



CARMEL COLLEGE

MINUTES OF THE BOARD OF TRUSTEES MEETING **HELD ON 13 MAY 2019**

PRESENT: Chris Allen, Peter Beckett, Andrea Boyed, 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

Meeting opened at 5.30pm

1. Opening karakia – S. Pezic

2. Administration

2.1 Apologies – none (late notice from J. Scott)

2.2 Declarations of Interest – noted that NZ Uniforms sports brand Code is sponsoring K. Spark's daughter.

2.3 Confirmation of the previous Minutes

Resolved that the Minutes of 8 April 2019 be taken as read (as amended at 2.4 and 4.5) and confirmed as a true and accurate record.

de Kort/Beckett
Boyed abstain

Carried

2.7 Board Attendance

Resolved that the Attendance List for May be received.

de Kort/Revell

Carried

3. Matters Arising

Task	Responsible	Due Date
BOT visibility by community at school events	BOT	Note/ongoing
CCAL confirm stakeholder identity	Liz	P. Beckett updated on CCAL market research underway
Update BOT induction pack to include feedback queries and identify BOT training needs	Liz	TBA
BOT comms to community before election	LSM/Liz	After May meeting
Roll data meeting with MOE (V. Broomfield to attend with L. de Kort)	Liz	Still to be arranged, MOE delays

Add Exit Interview Assurance Report into Workplan (Mar 2020)	Liz	Complete
Feedback on tabled policies to LSM asap	BOT	Complete
New BOT to invite Richard Kerr-Bell to a meeting	BOT (new)	Tiaki Manuku to implement a Mercy PD programme for new trustees after elections
Mercy docs to Secretary for circulation	Sr. Revell	Complete
Finance Report to include VISA total	Bus. Manager	Agenda - Finance
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	Complete
Check all Minutes uploaded on school website	Secretary	Complete
IC Minutes storage and process	Secretary	On Agenda
CCAL to advise if the 4 th BOT position be filled by a CCAL rep. following co-opted position term end on 12.9.19	Liz	CCAL to decide after elections
School community opportunity to learn about BOT role	Chris	Complete (15 th May)
Ongoing BOT school updates/email comms on BOT activities	Liz/Chair	After May meeting
H&S to ensure all proposed resolutions incl. EOTC approvals be encapsulated in the "Recommendations" box on the cover sheet	H&S Committee	Complete
Whanau Hui timetable	Chris	TBA
Whanau Hui bbq – 2 nd May	BOT	Complete
Sign and date ratified policies	Secretary	Complete & ongoing

4. Business

4.1 **Principal's Report** – Enrolled 3 students today, Yrs, 7, 8 & 10. 2 from Australia, 1 from Wellington.

Noted the Appointment and Resignation.

Resolved that the Principal's Report, GATE Report, Goal 3 Report be taken as read and accepted.

de Kort/Pezic

Carried

J. Scott joined the meeting at 5.30pm.

Resolved that a Special Character subcommittee be constituted in February 2020 to prepare and present the 2020 Special Character Compliance Report (with appropriate cover sheet).

de Kort/Broomfield

Carried

Resolved that the Special Character Compliance Report be accepted, signed by the Chair and forwarded to CCAL for sign off.

de Kort/Beckett

Carried

4.2 **Resolved** that the Appointments, Curriculum Delivery and Protection & Sharing of Intellectual Property Operational Policies be accepted and ratified.

Pezic/Revell

Carried

- 4.3 Noted** that the Child Protection, EOTC, H&S, Timetable and IC Minute Policies be reviewed by the Board for ratification in July.

S. Dalzell advised the next phase, after all policies are ratified, is for the Board to determine whether the policies are "fit for purpose" in this current climate as per the reference paper "Guidelines for Reviewing Policies". The new Board could consider reinstating the Policy Review Committee once the LSM has finished her tenure. The responsibility of the PRC would be to review the Operational Policies spread out over a 3 year cycle in the work plan. The Governance Policies will be re-approved in February 2020.

Discussion regarding the draft Timetable Policy. C. Allen advised the Policy was a requirement of Second Teachers Collective Agreement. Noted within the draft that the Finance Committee are required to report on expenditure. Discussion regarding the S.U.E (staff usage expenditure) report that the FC do not receive but that "staff expenditure" is included in the "budget line". Consider a solution that the Principal re-writes the monitoring clause in this policy and re-submits it for ratification at the July meeting.

Discussion regarding the draft In Committee Minute storage and access Policy/Procedure. Question regarding the electronic storage of IC Minutes. Noted the Delegation register will need to be updated to include the person authorised to provide access to the Minutes from the secure storage and oversee the access. BOT Secretary to obtain NZSTA advice in writing, for review at the next Board meeting.

4.4 Health & Safety Committee Report/EOTC approvals

K. Spark clarified the definition of EOTC "approval in principle" and "final approval". Watershed to add assurance to the Board in the H&S Report.

