



CARMEL COLLEGE

MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 8th JUNE 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: Rosanna Fouhy

Meeting opened at 5.30pm

1. **Opening karakia – Sr. Revell**

2. **ADMINISTRATION**

2.1 **Apologies – none**

2.2 **Declarations of Interest – no change**

2.3 **Confirmation of the previous Minutes**

Resolved that the Minutes of 13th May be taken as read and confirmed as a true and accurate record.

Scott/Singh

Carried

1 abstain

2.4 **Board Attendance**

Resolved that the Attendance List for June be received.

Scott/Revell

Carried

2.5 **BOT Self-Review**

Noted that the results of the March and June reviews will be reviewed by the Chair to determine any matters requiring clarification/Board training.

3. **MATTERS ARISING**

Task	Responsible	Due Date
Sp. Ch. Compliance Report		Complete
BOT newsletter re Planning/Strategic direction	Chair	Aug
Consider HOD reporting to BOT – purpose/informal meeting option/report on wellbeing focus/how teaching has changed – Agreed social gathering in Atrium with nametags, giving HOD opportunity to present regarding lockdown/online learning/wellbeing	Principal	Complete

Deferred – Assurance to BOT on curriculum delivery data	Principal	Aug
Review H&S Delegation	H&S Com	Complete
Insert footnote on Delegations noting adoption/amendment dates		Complete
CCAL feedback on roll – meeting on 20 March	Chair/Prin.	Aug
Forward Chair’s email to the school community and the Safety Workplan to BOT	Secretary	Complete
Forward findings of May lockdown survey to BOT	Principal	Complete
Pass on BOT commendation to Sports Department	Principal	Complete

4. BUSINESS

4.1 Special Character Presentation

Resolved that R. Fouhy is in attendance and permission given for speaking rights.

Scott/Revell

Carried

Noted that:

- 1 Four dimensions of Special Character determined by the Bishop changed about 18 months ago;
- 2 Catholic character is evident across all subjects, not isolated to RE as a subject;
- 3 Dimensions 1,2, & 3 taught in 3 yr cycles, with Dimension 4 included every year;
- 4 Mercy core value of Service continued from 2019 with an encouraging uptake;
- 5 Care is the value for 2020 and Respect for 2021;
- 6 Service co-ordinator employed by CCAL in 2019, continuing in 2020;
- 7 Yr 11 retreat cancelled, all others proceeding;
- 8 Tagged teacher positions are a requirement under the Integration Agreement and we work towards meeting that requirement;
- 9 Have specialist RE teachers;
- 10 Invite to BOT to Carmel Mass; and
- 11 Next Sp. Character meeting Wed 17th June.

Resolved that the Special Character Reports be signed and forwarded to CCAL.

Scott/Revell

Carried

R. Fouhy left the meeting at 5.45pm

4.2 Principal’s Report

Noted that:

- 1 The Student Achievement update is a baseline indicator with identified students to be targeted for extra help/extension.
- 2 Consideration of how we might take some of the positives from on-line learning and apply it to our onsite learning;
- 3 Data incomplete in learning progress for Yrs 7-10; and
- 4 Increase in enrolment from the same time last year, possibly due to early open day.

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

Allen/Scott

Carried

Resolved that the Delegation be taken as read and accepted.

Scott/Broomfield

Carried

4.3 Finance Report

Noted that:

- 1 Awaiting confirmation of financial statements from Auditor for Annual Report to MOE;
- 2 There is a healthy surplus; and
- 3 Ten families requested assistance.

Resolved that:

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

Chinnery/Broomfield

Carried

4.4 Property Report

Resolved that the Property Minutes are received and information noted.

Jones/Scott

Carried

4.5 Health & Safety Report

Noted that:

- 1 Overseas trips/AIMS cancelled;
- 2 Tournament week for hockey is the only code still offering a Winter Tournament. Decision pending about whether it will proceed.
- 3 World Challenge Peru will be cancelled, in discussions with leadership; and
- 4 Covid worksafe plan reviewed fortnightly.

Resolved that:

- 1 the Health & Safety Report be taken as read and accepted; and
- 2 Approval in Principle given for Volleyball champs for 22-27 Nov 2020 in Mt Maunganui.

Scott/Broomfield

Carried

5. GENERAL BUSINESS

Noted that the scheduled 2020 Staff sabbaticals are postponed to 2021 with no new sabbatical applications available until 2021 for 2022.

6. IN COMMITTEE

Resolved that the Board move into Publically Excluded Committee at 7.10pm to protect the personal privacy of natural persons.

Scott/Jones

Carried

Resolved that the Board move out of Publically Excluded Committee at 8.22pm.

Scott/Revell

Carried

7. CORRESPONDENCE

Resolved that the Correspondence be taken as read and accepted.

Scott/Allen

Carried

8. Closing karakia – J. Scott

There being no further business, the meeting concluded at 8.25pm.

Signed 
J Scott

Date 10/8/20

The next meeting will be on 10 August 2020

Opening prayer/karakia: P. Singh

Closing prayer/karakia: C. Allen

ACTIONS ARISING FROM MEETING

Task	Responsible	Due Date
CCAL/BOT/HOD social gathering towards the end of the year	Principal	Nov
BOT newsletter re Planning/Strategic direction	Chair	Aug
CCAL feedback on roll – meeting on 20 March	Chair/Prin.	Aug
Review BOT self-review results	Chair	Aug
Annual Report to MOE – financial statements/Auditor's letter	Fin Com	Aug
(Deferred) HOD QA Assurance	Principal	Aug
(Deferred) Staff Appraisal Assurance	Principal	Aug