

CARMEL COLLEGE



MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 10th AUGUST 2020

PRESENT: 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. Mackisack

2. **ADMINISTRATION**

2.1 **Apologies** – C. Allen

2.2 **Declarations of Interest** – remove Sr. Revell from Finance working party

2.3 **Confirmation of the previous Minutes**

Resolved that the Minutes of 8th June 2020 be taken as read and confirmed as a true and accurate record.

Scott/Revell

Carried

2.3.1 **Confirmation of the previous Minutes**

Resolved that the Minutes of 22nd June 2020 be taken as read and confirmed as a true and accurate record.

Scott/McKenzie

Carried

2 abstain

2.4 **Board Attendance**

Resolved that the Attendance List for August be received.

Scott/Revell

Carried

3.0 **MATTERS ARISING**

Task	Responsible	Due Date
CCAL/BOT/HOD social gathering	Principal	Complete
BOT newsletter re Planning/Strategic direction	Chair	Sep
CCAL feedback on marketing – meeting on 20 March	Chair/Prin.	Agenda
Review BOT self-review results	Chair	Sep

Annual Report to MOE – financial statements/Auditor’s letter	Fin Com	Agenda
(Deferred) HOD QA Assurance	Principal	Agenda
(Deferred) Staff Appraisal Assurance	Principal	Agenda

4. BUSINESS

4.1 Principal’s Report

Noted that:

- 1 Special Character review completed in wk 2, receipt of positive feedback, expect results shortly and thanks to Rosanna Fouhy for extensive preparation;
- 2 163 Yr 7 enrolments for 2021 requiring an extra classroom;
- 3 Carmel Day was very successful;
- 4 Mercy Day/Teacher Only Day scheduled for last day of term 3;
- 5 Teachers job descriptions are being reviewed/updated following completion of appraisals;
- 6 Explanation of, and confirmation that ERO review, appraisal process;
- 7 International Student projection/update;
- 8 Explanation of Restorative Practice;
- 9 HOD Quality Assurance process being reviewed to streamline live requirements; and
- 10 Integrating wellbeing into curriculum with due diligence fit with Special Character.

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

Mitchell/Beckett

Carried

Resolved that the:

- 1 Goal 1 Review;
- 2 International Students Report;
- 3 HOD QA Assurance Report;
- 4 Staff Appraisal Assurance Report; and
- 5 Restorative Practice Report, be taken as read and accepted.

Mitchell/Scott

Carried

P. Singh left the meeting at 6.25pm.

4.2 Finance Report

Noted that the Auditor’s Report made four observation points on process that C. Allen is to review.

Resolved that:

- 1 the Finance Report is received and information noted;
- 2 the Principal’s expenses and VISA for May 2020 be signed by the Chair;
- 3 the Watershed contract renewal (ends 31/12/2021) is signed;
- 4 the TTS invoice for backup system upgrade of \$9,652 be ratified;
- 5 the Auditor’s Management letter for YE 31/12/19 be accepted;
- 6 the termly contribution requests from the BOT to parents are adjusted to ensure there is a zero increase in fees and contributions for 2021;
- 7 the termly accounts sent to parents invite them to make additional voluntary contributions of a range of suggested amounts to help other families in need (with careful wording); and
- 8 the final amount of old stock held by NZ Uniforms be written off – net value \$56k.

Chinnery/Broomfield

Carried

4.3 Property Report (verbal)**Noted that:**

- 1 Air-conditioner units maintenance completed;
- 2 Pest control contract reviewed with a \$3k saving;
- 3 CCAL capital projects on track;
- 4 Fire protection system in Harkness Building to be sorted; and
- 5 New property team employee working well.

4.4 Health & Safety Report**Noted:**

- 1 Cancelled/postponed trips; and
- 2 Consideration of Staff wellbeing.

Resolved that:

- 1 the Health & Safety Report & HSE Connect Report be taken as read and accepted;
- 2 the verbal incident report re: needle through finger, be accepted;
- 3 Approval in Principle given for Yr 10 camp to Waiheke 22-25 Nov/25-28 Nov;
- 4 Final Approval given for Yr 13 Retreat to Marsden Bay Christian Camp, One Tree Point 15-16 Sep; and
- 5 Final approval given for NISS Volleyball at Mt Maunganui 22-27 Nov.

Scott/Chinnery

Carried**5. GENERAL BUSINESS****5.1 Digital Technology update****Noted that:**

- 1 MOE encourage Digital Tec without removing anything from the curriculum;
- 2 Dig. Tech teacher sabbatical summary of research findings to be reviewed;
- 3 Yr7-9 compulsory; and
- 4 Work in Progress including digital ethics being developed.

5.2 Student BOT Representative Election**Noted** that the job description to include attendance at Special Character committee meetings.**Resolved** that Deborah Goudie be appointed as the Returning Officer for Student Rep election.

Scott/Revell

Carried**6. IN COMMITTEE****Resolved** that the Board move into Publically Excluded Committee at 7.02pm to protect the trade secret or unreasonable effect on a commercial activity.

Scott/Jones

Carried

C. Mackisack left the meeting at 7.36pm

Resolved that the Board move out of Publically Excluded Committee at 8pm.

Scott/Jones

Carried

7. CORRESPONDENCE

Resolved that the Kahui Ako leadership letter be taken as read and accepted.

Scott/Jones

Carried

1 abstain

Resolved that the:

- 1 APIS letter re non-preference enrolments; and
- 2 Resignation of Carolyn Purdie, be taken as read and accepted.

Scott/Jones

Carried

8. BOT Leave requests – L. McKenzie on 14 September.

9. Closing karakia – K. Mitchell

There being no further business, the meeting concluded at 8.04pm.

Signed 
J Scott

Date 12/10/2020

The next meeting will be on 14 September 2020

Opening prayer/karakia: P. Beckett
Closing prayer/karakia: V. Broomfield

ACTIONS ARISING FROM MEETING

Task	Responsible	Due Date
BOT newsletter re Planning/Strategic direction	Chair	Sep
Review BOT self-review results	Chair	Sep
Circulate video link from Social Justice week to BOT	Secretary	ASAP
Promote/explain Restorative Practice to school community	Principal	Sep
Student Rep position description to incl. Sp. Ch. Com. attendance & copy to BOT	Secretary	ASAP
Head of Sp. Ch. position description to incl. compulsory Sp. Ch. Com. attendance	Principal	Sep
Work with other schools (St Marys/Rosmini?) in response to APIS letter	Principal	Sep