Resolved that the H&S Report be received and information noted and the HSE Connect Report and Incident Report for April be accepted.

de Kort/Revell **Carried**

4.5 PTFA Report

K. Spark attended the last PTFA meeting and confirmed the PTFA appreciate any support the Board can provide regarding sponsorship/prizes/attendance at PTFA events and recruitment to the PTFA.

4.6 Finance Report

Noted That Term Deposits will be included in the report going forward;

That Sam Hill has exceeded expectations in that for the first time in a number of years that the Annual Report for the Auditors is completed on time;

P. Beckett advised that an approximate \$500k fitout for project Falcon will be required in the next 2 years. It was also noted that the uniform contract will need to be paid out and that there are funds on deposit, available.

Resolved that the Finance Report be received and information noted, that the Board approve the Principal's expenses and VISA for March and that the Chair sign same, the Cyclical Maintenance Plan is approved (after brief explanation of same), the Fixed Asset Depreciation rates remain unchanged, the 2018 Annual Accounts be signed by the Chair pending Audit confirmation and no material changes.

de Kort/Broomfield **Carried**

4.7 Property Report

Noted that; the \$12m construction "Project Falcon" is in progress and a project manager has been appointed by CCAL. An architect and quantity surveyor are also to be engaged. A "value management workshop" inviting all stakeholders e.g. parents, students, teachers, to be arranged; and the hall roof leak repair is underway.

Resolved that the Property Report and Minutes be received and information noted and the 10 Year Property Plan for 2019 – 2028 is agreed.

de Kort/Beckett

Carried

4.8 Election Update

Board has received two parent nominations. Closing 24th May. Board members need to complete nomination and candidate statements as soon as possible. NZSTA will facilitate a meeting on 15th May for potential election candidates, about what the role of a trustee involves.

L. de Kort thanked all Board members for their service to Carmel.

5. General Business

Resolved that the Correspondence be taken as read.

de Kort/Theron

Carried

K Mitchell left the meeting at 7.20pm.

6. In Committee Session

Resolved that the Board move into Committee at 7.20pm

de Kort/Beckett

Carried

The LSM Report regarding progress against the scoping report was considered.

A. Boyed left the meeting at 7.30pm and K. Theron left the meeting at 7.50pm.

The B Complaint was re-considered.

Resolved that the Board move out of Committee at 8.43pm.


de Kort/Broomfield

Carried

7. Closing karakia - Sr. Revell

There being no further business, the meeting concluded at 8.45pm

Signed


L de Kort J. Scott (Char)

Date

24/6/19

The next meeting will be on 1 July 2019.

Opening prayer/karakia: C. Allen

Closing prayer/karakia: K. Theron

ACTIONS ARISING FROM MEETING

Task	Responsible	Due Date
<i>BOT visibility by community at school events</i>	<i>BOT</i>	<i>Note/ongoing</i>
<i>Update BOT induction pack/identify BOT training needs</i>	<i>Liz</i>	<i>TBA</i>
<i>BOT comms to community before election</i>	<i>LSM/Liz</i>	<i>ASAP</i>
<i>Roll data meeting with MOE (V. Broomfield to attend with L. de Kort)</i>	<i>Liz</i>	<i>TBA</i>
<i>BOT to advise PTFA of any sponsorship suggestions/help for Art Fusions specifically/assist with PTFA recruitment and anything generally</i>	<i>BOT</i>	<i>ongoing</i>
<i>CCAL to advise if the 4th BOT position be filled by a CCAL rep. following co-opted position term end on 12.9.19</i>	<i>Liz</i>	<i>CCAL to decide after elections</i>
<i>Ongoing BOT school updates/email comms on BOT activities</i>	<i>Liz/Chair</i>	<i>ongoing</i>
<i>Whanau Hui timetable</i>	<i>Chris</i>	<i>TBA</i>
<i>Sign and date ratified policies</i>	<i>Secretary</i>	<i>ongoing</i>
Feedback on tabled policies (Child Protection, EOTC, H&S, Timetable, IC Minutes)	BOT	ASAP
Advise BOT re monitoring/Timetable Policy	Chris	July
Finance Committee Chair to request Bus. Manager to incl. standing items as noted in FC Minutes included in Recommendations to BOT and in the FC Agenda	Fin Chair	July
Finance Report to include term deposits	Bus. Man.	July
Chair to thank Bus. Manager for Annual Report	Chair/Sec	Complete
Board Assurance statement to be reviewed – Board Admin, Curriculum, H&S, Welfare, Personnel, Finance and Assets – add to workplan	Chair	ASAP
Board Assurance – self audit	BOT	
MOE meeting with BOT at end of LSM tenure – Tue 28 th or Thus 30 th May at 5.30pm		Complete
Add Special Character Committee formation to Workplan in Feb 2020 for purpose of Sp. Character Compliance Report	Chair	July
BOT training Stand-down process – add to workplan for later in 2019	Chair	July
NZSTA written advice re IC Minute storage/access NB Delegation register to be updated?	Policy Comm	July
H&S Report to include Watershed assurance to Board	H&S	July/ongoing
Parent Rep Nomination and Candidate statements to Returning Officer	BOT	Complete

*** items in italics are carried over from April action items*