



CARMEL COLLEGE

MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 12 AUGUST 2019

PRESENT: Chris Allen, ~~Peter Beckett~~, Val Broomfield, Michael Chinnery, Kerry Jones, Catherine Mackisack, Sr. Rosemary Revell, Julie Scott (Chair), Pravina Singh and Kiara Theron

IN ATTENDANCE: Sally Dalzell (LSM), Laura McKenzie

Meeting opened at 5.30pm

1. **Opening karakia** – K. Theron

2. **Administration**

2.1 **Apologies** – P. Beckett

2.2 **Declarations of Interest** – as per below

2.3 **Board Attendance**

Resolved that the Attendance List for August be received.

Scott/Broomfield

Carried

2.4 **Confirmation of the previous Minutes**

Resolved that the Minutes of 24 June 2019 be taken as read and confirmed as a true and accurate record.

Scott/Revell

Carried

2.5 **Chair Introduction**

- J. Scott attended useful training and recommends the Board take every opportunity to attend training.
- Noted the importance of following process including to avoid a conflict situation.
- Met with teachers to introduce herself.
- Thanks for patience as Chair/Sub Committees learning processes.
- Aim to finish meetings at 7.30pm.
- Board Assurance Statement completed – Board to review.
- Brief discussion re ERO pre-visit on 23 Aug to ascertain school focus of review and visit on 23 Sep.
- Thanks to those who attended Carmel Day and note to Board check Carmel events/attendance.

2.6 **Extra Meeting** – J. Scott explained extra meeting on 2 September for purpose of Board Training by NZSTA, preparation for ERO and Roll Data Meeting discussion.

2.7 **Student Rep election**

Resolved that the Student Election take place on 28 August 2019 and that Deborah Goudie be appointed as the Returning Officer.

Scott/Chinnery

Carried

2.8 Sub Committee Delegated Authority

J. Scott explained the need for sub committee members to sign Delegated Authorities for each committee, which was completed.

19. Matters Arising

NZSTA BOT training on stand downs – add to workplan	Chair	Sept
Thank ex-BOT	Chair/Sec	Complete
Policy review cycle incl. assurance to BOT that policies are tested/fit for purpose – add to workplan	Policy Com	Sept
BOT to update bios/photo, to Secretary	BOT	Complete ex P. Beckett/C. Allen
Comms – BOT update to school community incl who CCAL BOT members are	Chair	Complete
Board Assurance statement to be reviewed – Board Admin, Curriculum, H&S, Welfare, Personnel, Finance and Assets – add to workplan	Principal	Agenda
Add Special Character Committee formation to workplan in Feb 2020 for purpose of Sp. Character Compliance Report	Chair	Sept
Roll data meeting with MOE	Chair/Principal	Complete
Whanau Hui timetable	Principal	TBA
IC Minute storage/access procedure/policy	Principal/Policy com	Agenda
H&S Policy review incl. Police vetting/Vulnerable Children Act	Policy com/ H&S com	Agenda
Review EOTC trip approvals to assure BOT re: notation “same as previous years”	H&S	Complete
BOT review and comment on draft policies (in Drive) including H&S and EOTC approvals	BOT	Complete
BOT group photo	Secretary	Agenda
Any Code of Conduct documents not signed to be followed up.	Secretary	Complete
Consider attendance at School Events	BOT	Ongoing
Advise Secretary if attending Diocese training	BOT	Complete
Advise Secretary of PTFA Meeting attendance - NB not required		
Advise if attending PTFA Curry Night on 16 August (Quiz Night delayed to Oct?)	BOT	asap

4. Business

4.1 Principal's Report

Noted the Sabbatical Report (in Corresp) and Resignation.

Resolved that the Principal's Report, Strategic Goal I Update, Appraisal, Kahui Ako, International Students and Service Learning Reports be taken as read and accepted.

Allen/Revell

Carried

4.2 Policy Report

Noted that the Policy Review Committee is reviewing policy with a holistic approach including wider legislative compliance/implications.

Resolved that the Policy Report be taken as read and accepted.

Singh/Revell

Carried**4.3 Policies for Ratification**

Noted that the Education Outside the Classroom Policy be amended for review in September.

Noted that review of all trips is a robust process, the wording does not need to change, the sub committee has delegated authority, police vetting requirement, provision of RAMS to all parents and those attending to sign same, Action Plans for emergency medical conditions are included with RAMS.

