



# CARMEL COLLEGE

## MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 24 JUNE 2019

**PRESENT:** Chris Allen, Peter Beckett, Val Broomfield, Michael Chinnery, Liz de Kort, Kerry Jones, Catherine Mackisack, Sr. Rosemary Revell, Julie Scott, Pravina Singh and Kiara Theron

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

Meeting opened at 5.30pm

**1. Opening karakia – Sr. Rosemary Revell**

**2. Administration**

**2.1 Election Chair/Deputy**

C. Allen and S. Dalzell thanked L. de Kort for very ably accepting the Chair role last year.

Sr. Revell nominated J. Scott as Chair, seconded by P. Singh.

J. Scott nominated P. Singh as Deputy Chair, seconded by M. Chinnery.

As there were no other nominations received, it was resolved that J. Scott is elected as Chair and P. Singh as Deputy Chair.

**Resolved** that K. Mitchell and S. Dalzell be in attendance and have speaking rights.

**2.2 Apologies – none**

Scott/Allen

**Carried**

**2.3 Declarations of Interest – forms completed by Board and details to be added to each Agenda.**

**2.4 Code of Conduct – forms signed by Board.**

**2.5 Confirmation of the previous Minutes**

**Resolved** that the Minutes of 13 May 2019 be taken as read and confirmed as a true and accurate record.

Scott /Beckett

**Carried**

**2.6 Board Attendance**

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

Scott/Revell

**Carried**

**2.7 Sub Committee Membership**

**Finance – C. Allen, Sam Hill, V. Broomfield, P. Beckett, K. Mitchell and M. Chinnery**

**Property – K. Jones, C. Allen, K. Mitchell and L. de Kort**

**Special Character – Sr. Revell, C. Allen, Jacquie Farnam, Denise Camilleri and Rosanna Fouhey**

**H&S – Kirsty Ussher, V. Broomfield, J. Scott, Sheryl Henderson, Frances Hague, C. Mackisack and P. Singh**

**Policy – C. Allen, Sr. Revell, P. Singh and S. Dalzell to transition to full responsibility**

**Personnel - ad hoc, as and when required**

**Discipline - ad hoc, as and when required**

**NOTED** NZSTA Board training on stand downs to be added to workplan.

**2.8 Governance Policy** – Board induction on Policies, noting that all existing policies have been redrafted with a lot of work completed by C. Allen, merging the NZSTA model with Special Character and specific Carmel requirements. The Board needs to test the policies are “fit for purpose” by requesting management to advise how the policies are working. Policy review cycle will be added to the work plan.

**2.9 Board Training** – Board induction on Procedure/Responsibilities.

### 3.0 MATTERS ARISING

Task	Responsible	Due Date
Update BOT induction pack/identify BOT training needs	Principal/LSM	Complete
Roll data meeting with MOE (V. Broomfield to attend with L. de Kort) C. Allen and J. Scott to also attend. Date is 10 July at MOE building in Mt Eden.	various	10 July
BOT to advise PTFA of any sponsorship suggestions/help for Art Fusions specifically/assist with PTFA recruitment and anything generally	BOT	ongoing
CCAL to advise if the 4 <sup>th</sup> BOT position be filled by a CCAL rep. following co-opted position term end on 12.9.19	LSM	Complete
Ongoing BOT school updates/email comms on BOT activities	Chair	ongoing
Whanau Hui timetable	Principal	TBA
Advise BOT re monitoring/Timetable Policy - Referred to Finance committee for budget monitoring.	Finance committee	Ongoing
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	Complete
Finance Report to include term deposits	Bus. Man.	Complete
Chair to thank Bus. Manager for Annual Report	Chair/Sec	Complete
Board Assurance statement to be reviewed – Principal to complete first review, share with Chair and bring to next meeting	Principal	August
MOE meeting with BOT at end of LSM tenure – Tue 28 <sup>th</sup> or Thus 30 <sup>th</sup> May at 5.30pm	LSM	Complete
Add Special Character Committee formation to Workplan in Feb 2020 for purpose of Sp. Character Compliance Report	Chair	To be done
NZSTA written advice re IC Minute storage/access. NB Delegation register to be updated as needed for new Board.	Policy Committee	August
H&S Report to include Watershed assurance to Board	H&S	July/ongoing
Parent Rep Nomination and Candidate statements to Returning Officer	BOT	Complete

#### 4. Business

**4.1 Principal's Report** – brief discussion on roll data/projections and learning progression framework. **Resolved** that the Principal's Report, Student Achievement Report, Quality Assurance and Goal 4 Report be taken as read and accepted.

