

CARMEL COLLEGE



MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 8th APRIL 2020 via Zoom

PRESENT: Chris Allen, Peter Beckett, Valerie Broomfield, Michael Chinnery, Shinjini Dutta Choudhury, Kerry Jones, Catherine Mackisack, Laura McKenzie, Sister Rosemary Revell, Julie Scott (Chair) and Pravina Singh.

Meeting opened at 4pm

1. Opening karakia – Sr. Revell

2. ADMINISTRATION

2.1 Apologies – noted that Karen Mitchell is unable to attend.

2.2 Declarations of Interest – no change

2.3 Confirmation of the previous Minutes

Resolved that the Minutes of 9 March 2020 be taken as read and confirmed as a true and accurate record.

Scott/Revell **Carried**
x1 abstain

2.4 Board Attendance

Resolved that the Attendance List for April be received.

Scott/Revell **Carried**

2.5 Confirmation of the email Resolution accepting Charter

Noted that the Charter was accepted by email Resolution on 12th March 2020.

3. MATTERS ARISING

Task	Responsible	Due Date
Sp. Ch. Compliance Report - <i>deferred</i>		Apr
CCAL/BOT/HOD social gathering before end of Term 1 – <i>deferred</i>	Principal	ASAP
Charter to be approved by BOT	Principal	Complete
BOT newsletter re Planning/Strategic direction – <i>deferred but will add a broadcast to a school Thursday newsletter</i>	Chair	Apr
Consider HOD reporting to BOT – discussed purpose/informal meeting option/report	Principal	Apr

on wellbeing focus?/how teaching has changed?/has data been received by Board on curriculum delivery as per policy? - <i>deferred</i>		
Review H&S Delegation – <i>deferred</i>	H&S Com	Apr
Insert footnote on Delegations noting adoption/amendment dates – <i>deferred</i>		ongoing
Align sub-committee meeting dates/reports required on work plan and sort invites – <i>deferred</i>	Secretary	ongoing
CCAL feedback on roll – meeting on 20 March – <i>deferred</i>	Chair/Prin.	Apr
Review H&S procedure/policy re unsupervised overnight trips – <i>deferred</i>	H&S Com	Apr

4. BUSINESS

4.1 Principal's Report

Noted that:

- 1 the online School is focusing on well-being foremost including Atawhai each morning;
- 2 the student leaders have been very pro-active; and
- 3 Great transition – well done to the staff.

Resolved that the Principal's Report be taken as read and accepted

Allen/Scott

Carried

4.2 Policies for Ratification – deferred

01Op - Principal's Responsibilities

02Op – Curriculum

H&S Delegation

4.3 Health & Safety

Noted that:

- 1 Tournament/AIMS will require Approval in Principle in due course, if proceeding. So disappointing for students potentially missing out on once-in-a-lifetime experiences/opportunities and being mindful of resilience/well-being around that; and
- 2 The Technology trip to Italy has been cancelled and the parents have been offered an 85% refund by the specialist education group organiser.

4.4 Finance Report

Noted that:

- 1 The Audit has taken place remotely on 23/24 March;
- 2 No immediate repercussion from International student revenue; and
- 3 The 2019 Annual Accounts are near completion and will be presented at the next meeting;

Resolved that:

- 1 the Finance Report is received and information noted; and
- 2 the Principal's expenses and VISA for January 2020 be signed by the Chair.

Chinnery/Broomfield

Carried

4.5 Property Report**Noted that:**

- 1 a lot of work was planned for the April holidays which will be rescheduled; and
- 2 the property is secured with emergency plans in place.

Resolved that the Property Minutes are received and information noted.

Jones/Allen

Carried**5. GENERAL BUSINESS****COVID** – C. Allen will let the Board know if any support required by anyone. Online learning starts after Easter holiday. Teachers have reduced workload/expectations. Level 2 & 3 NCEA the priority.**Noted that:**

- 1 well-being is the most important consideration in this stressful/difficult time. Being “good enough” is okay;
- 2 fee/donation notices are sent out in the first weeks of term and that assistance is available;
- 3 Message of solidarity has been sent to Marist;
- 4 Confirmed notified students without device/internet have been sorted; and
- 5 Wide variation how each school nationwide is handling the online learning situation.

6. CORRESPONDENCE**Noted** and reiterated sentiments of appreciation.**Resolved** that the Correspondence be taken as read and accepted.

Scott/Revell

Carried**7. Leave Approvals for BOT members – none.****8. Closing karakia – K. Jones.**

There being no further business, the meeting concluded at 5.00pm.

Signed 
J ScottDate 8/6/20

The next meeting will be on 11 May 2020

Opening prayer/karakia: C. Mackisack
 Closing prayer/karakia: L. McKenzie

ACTIONS ARISING FROM MEETING

Task	Responsible	Due Date
Deferred - Sp. Ch. Compliance Report		Apr
Deferred - CCAL/BOT/HOD social gathering before end of Term 1	Principal	ASAP
Deferred - BOT newsletter re Planning/Strategic direction	Chair	Apr
Deferred - Consider HOD reporting to BOT – discussed purpose/informal meeting option/report on wellbeing focus?/how teaching has changed?/has data been received by Board on curriculum delivery as per policy?	Principal	Apr
Deferred - Review H&S Delegation	H&S Com	Apr
Deferred - Insert footnote on Delegations noting adoption/amendment dates		ongoing
Deferred - Align sub-committee meeting dates/reports required on work plan and sort invites	Secretary	ongoing
Deferred - CCAL feedback on roll – meeting on 20 March	Chair/Prin.	Apr
Deferred - Review H&S procedure/policy re unsupervised overnight trips	H&S Com	Apr
Add Board self-review results to shared drive	Secretary	ASAP
Board broadcast to school in a Thursday newsletter	Chair	ASAP
Letter to Mandy Verdonk	Chair	ASAP