

# CARMEL COLLEGE



## MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 10<sup>th</sup> FEBRUARY 2020

**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.

**IN ATTENDANCE:** Karen Mitchell

Meeting opened at 5.30pm

1. **Opening karakia – C. Allen**

2. **ADMINISTRATION**

2.1 **Election of Chair and Deputy Chair**

Sr. Revell nominated J. Scott as Chair, seconded by C. Mackisack. Sr. Revell nominated P. Singh as Deputy, seconded by C. Allen. As there were no further nominations J. Scott is re-appointed as Chair and P. Singh as Deputy.

2.2 **Apologies – none**

2.3 **Declarations of Interest – forms signed by Board.**

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

2.5 **Delegations – H&S Delegation to be reviewed to ensure it encapsulates responsibilities.**

**Resolved that the Delegations (excluding H&S) are confirmed.**

Allen/Scott

**Carried**

P Beckett arrived at 5.50pm.

2.6 **Confirmation of the previous Minutes**

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

Scott/Allen

**Carried**

x3 abstain

2.7 **Board Attendance**

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

Scott/Revell

**Carried**

- 2.8 Sub-Committee Membership** – noted that meetings can be by Skype or email. Meeting dates/reports to be aligned on workplan and invites to meetings sorted. J. Scott to check on chair appointments.  
 FINANCE – C. Allen, K. Mitchell, V. Broomfield, M. Chinnery, P. Beckett, Business Manager Claudia Officer  
 H&S – J. Scott, V. Broomfield, S.D. Choudhury, C. Mackisack, Kirsty Ussher, Sheryl Henderson, Frances Hague  
 PROPERTY – C. Allen, K. Mitchell, K. Jones, Ian Langley, Jackie Farman, C. Officer, Kris Morris-Vette (Watershed)  
 POLICY – C. Allen, P. Singh, L. McKenzie, J. Scott  
 SPECIAL CHARACTER – C. Allen, Sr. Revell, P. Beckett, P. Singh, L. McKenzie, Rosanna Fouhy, Denise Camilleri
- 2.9 NZSTA “Membership Matters” newsletter** – Board welcome to feedback on NZSTA St. Plan, consider election to NZSTA Board and noted MOE coronavirus recommendations.
- 2.10 Charter Compliance** – report due 1 March. C. Allen will circulate to Board and send on 28 Feb “subject to BOT approval” which will be sought at next meeting.
- 2.11 Days Open Compliance** – C. Allen assured the Board of compliance.

#### MATTERS ARISING

Task	Responsible	Due Date
BOT newsletter re Planning/Strategic direction	Chair	Mar
Workplan addition/alt. - budget approval in Dec 20 - amend “review reports” wording to “receive reports” - add Self Review in Feb 20 - add x 3 Meeting evaluations	Chair	Complete
Review insurance to check if covered for any cyber attack/PABX interference	Fin Com	Mar
Consider HOD reporting to BOT	Principal	Mar

#### 4. BUSINESS

##### 4.1 Principal’s Report

**Noted** the MOE Stand Downs and Suspensions guidelines and thorough presentation by C. Allen. Explanation of suspension process incl meeting to be held within 7 days, Principal’s decision between stand down/suspension and whether gross misconduct or continued disobedience, principle of natural justice. Discussion re: action to address roll. Brought Open Day earlier in the year; 20 Feb instead of April/May, plus tours of the school in action. Positive feedback from Board visibility. Excellent academic results continuing to improve alongside changes being made eg. Vertical form class, service programme etc. Very mindful of balance between wellbeing and academic pressure. Round table discussion at next meeting with hopefully more feedback from CCAL by then. NCEA report is preliminary as not signed off til the end of March. International student records not included in results but special needs students are. International Conference that C. Allen attended in January confirmed international-wide consistency of wellbeing/academic pressure at the forefront of educators consideration.

**Resolved** that the Principal’s Report and Preliminary NCEA Report be taken as read and accepted.

Allen/Beckett

Carried

**4.2 Policy Ratification**

**Resolved** that the Governance Policies numbered 1-10 are ratified.

Scott/Singh

**Carried**

**4.3 Property Report**

**Noted** that the MOE testing and tagging of electrical equipment is not required annually in legislation, as previously understood. Considering 1/3 test/tag each year to reduce annual cost. Confirmed asbestos compliant. New building consultants, architects etc all appointed.

**Resolved** that:

- 1 the Property Report for Jan 20 be received and information noted;
- 2 the Property Meeting Minutes for Jan 20 be received and information noted;
- 3 the Watershed Report for Dec 19/Jan 20 be received and information noted;
- 4 the 10 Year Property Plan be received and information noted; and
- 5 the 10 YPP Changes Summary be received and information noted.

Jones/Scott

**Carried**

**4.4 Health & Safety**

**Noted** the unsupervised overnight trip template that is subject to policy/procedure review.

**Resolved** that Final Approval is given to the:

- 1 Maadi Cup Twizel (28 Mar – 5 Apr) trip (no staff member);
- 2 Tourism & Geography Rotorua (14-16 May) trip;
- 3 World Challenge training weekend (21-22 Mar); and

**Resolved** that Approval in Principal is given to the Winter Tournament (football & hockey) 31 Aug- 4 Sep.

Scott/Broomfield

**Carried**

**5. GENERAL BUSINESS**

**5.1 Board Education/Training / wellbeing module** – Board encouraged to complete the online wellbeing module and any NZSTA training. Board to advise the Secretary of any training completed.

**5.2 Coronavirus** – following MOE guidelines, no impact on internationals/students at this stage.

**6. CORRESPONDENCE**

**Noted** that the Govt. top up for support staff is not included in the budget and Board individually welcome to submit re Education & Workforce Bill.

**Resolved** that the Correspondence be taken as read and accepted and the Staff Leave Request for Eunice Kelly be approved.

Scott/Chinnery

**Carried**

**7. Leave Approvals for BOT members** – K. Jones for 9 March 2020.

**8. Closing karakia** – P. Beckett



There being no further business, the meeting concluded at 7.44pm.

Signed   
J Scott

Date 9/3/20

The next meeting will be on 9 March 2020

Opening prayer/karakia: V. Broomfield

Closing prayer/karakia: M. Chinnery

#### ACTIONS ARISING FROM MEETING

Task	Responsible	Due Date
BOT newsletter re Planning/Strategic direction	Chair	Mar
Review insurance quote re: cyber attack/PABX interference cover	Fin Com	Mar
Consider HOD reporting to BOT	Principal	Mar
Review H&S Delegation	H&S Com	Mar
Insert footnote on Delegations noting adoption/amendment dates		
NZSTA advice as to sub-committee chair ie. Have to be a BOT member?	Chair	ASAP
Align sub-committee meeting dates/reports required on work plan and sort invites	Secretary	ASAP
CCAL feedback on roll	Chair/Prin.	Mar
Review H&S procedure/policy re unsupervised overnight trips	H&S Com	Mar
Forward NZSTA training schedule to BOT	Secretary	Complete
Complete wellbeing module	BOT	ASAP