the workplan	C. Allen	Complete
Consider/review Concerns & Complaints Draft Policies	BOT	On Agenda
Consider/review Draft Workplan	BOT	On Agenda
MOE advice as to how to deal with \$120k uniform cost in Finance	Finance Com	Complete
NZSTA guidance on delegations	Finance Com	March
Analysis of Variance – remove any reference to “C” and replace with “donation refund”	Business Manager	Complete
Consider whether seeking re-election	BOT	ongoing
Notify Casual Vacancy Applicants by 18 Dec	Chair	Complete

3.1 Draft Workplan

Noted that Finance reporting etc to be reinstated in the Workplan “living document.”

4. Business

4.1 Principal's Report

Discussion how proud the students are of the new uniform. Thank you to S. Harrod and the Uniform Committee for the work done. Sports Uniform is being rolled out. C. Allen confirmed that the school is fully staffed, which is outstanding in the current climate. The standard of teacher applications was high.

Noted the appointments and leave application, as listed.

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

de Kort/Beckett

Carried

4.1.1 Draft Strategic Plan

Thank you C. Allen for the easy to track document that is relatable to the workshop attended.

Resolved that the School Charter Strategic and Annual Plan for 2019-2021 be taken as read and accepted.

de Kort/Revell

Carried

4.1.2 NCEA Preliminary Results

Noted that the MOE has recalculated the data and that the final results should be available in time for the March meeting.

Discussion regarding Tomorrow Schools Review and noted for March Agenda.

Resolved that the NCEA Preliminary Results Report be taken as read and accepted.

de Kort/Revell

Carried

4.1.3 Wellbeing Preliminary Results

Noted that Wellbeing will be reported on again in September following staff and pastoral team feedback and including National data.

Resolved that the Wellbeing Preliminary Results Report be taken as read and accepted.

de Kort/Scott

Carried

4.2 Board Process – LSM Report

Noted that the Governance Policies to be moved on the shared drive.

Noted that the ratification of the Governance Special Character Policy be delayed to March to enable CCAL review.

Resolved that the following Governance Policies be ratified:

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/Beckett

Carried

Resolved that the 09. Operational Concerns & Complaints Policy be accepted and ratified.

de Kort/Scott

Carried

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

01. Responsibilities of the Principal
08. Managing Challenging Behaviour and Physical Restraint

13. Online Safety

Noted that the Operational Delegation to the Principal Policy be tabled for review in March.

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

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

- North Island SS Rowing to Lake Karapiro (8-10 March 19)
- NZ SS Rowing (Maadi Cup) Lake Karapiro (23 -30/31 Mar 19)
- Yr 12 PED Camp – Kaimai Ranges (3-5 April 19)
- USA History (Black Civil Rights) Yr 11 HIS students (14-27 Apr 19 - school holidays)

Noted the NZ SS Volleyball Champs in Palmerston North (24-29 March 19)

Noted the SS Triathlon Nationals in New Plymouth (29-31 Mar 19)

de Kort/Allen

Carried4.5 **Finance Report**

Resolved that the Finance Report be received and information noted.

Resolved that the Principal's expenses and VISA for Nov and Dec 2018 be approved and signed by the Chair.

de Kort/Beckett

Carried5. **General Business**

Resolved that the Correspondence be taken as read.

de Kort/Harrod

Carried6. **In Committee Session**

Resolved that the Board move into Committee at 7.04pm

de Kort/Beckett

Carried

K. Theron left the meeting at 7.14pm

Resolved that the Board move out of Committee at 8.10pm

de Kort/Beckett

Carried7. **Closing karakia - L. de Kort**

There being no further business, the meeting concluded at 8.12pm

Signed



 L de Kort

Date



The next meeting will be on 11th March 2019.

Opening prayer/karakia: P. Beckett

Closing prayer/karakia: A. Boyed

ACTIONS ARISING FROM MEETING

Task	Responsible	Due Date
Ensure all sub committee members (NB new members) are updated on meeting invite/document circulation lists	Chris	ASAP
Update Secretary of any BOT training completed	BOT	Ongoing
Reinstate Finance reporting etc into Workplan	Liz	March
Updated (final) NCEA results	Chris	March
Link to Tomorrows School Review 12 page summary to BOT	Chris/ Secretary	ASAP
Notify CCAL of student wellbeing feedback re: school grounds	Chris	CCAL meeting
Governance Policies to be moved on shared drive`from "Policies and Procedures" to "Governance Manual"	Chris	ASAP
Sp. Character Policy to be ratified following CCAL review	BOT	March
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
Delegation to the Principal Operational Policy be tabled for review in March	Sally	March
Finalised Complaints Policy to be uploaded to shared drive	Chris	ASAP
Clarify whether Chair needs delegation to approve invoices within budget	Finance Com	March
Principal's VISA to Chair to sign on Wed 13 Feb	Secretary/ Sam Hill	ASAP

