

# CARMEL COLLEGE

*JS*  
(SMT)



## MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 11 NOVEMBER 2019

**PRESENT:** Peter Beckett, Valerie Broomfield, Michael Chinnery, Kerry Jones, Laura McKenzie, Catherine Mackisack, Sr. Rosemary Revell and Julie Scott (Chair)

**IN ATTENDANCE:** Karen Mitchell

Meeting opened at 5.30pm

**1. Opening karakia – J. Scott**

**2. Administration**

**2.1 Apologies – C. Allen, S. Choudhury, P. Singh**

**2.2 Welcome – CCAL trustee L. McKenzie**

**2.3 Declarations of Interest – no change.**

**2.4 Board Attendance**

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

Scott/Revell

**Carried**

**2.5 Confirmation of the previous Minutes**

**Resolved** that the Minutes of 9 September 2019 be taken as read and confirmed as a true and accurate record.

**Noted** that the Minutes of the Planning Meeting of 14 October are recorded and filed for Board purposes.

Scott/Beckett

**Carried**

**2.6 Sub Committee shared drive folders – J. Scott** noted that committee reports from each meeting be included in the shared drive under the Committee folder. J Scott requests that each sub-committee develops a process to ensure this occurs.

**3. Matters Arising**

| Task   | Responsible | Due Date |
|--|-------------|----------|
| Proprietor Policy to be discussed with CCAL chair  | Chair       | Complete |
| Add "15 questions of a healthy board" & Ombudsman "handle the unreasonable complaint" to BOT drive | Secretary   | Complete |
| Review Workplan  | Chair       | Nov      |
| Workplan additions?<br>– concerns/complaints practical scenarios for training purpose              | Chair       | November |

|   |             |          |
|---|-------------|----------|
| - NZSTA BOT training on stand downs<br>- Annual Plan review & Principal review/appraisal<br>- Policy review cycle incl. assurance to BOT that policies are tested/fit for purpose<br>- Special Character Committee formation in Feb 20 for purpose of Sp. Ch. Compliance Report |             |          |
| BOT newsletter  | Chair       | Complete |
| Amend EOTC Policy   | PRC Chair   | Dec      |
| Review Catholic Ed. Office practical summary of Special Character Compliance  | Sp. Ch      | ongoing  |
| Community Narrative ideas to Secretary  | BOT         | Complete |
| Thank you to K. Mitchell & Siobhan Harrod for ongoing work on Wellbeing   | Chair       | Complete |
| Add wellbeing/training programme to budget  | Fin Chair   | Complete |
| Add P. Singh to Special Character Committee invite list   | Sp Ch Chair | Complete |
| Add Sp Ch meetings to calendar and invite all BOT to each meeting   | Sp Ch Chair | Complete |
| Thank you to Rosanna Fouhy & Denise Camilleri for the Sp. Ch Report   | Chair       | Complete |
| H&S Report to include assurance re: HSE & Incident Reports & H&S Meeting minutes  | H&S Chair   | Complete |
| Assurance of a sustainable recycle/repurpose of the bulbs being replaced by LED   | Prop Chair  | Complete |
| Thank you letter to Sam Hill on behalf of BOT   | Chair       | Complete |
| Thank you to Art Fusions/PTFA helpers   | Chair       | Complete |

**Resolved** to provide a BOT thank you morning tea for staff on Friday 22<sup>nd</sup> November, following the LSM revocation and ERO, with a budget of \$1,000.

Scott/Revell

**Carried**

#### 4. Business

##### 4.1 Draft ERO Report

**Noted** that the highest rating was not achieved due to the new BOT in the process of establishing governance and requires time to prove effectiveness.

##### 4.2 Draft ERO Feedback

**Resolved** to send the feedback letter.

Scott/Chinnery

**Carried**

##### 4.3 LSM Revoked

**Noted** that J. Scott is comfortable with the process/resources available and has had a formal handover meeting with the former LSM.

##### 4.4 Principal's Report

**Noted** the staff appointments.

**Noted** the \$5k staff scholarship was not awarded, as there were no applicants and that this offer cannot be carried over to the next year. Brief discussion about when the scholarship is offered to staff – currently offered before end of term 2. Discussion around applicant criteria - K Mitchell outlined current criteria. Discussion about amount per scholarship keeping up with inflation and being adequate to cover the costs - to be reviewed by the finance committee.

##### 4.4.1 Goal 4 Update

##### 4.4.2 Draft Annual Plan

Discussion regarding other cultures, apart from Pacifica and Maori being represented - V Broomfield

questioned potential for support for other cultures e.g. Korean. General discussion around why Maori and Pacifica are specifically catered for in the Annual plan and current supports in place for other cultures. K Mitchell advised will discuss with SLT when reviewed the Annual Plan; Other discussion included - ex-student resource to current students; wellbeing budget; psychologist/counsellor incl. diversity and availability; staff spirituality day 28 April 2020 to align Mercy Values and explanation as to the hikoi.

