



# CARMEL COLLEGE

## MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 13<sup>th</sup> MAY 2020 via Zoom

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

**IN ATTENDANCE:** Karen Mitchell

Meeting opened at 5pm

1. Opening karakia – C. Allen

2. ADMINISTRATION

2.1 Apologies – Kerry Jones

2.2 Declarations of Interest – no change

2.3 Confirmation of the previous Minutes

Resolved that the Minutes of 8 April be taken as read and confirmed as a true and accurate record.

Scott/Allen

Carried

2.4 Board Attendance

Resolved that the Attendance List for May be received.

Scott/Revell

Carried

3. MATTERS ARISING

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	Secretary	ongoing

sort invites		
Deferred - CCAL feedback on roll – meeting on 20 March	Chair/Prin.	Apr
Review H&S procedure/policy re unsupervised overnight trips	H&S Com	Complete
Deferred - Add Board self-review results to shared drive	Secretary	ASAP
Board broadcast to school	Chair	Complete
Flowers to Mandy Verdonk	Chair/Sec.	Complete

#### 4. BUSINESS

##### 4.1 Principal's Report

Noted that:

- 1 Updated H&S including visitors check-in to the School;
- 2 Wellbeing the priority/focus of Atawhai & year group assemblies;
- 3 Sports Dept have been very proactive, to be commended;
- 4 Karen Blake is the new accounts employee;
- 5 70% staff, 46% student, 34% parent response to survey;
- 6 4 new students enrolled;
- 7 3 staff not returning immediately;
- 8 No influence over bus company, provide a generic register;
- 9 New Te Reo teacher appointed/fully staffed;
- 10 Staff sabbaticals cancelled;
- 11 Term dates from T2 onwards remain unchanged, although Ministry briefing very last minute; and
- 12 Schools not required 2m social distancing.

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

Allen/Scott

Carried

Catherine Mackisack joined the meeting at 5.40pm.

##### 4.2 Policy Report

Noted the 15Op Procedure for EOTC overnight.

Resolved that the Policy Report be taken as read and accepted and that the following policies are ratified:

- 1 01Op - Principal's Responsibilities;
- 2 02Op – Curriculum;
- 3 03Op – Personnel;
- 4 04Op – Financial Planning; and
- 5 15Op – EOTC.

##### 4.3 Finance Report

Noted that there is a healthy surplus.

Resolved that:

- 1 the Finance Report is received and information noted; and
- 2 the Principal's expenses and VISA for February and March 2020 be signed by the Chair; and
- 3 The Finance Policy has been reviewed and approved.

Chinnery/Scott

Carried



**ACTIONS ARISING FROM MEETING**

<b>Task</b>	<b>Responsible</b>	<b>Due Date</b>
Sp. Ch. Compliance Report		Apr
CCAL/BOT/HOD social gathering before end of Term 1	Principal	ASAP
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
Review H&S Delegation	H&S Com	Apr
Insert footnote on Delegations noting adoption/amendment dates		ongoing
Align sub-committee meeting dates/reports required on work plan and sort invites	Secretary	Complete
CCAL feedback on roll – meeting on 20 March	Chair/Prin.	Apr
Review H&S procedure/policy re unsupervised overnight trips	H&S Com	Complete
Add Board self-review results to shared drive	Secretary	Complete
Forward Chair email to school community to BOT	Secretary	Complete
Forward Safety Workplan to BOT	Principal	Complete
Forward findings of May lockdown survey to BOT	Principal	June
Review staff sabbaticals	BOT	June
Pass on BOT commendation to Sports Department	Principal	ASAP