



CARMEL COLLEGE

MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 9 SEPTEMBER 2019

PRESENT: Chris Allen, Peter Beckett, Val Broomfield, Michael Chinnery, Shinjini Dutta Choudhury, Kerry Jones, Catherine Mackisack, Julie Scott (Chair) and Pravina Singh

IN ATTENDANCE: Sally Dalzell (LSM), Karen Mitchell and Kiara Theron

Meeting opened at 5.34pm

1. **Opening karakia** – M. Chinnery
2. **Administration**
 - 2.1 **Welcome to the new student trustee**
Resolved that K. Theron is in attendance and is granted speaking rights.

Beckett/Scott **Carried**
 - 2.2 **Apologies** – none
 - 2.3 **Declarations of Interest** – no change to those listed below.
 - 2.4 **Board Attendance**
Resolved that the Attendance List for September be received.

Scott/Allen **Carried**
 - 2.5 **Board Training**
Noted that a register will be maintained on the shared drive by the Secretary.
 - 2.6 **Confirmation of the previous Minutes**
Resolved that the Minutes of 12 August 2019 be taken as read and confirmed as a true and accurate record.

Scott/Jones (1 abstain) **Carried**
- 3.0 **In Committee Session**
Resolved that the Board move into Committee to protect the personal privacy of natural persons at 5.41pm

Scott/Allen **Carried**

Resolved that the Board move out of Committee at 6.06pm.

Scott/Beckett **Carried**

Lisa Maddox & Helen Parry from the Ministry of Education joined the meeting at 6.07pm

Resolved that the Board move into Committee to protect the personal privacy of natural persons at 6.07pm

Scott/Beckett

Carried

Resolved that the Board move out of Committee at 6.30pm.

Scott/Broomfield

Carried

S. Dalzell, L. Maddox and H. Parry left the meeting at 6.31pm

4.0 Matters Arising

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

5. Business

5.1 ERO Update – BOT invited to powhiri on 24 Sep at 9am but most important for BOT to attend meeting on Friday 27 Sep at 5.30pm. C. Allen will forward ERO version of “valued outcomes” explanation.

5.2 Principal’s Report

Noted the Appointment and Resignation.

Discussion regarding Whanau update, Art Fusions, teacher involvement in Sport, Wellbeing including marketing Carmel as focusing on the whole person based on Mercy Values and DHB advice re Measles.

The BOT thank K. Mitchell and Siobhan Harrod for their ongoing work re: Wellbeing.

Resolved that the Principal’s, Sports, Strategic Goal 2 Update, Wellbeing, Student Leadership and Wellbeing Reports be taken as read and accepted.

Allen/Singh

Carried

Special Character Report

Noted the Committee meet four times a year and BOT attendance at the joint CCAL/BOT meetings which focus on the **Mercy Values** and everything at Carmel being viewed through Special Character lens, encouraged. The BOT thank Rosanna Fouhy and Denise Camilleri for the preparation of the report.

Resolved that the Special Character Report be taken as read and accepted.

Beckett/ Scott

Carried**5.3 Health & Safety Report/EOTC approvals**

Noted MOE & DHB Measles recommendation/advice

Noted Ongoing maintenance issues in HSE Report are in hand

Resolved that:

- 1 the H&S Report be received and information noted;
- 2 the HSE Connect August Report be accepted;
- 3 the Incident Report for August be accepted;
- 4 Final Approval for Swimming Nationals (12-15 Sep)
- 5 Final Approval for North Island ski champs (15-18 Sep)
- 6 Final Approval for Yr 13 Retreat (18-19 Sep)
- 7 Final Approval for Basketball Nationals (29 Sep-6 Oct)
- 8 Approval in Principle Yr 12 Camp at National Park (1-6 Mar 20)
- 9 Approval in Principle French trip to New Caledonia (27 Sep – 5 Oct 20)

Singh/Scott

Carried**5.4 Finance Report**

Noted that the Board response to the 2018 Audit Management letter has been approved and sent by the Chair and thanks to Sam Hill, Business Manager whose last day is Friday 13th September.

Resolved that:

- 1 the Finance Report for July be received and information noted;
- 2 the Board approve the Principal's expenses and VISA for July and that the Chair sign same;
- 3 the Board adopts the Toshiba photocopier proposal based on a saving of over \$100k on the current agreement (over 5 yr term) and a new fleet of photocopiers.

Beckett/Allen

Carried**5.5 Property Report**

Noted that the BOT would like assurance of a sustainable recycle/repurpose of the bulbs being replaced by LED wherever practicable/possible.

Resolved that the Watershed Report and Minutes are received and information noted.

Jones/Broomfield

Carried**6. General Business**

- 6.1 Resolved** that the Correspondence (redacting item 6.1.1 removing reference to individual's names) be taken as read.

Scott/Allen

Carried

- 6.2 Prior Leave Approvals for BOT members** – noted Sr. Revell on leave for this meeting

- 6.3 Feedback** – meeting evaluation forms to be completed several times a year (not every meeting) but the Chair noted her availability to discuss feedback at any time and wished Carmel well for ERO.

7. Closing karakia - K. Jones

There being no further business, the meeting concluded at 7.37pm

Signed 
J Scott

Date 11/11/19

The next meeting will be on 14 October 2019.

Opening prayer/karakia: C. Mackisack

Closing prayer/karakia: S. Choudhury

ACTIONS ARISING FROM MEETING (items in orange carried over from 2 Sep meeting)

Task	Responsible	Due Date
Ensure K. Mitchell included in BOT emails	Chair/Secretary	Complete
Proprietor Policy to be discussed with CCAL chair	Chair	Sept
Receive reflective tool – 15 questions of a healthy board, from C. France - to be added to BOT drive	Chair	Oct
Workplan add. – concerns/complaints practical scenarios for training purpose	Chair	November
Ombudsman “handle the unreasonable complaint” online paper link/copy to be added to BOT drive for future reference.	Secretary	Sept
Workplan add. – Annual Plan review & Principal review/appraisal	Chair	Oct
Review Catholic Ed. Office practical summary of Special Character Compliance	BOT	ongoing
Community Narrative ideas to Secretary	BOT	ongoing
Advise Secretary of any training	BOT	ongoing
RSVP to ERO meeting (27 Sep 5.30pm) invite	BOT	ASAP
Forward ERO “valued outcomes” explanation	Principal	Complete
Art Fusions help/support	BOT	14-22 Sept
Thank you to K. Mitchell & Siobhan Harrod for ongoing work on Wellbeing	Chair	ASAP
Add wellbeing/training programme to budget	Fin Chair	ASAP
Add P. Singh to Special Character Committee invite list	Sp Ch Chair	ASAP
Add Sp Ch meetings to calendar and invite all BOT to each meeting	Sp Ch Chair	ASAP
Thank you to Rosanna Fouhy & Denise Camilleri for the Sp. Ch Report	Chair	ASAP
H&S Report to include assurance re: HSE & Incident Reports & H&S Meeting minutes	H&S Chair	ongoing
Assurance of a sustainable recycle/repurpose of the bulbs being replaced by LED	Prop Chair	Nov
Thank you letter to Sam Hill on behalf of BOT	Chair	ASAP