



CARMEL COLLEGE

MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 8 APRIL 2019

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

ABSENT : Andrea Boyed

IN ATTENDANCE: Sally Dalzell (LSM), Karen Mitchell

Meeting opened at 5.33pm

1. **Opening karakia** – P. Beckett
2. **Administration**
 - 2.1 **Apologies** - none
 - 2.2 **Declarations of Interest**
 - 2.3 **PTFA Introduction** – Thank you to Fiona MacKenzie-Sole for sharing the PTFA events and goals for 2019. The BOT will support the PTFA at events and meetings as much as possible. C. Allen confirmed the school is very appreciative and incredibly grateful for the hardworking PTFA team.
 - 2.4 **Self Review feedback** – Noted that specific training for the new Board to incorporate any gaps in knowledge indicated by the self-review, and the Board Induction Pack to be updated. CCAL to confirm stakeholder identification.
 - 2.5 **Board Election Update** – Noted the Returning Officer is very organised and all milestone dates are being met.
 - 2.6 **Confirmation of the previous Minutes**
Resolved that the Minutes of 11 March 2019 be taken as read and confirmed as a true and accurate record.

de Kort/ Pezic **Carried**
Beckett abstain
 - 2.7 **Board Attendance**
Resolved that the Attendance List for April be received.

de Kort/Pezic **Carried**

3. **Matters Arising**

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	Complete
Tomorrow's Schools review. "SPANZ" document be issued to BOT	Chris	Complete
Feedback on Tomorrow's Schools Report to Chair	BOT	Complete
Add IT network assurance report from Principal to workplan	Liz	Complete
Feedback on draft Delegation to the Principal, Personnel, Asset Protection & Fin. Planning Policies to LSM	BOT	Complete
Thank you gift and card for Lynn Lander	Secretary	Complete
Check Frances Hague still on H&S with new role as Chair of CCAL	Chris	Complete
Invite PTFA to next meeting.	Liz	Complete
Add strategy meeting feedback to comms	Liz	Complete
Sign and date ratified policies	Liz	In progress

4. **Business**4.1 **Principal's Report**

Thank you to Rosie Shanks for presenting the informative SENCO Report.

Noted the Appointment and Resignation.

Resolved that the Principal's Report, SENCO Report, Goal 2 Update Report, Arts Review be taken as read and accepted.

de Kort/Beckett

Carried

4.2 **Tomorrow's Schools Feedback** – Thank you to C. Allen for the very balanced and comprehensive response. **Resolved** that the Response to Tomorrow's Schools Review be accepted.

de Kort/Beckett

Carried

4.3 **Resolved** that the Financial Planning, Asset Protection, Personnel and Financial Delegations Operational Policies be accepted and ratified.

de Kort/Allen

Carried

Resolved that the LSM Report be received and that the Delegation to the Principal be accepted and ratified.

de Kort/Scott

Carried

4.4 **Noted** that the Curriculum Delivery, Protection & Sharing of Intellectual Property, Timetable and Appointments Operational Policies be reviewed by the Board for ratification in May and Guidelines for Reviewing Policies be considered.4.5 **Health & Safety Committee Report/EOTC approvals**

Full school evacuation practice completed with training provided where necessary. Another practice, non-notified, to take place later this year. Noted that any individual student Risk Management Plan accompany them on trips.

Resolved that the HSE Connect Report be accepted (with removal of name).

Resolved that the Incident Report be accepted.

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

Final Approval for the Australian Netball Festival & Hockey trip (19-27 April 19)

Final Approval for the Spirit of Adventure trip (28 April – 5 May 2019)

Approval in Principle for the World Challenge Trip to Peru (Dec 20 – Jan 21)

Noted AIMS trip (8-13 September 2019)

de Kort/Theron

Carried

4.6 Finance Report

Resolved that the Finance Report be received and information noted.

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

Resolved that the Financial Delegations be approved.

de Kort/Scott

Carried

4.7 Whanau Mercy Workshop Report

Agreed to invite Richard Kerr-Bell to a meeting later in the year. Sr Revell to forward documents for sharing.

5. General Business

Agreed not to send any Trustees to NZSTA Conference this year, but rather to have specific training at BOT meetings later in the year. Consider attendance at hui on Thursday.

Resolved that the Correspondence be taken as read

de Kort/Beckett

Carried

6. In Committee Session

Resolved that the Board move into Committee at 8pm

de Kort/Spark

Carried

The Minutes of the previous meeting were ratified.

Resolved that the Board move out of Committee at 8.02pm

de Kort/Revell

Carried

7. Closing karakia - S. Harrod

There being no further business, the meeting concluded at 8.04pm

Signed



L de Kort

Date

11-06-2019

The next meeting will be on 13th May 2019.

Opening prayer/karakia: S. Pezic

Closing prayer/karakia: Sr. Revell

ACTIONS ARISING FROM MEETING

Task	Responsible	Due Date
BOT visibility by community at school events	BOT	Ongoing
CCAL confirm stakeholder identity	Liz	Ongoing
Update BOT induction pack to include feedback queries/identify training	Liz	After June
BOT comms to community before election	LSM/Liz	After May
Roll data meeting with MOE (V. Broomfield to attend with L. de Kort)	Liz	TBA
Add Exit Interview Assurance Report into Workplan (Mar 2020)	Liz	
Feedback on tabled policies to LSM asap	BOT	ASAP
New BOT to invite Richard Kerr-Bell to a meeting	BOT (new)	After June
Mercy docs to Secretary for circulation	Sr. Revell	ASAP
Finance Report to include VISA total	Bus. Manager	By May
BOT to advise PTFA of any sponsorship suggestions/help for Art Fusions specifically and anything generally	BOT	Ongoing
PTFA meeting schedule to roster BOT attendee	Secretary	ASAP
Check all Minutes uploaded on school website	Secretary	ASAP
IC Minutes storage and process	Secretary	May
CCAL to advise if the 4 th BOT position be filled by a CCAL representative following co-opted position term end on 12 Sep 2019.	Liz	May
School community opportunity to learn about BOT role	Chris	ASAP
Ongoing BOT school updates/email communications on BOT activities	Liz/Chair	After May
H&S to ensure all proposed resolutions including EOTC approvals be encapsulated in the "Recommendations" box on the cover sheet	H&S Committee	May
Whanau Hui timetable	Chris	ASAP
Whanau Hui bbq – RSVP	BOT	ASAP
Sign and date ratified policies	Secretary	ongoing