Resolved that the Child Protection, Health & Safety and Timetable Policies be accepted and ratified.

Singh/Revell

Carried**4.4 Policies for Review**

Noted the Publically Excluded Business Operational Procedure.

4.5 Health & Safety Report/EOTC approvals

Resolved that:

- 1 the H&S Report be received and information noted;
- 2 the HSE Connect July Report be accepted;
- 3 the Incident Report for July be accepted;
- 4 Final Approval for Yr 7/8 Nth Island Ski Champs (25-29 Aug)
- 5 Final Approval for Tournament Week Hockey (1-6 Sep)
- 6 Final Approval for AIMS Tournament teams (8-13 Sep)
- 7 Final Approval for Football Gold Coast Youth Cup (28 Sep-8 Oct)
- 8 Approval in Principle Yr 10 Camp at Waiheke (24-30 Nov)
- 9 Approval in Principle International Space School as individuals (Dec 19 for 2 weeks)
- 10 Approval in Principle International Space School Yr 9-13 (Dec 20 for 2 weeks)
- 11 Approval in Principle Technology trip to Italy Yr 11-13 (8-25 Apr 20)
- 12 Noted Tournament Week Football (1-6 Sep)
- 13 Noted Tournament Week Junior Basketball (31 Aug – 3 Sep)
- 14 Noted Tournament Week Premier Basketball (4-7 Sep)

Scott/Chinnery

Carried**4.6 Finance Report**

Noted that increases are in line with CPI and CCAL and explanation of Watershed cost being a recognition of extra work over staff transition.

Resolved that:

- 1 the Finance Reports for May and June be received and information noted;
- 2 the Board approve the Principal's expenses and VISA for May & June and that the Chair sign same;
- 3 the Board agrees/approves to increase the Yr7-8 General Purposes Contribution rates from \$138 to \$140 for the 2020 year;
- 4 the Board agrees/approves to increase the Yr9-13 General Purposes Contribution rates from \$148 to \$150 for the 2020 year;
- 5 the Board agrees/approves to pay their share (70%) of the \$500+GST per month to Watershed;
- 6 the Board agrees/approves to pay their share (70%) of the one-off payment of \$6,000+GST to Watershed.

Chinnery/Theron

Carried

L. McKenzie left the meeting at 7.03pm

5. In Committee Session

Resolved that the Board move into Committee to protect the personal privacy of natural persons at 7.03pm

Scott/Chinnery Carried

Resolved that the Board move out of Committee at 7.05pm.

Scott/Revell Carried

6. General Business

6.1 Resolved that the Correspondence as amended (removing 6.1.2 and 6.1.14) be taken as read.

Scott/Revell Carried

6.2 MOE Invite to 9th September Meeting to review statutory intervention.

6.3 Prior Leave Approvals for BOT members – Sr. Revell away 7 Sep – 6 Oct, V. Broomfield away 14 Oct.

6.4 Feedback – meeting evaluation forms completed.

7. Closing karakia - V. Broomfield

There being no further business, the meeting concluded at 7.28pm

Signed ASL
J Scott

Date 9/9/19

The next meeting will be on 2 September 2019.

Opening prayer/karakia: C. Allen

Closing prayer/karakia: C. Allen

ACTIONS ARISING FROM MEETING

Task	Responsible	Due Date
Review Workplan	Chair	Sept
Workplan addition – NZSTA BOT training on stand downs	Chair	Sept
Workplan addition – Policy review cycle incl. assurance to BOT that policies are tested/fit for purpose	PRC	Sept
Workplan addition – Special Character Committee formation in Feb 2020 for purpose of Sp. Character Compliance Report	Chair	Sept
Review BAS & advise any questions to Chair/Principal to enable determination of learning needs	BOT	19 Aug
Add sub-committee delegations to Drive	Principal	asap
Add PEB procedure to Drive	Principal	asap
BOT newsletter	Chair	Oct
Advise Principal if attending Whanau meeting on 5 Sep	BOT	asap
Consider attendance (including PTFA Quiz Night 18 Oct) at Carmel Events (on Drive)	BOT	ongoing
Amend EOTC Policy	PRC Com	Sept
Add meeting feedback to Drive	Secretary	Sept
Invite MOE to 9 Sep Meeting	Chair	Sept

ASCO