Scott /Revell

Carried

#### 4.2 Policies for Ratification

**Noted** that the previously tabled Child Protection, EOTC, H&S and Timetable Policies continue to lie on the table until the August meeting to enable the new Board to consider the draft policies. Any suggested amendments need to be sent directly to the Principal asap.

**4.3 Policies for Review**

**Noted** that there are no Policies for review.

**4.4 EOTC approvals**

**Noted** that the EOTC Approvals and Approval in Principle be delayed to August meeting to ensure assurance to the Board regarding notation of Approvals.

**Resolved** that the broader concerns regarding EOTC approvals raised during the meeting, and any other concerns, should be emailed to and addressed by the H&S and Policy sub-committees as part of its relevant policy reviews; and any specific trip concerns should be emailed to the H&S Committee to discuss with the relevant Carmel staff via S. Henderson.

Singh/Revell

**Carried****4.5 Finance Report**

**Resolved** that the Finance Report be received and information noted, that the Board approve the Principal's expenses and VISA for April 2019 and that the Chair sign same, that the quote for a fixed asset count from CES Ltd for \$6,494 (GST excl) is accepted and that the proposed increase of \$500 (GST incl) for international student tuition fee is accepted.

Beckett/Theron

**Carried****4.6 Property Report**

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

de Kort/Beckett

**Carried**

**P. Singh left the meeting at 7.52pm.**

**K. Theron and K. Mitchell left the meeting at 7.55pm**

**5. In Committee Session**

**Resolved** that the Board move into Committee at 7.56pm to protect the privacy of natural persons.

Scott /Beckett

**Carried**

**Resolved** that the Board move out of Committee at 8.07pm.

Scott /Beckett

**Carried****6. General Business**

**Resolved** that the Correspondence (with amended index) be taken as read.

Scott /Jones

**Carried**

**Noted** BOT prior leave approval for Sr. Revell for the September meeting.

**7. Closing karakia - C.Allen**

There being no further business, the meeting concluded at 8.15pm

Signed  J South  
Chair

Date 12/8/19

The next meeting will be on 12th August 2019

Opening prayer/karakia: K. Theron

Closing prayer/karakia: V. Broomfield

## ACTIONS ARISING FROM MEETING

Task	Responsible	Due Date
NZSTA BOT training on stand downs - add to workplan	Chair	August
Thank ex-BOT	Chair/Sec	asap
Policy review cycle incl. assurance to BOT that policies are tested/fit for purpose – add to workplan	Policy Com	Sep
BOT to update bios/photo, to Secretary	BOT	5 July
Comms – BOT update to school community incl who CCAL BOT members are	Chair	August
Board Assurance statement to be reviewed – Board Admin, Curriculum, H&S, Welfare, Personnel, Finance and Assets – add to workplan	Principal	August
Add Special Character Committee formation to Workplan in Feb 2020 for purpose of Sp. Character Compliance Report	Chair	August
Report on roll data meeting with MOE	Chair/Principal	August
Whanau Hui timetable	Principal	August
IC Minute storage/access procedure/policy	Principal/Policy com	August
H&S Policy review incl. Police vetting/Vulnerable Children Act	Policy com/ H&S com	August
Review EOTC trip approvals to assure BOT re: notation “same as previous years”	H&S	asap
BOT review and comment on draft policies (in Drive) including H&S and EOTC approvals	BOT	asap
BOT group photo	Secretary	August
Any Code of Conduct documents not signed to be followed up.	Secretary	August
Consider attendance at School Events	BOT	asap
Advise Secretary if attending Diocese training	BOT	28 June
Advise Secretary of PTFA Meeting attendance on 3.09.19, 5.11.19 and 3.12.19	BOT	asap
Advise Secretary if attending Quiz Night on 16 August	BOT	asap
Email bio to Secretary for website	BOT	asap