

CARMEL COLLEGE



MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 9th MARCH 2020

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

IN ATTENDANCE: Karen Mitchell

Meeting opened at 5.30pm

1. **Opening karakia – V. Broomfield**

2. **ADMINISTRATION**

2.1 **Apologies – Pravina Singh**

2.2 **Declarations of Interest – no change**

2.3 **Confirmation of the previous Minutes**

Resolved that the Minutes of 10 February 2020 be taken as read and confirmed as a true and accurate record.

Scott/Chinnery

Carried

2.4 **Board Attendance**

Resolved that the Attendance List for March be received.

Scott/Revell

Carried

2.5 **Board Self-Review – form completed**

3. **MATTERS ARISING**

Task	Responsible	Due Date
BOT newsletter re Planning/Strategic direction	Chair	Apr
Review insurance quote re: cyber attack/PABX interference cover	Fin Com	Complete
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
Review H&S Delegation	H&S Com	Apr
Insert footnote on Delegations noting adoption/amendment dates		ongoing
NZSTA advice as to sub-committee chair i.e. has to be a BOT member – NB: Chair of sub-committee must be a board member but not the staff rep or Principal	Chair	Complete

Align sub-committee meeting dates/reports required on work plan and sort invites	Secretary	ongoing
CCAL feedback on roll – meeting on 20 March	Chair/Prin.	Apr
Review H&S procedure/policy re unsupervised overnight trips	H&S Com	Apr
Forward NZSTA training schedule to BOT	Secretary	Complete
Complete wellbeing module	BOT	Complete

4. BUSINESS

4.1 Principal's Report

Noted that:

- 1 the Special Character Compliance Report will be completed for the Special Character meeting on 11 March and presented at the April Board meeting;
- 2 Explanation as to "tagged" teachers being a requirement of the Integration Agreement;
- 3 Two international students have cancelled their 8 week stay due to Coronavirus.

Resolved that:

- 1 the Principal's Report be taken as read and accepted;
- 2 the Special Character Service Report be taken as read and accepted;
- 3 Analysis of Variance Review be taken as read and accepted;
- 4 CoL Update be taken as read and accepted; and
- 5 Goal 1 Review be taken as read and accepted.

Allen/Beckett

Carried

4.2 Finance Report

Noted that:

- 1 specific Cyber insurance policy is not required at present and will be reviewed annually;
- 2 positive surplus, greater than expected;
- 3 Council rates are not payable on non-integrated land;
- 4 Principal to sign off Novopay fortnightly and Finance committee to sign off annually;
- 5 Claudia is doing a fantastic job as Business Manager and spent many extra hours sorting copiers/lease with assistance from the MOE.

Resolved that:

- 1 the Finance Report is received and information noted;
- 2 the Principal's expenses and VISA for Nov and Dec 2019 be signed by the Chair; and
- 3 the Depreciation Statement was received and accepted.

Chinnery/Broomfield

Carried

4.3 Property Report

Discussion regarding asbestos testing/Development risk, reiterating with Watershed that contractors not signing in will not be paid.

Resolved that the Property Report and Minutes are received and information noted

Allen/Revell

Carried

4.4 Health & Safety

Discussion regarding excessive temperature in some classrooms and options available.

Resolved that:

- 1 Minutes and HSE Report are received and accepted;
- 2 Final Approval is given to the L2 PE Camp (1-3 Apr);
- 3 Approval in Principle is given to the Waterpolo trip to Canberra (9-13 Dec); and
- 4 An Amendment to Approval in Principle is given to the Spirit of Adventure (date change 18-23 Oct).

Mackisack/Scott

Carried

5. GENERAL BUSINESS

- 5.1 Working Group** – CCAL and Board to work together to consolidate marketing plan. Initiatives already commenced with Open Day brought forward and advertising banners, website updated, Arts faculty being developed. Suggested social media presence. Discussed blessing/event of new wharf and associated H&S responsibilities.

6. CORRESPONDENCE

Resolved that the Correspondence be taken as read and accepted.

Scott/Revell

Carried

- 7. Leave Approvals for BOT members** – noted K. Jones on leave.

- 8. Closing karakia** – M. Chinnery

There being no further business, the meeting concluded at 7.18pm.

Signed



J Scott

Date

8/6/20

The next meeting will be on 6 April 2020

Opening prayer/karakia: S. Choudhury

Closing prayer/karakia: K. Jones



ACTIONS ARISING FROM MEETING

Task	Responsible	Due Date
Sp. Ch. Compliance Report		Apr
CCAL/BOT/HOD social gathering before end of Term 1	Principal	ASAP
Charter to be approved by BOT	Principal	Apr
BOT newsletter re Planning/Strategic direction	Chair	Apr
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
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