**Noted** that the draft is to be reviewed further by SLT and re-presented to the Board at the December meeting.

**Resolved** that:

- 1 the Principal's Report, Goal 4 Update and Draft Annual Plan be taken as read and accepted.
- 2 the four staff sabbaticals for 2020, as recommended, are approved.

Mitchell/Broomfield

**Carried**

#### 4.5 Health & Safety Report/EOTC approvals

**Resolved** that:

- 1 the HSE Connect October Report be accepted;
- 2 the Incident Report for October be accepted;
- 3 Final Approval Yr 10 Camp Waiheke (24-27 Nov and 27-30 Nov)
- 4 Final Approval Yr 8 Camp Whangaruru (24-27 Feb 20)
- 5 Final Approval Technology trip to Italy (8 -25 Apr 20)
- 6 Final Approval Nth Island Sec. School Rowing Champs, Lake Karapiro (13-15 Mar 20)
- 7 Final Approval Senior B Nth Island Waterpolo (27-31 Mar 20)
- 8 Final Approval Senior A Waterpolo Nationals in Wellington (19-23 Apr 20)
- 9 Final Approval Yr 12 Camp National Park (1-6 Mar 20)
- 10 Final Approval Volleyball Palmerston Nth Summer Tournament (29 Mar-3 Apr 20)
- 11 Final Approval NZ Beach Volleyball Champs at Mt Maunganui (31 Jan-2 Feb 20)

**Noted** that:

- 12 Approval in Principle Yr 12 PED Camp at Karangahake Gorge (1-3 Apr 20)
- 13 Approval in Principle Australian Volleyball Schools Cup in Brisbane (4-13 Dec 20)
- 14 Approval in Principle Training weekend for World Challenge (21-22 Mar 20)

Scott/Broomfield

**Carried**

#### 4.6 Policy Report

**Noted** that the draft EOTC Policy is to be reviewed by the Policy sub-committee and will be presented at the next Board meeting.

#### 4.7 Finance Report

**Resolved** that:

- 1 the Finance Reports for August and September be received and information noted;
- 2 the Board approve the Principal's expenses and VISA for August and September and that the Chair sign same;
- 3 the Board accepts the early contract renewal offer from NZ Uniforms for a 4 year term;
- 4 the 2019 Audit Governance questionnaire be signed by the Chair and Principal;
- 5 the revised 2018 Audit Management letter received Oct 19 be accepted.

Chinnery/Scott

**Carried**

#### 4.8 Property Report

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

Jones/Beckett

**Carried**

#### 5. In Committee Session

**Resolved** that the Board move into Committee to protect the personal privacy of natural persons at 7.24pm.

Scott/Beckett

Carried

**Resolved** that the Board move out of Committee at 7.49pm.

Scott/Jones

Carried

**6. General Business****6.1 Resolved** that the Correspondence be taken as read and accepted.

Scott/Jones

Carried

**6.2 Prior Leave Approvals for BOT members – Sr. Revell and S. Choudhury for 9 Dec.****7. Closing karakia – K. Mitchell**

There being no further business, the meeting concluded at 7.53pm

Signed

  
 J Scott

Date

10/12/19

The next meeting will be on 9 December 2019.

Opening prayer/karakia:

C. Allen

Closing prayer/karakia:

P. Beckett

**ACTIONS ARISING FROM MEETING**

| Task   | Responsible | Due Date |
|--|-------------|----------|
| CCAL Proprietor Policy on the shared drive   | Chair       | Complete |
| Workplan review & additions<br>– concerns/complaints practical scenarios for training purpose<br>- NZSTA BOT training on stand downs<br>- Annual Plan review & Principal review/appraisal<br>- Policy review cycle incl. assurance to BOT that policies are tested/fit for purpose<br>- Special Character Committee formation in Feb 20 for purpose of Sp. Ch. Compliance Report | Chair       | Dec      |
| Forward BOT newsletter to BOT  | Chair/Sec   | Complete |
| EOTC Policy  | H&S & PRC   | Dec      |
| Review Catholic Ed. Office practical summary of Special Character Compliance   | Sp. Ch      | Dec      |
| Send response to ERO   | Chair       | Complete |
| Check staff sabbaticals/scholarship amounts adjusted for inflation   | Fin         | Dec      |
| H&S Minutes from last meeting to be circulated to the BOT  |             | ASAP     |
| BOT Quiz Photo for newsletter  |             | Complete |
| RSVP Staff morning tea   | BOT         | ASAP     |
| NB: Special Character Meeting 20 Nov at 3.30pm in the Boardroom  | BOT         | 20 Nov   |