

# CARMEL COLLEGE



## MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 14<sup>th</sup> SEPTEMBER 2020 (via Zoom)

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

**IN ATTENDANCE:** Karen Mitchell

Meeting opened at 5.30pm

1. **Opening karakia – P. Beckett**

2. **ADMINISTRATION**

2.1 **Apologies – L. McKenzie (prior leave approved)**

2.2 **Declarations of Interest – no change**

2.3 **Confirmation of the previous Minutes**

**Resolved** that the Minutes of 10<sup>th</sup> August 2020 be taken as read and confirmed as a true and accurate record.

Scott/Jones

**Carried**

2.4 **Board Attendance**

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

Scott/Revell

**Carried**

3.0 **MATTERS ARISING**

Task	Responsible	Due Date
BOT newsletter re Planning/Strategic direction	Chair	2021
Review BOT self-review results	Chair	nxt mtng
Circulate video link from Social Justice week to BOT	Secretary	complete
Promote/explain Restorative Practice to school community	Principal	2021
Student Rep position description to incl. Sp. Ch. Com. attendance (SLT decided not appropriate)	Principal	complete
Head/s of Sp. Ch. position description to incl. compulsory Sp. Ch. Com. attendance	Principal	complete
Work with other schools (St Marys/Rosmini?) in response to APIS letter	Principal	complete

**4. BUSINESS****4.1 Principal's Report****Noted that:**

- 1 the Special Character report hasn't changed from that presented at the last meeting;
- 2 First Holy Communion didn't happen due to Covid lockdown;
- 3 E pulse adopted to monitor student wellbeing;
- 4 Steady roll with international numbers halved;
- 5 Explanation as to NCEA grades with no mocks;
- 6 Dux/proxime criteria determined by external exam results and to be announced at Scholars Assembly in 2021 rather than 2020 senior prizegiving;
- 7 A lot of Goal 2 plans not achieved due to Covid;
- 8 Staff spiritual day on the last day of Term 3;
- 9 GATE activities cancelled due to Covid, scrambling to find alternatives, co-ordinator on sick-leave;
- 10 Sports Report is a well-written report with Annie & Claire to be thanked by Chair; and
- 11 Participation/core sports/type of competition.

**Resolved that the:**

- 1 Principal's Report
- 2 Goal 2 Review;
- 3 Sport Report;
- 4 Sport Strategic Plan; and
- 5 Enrolment Scheme Report, be taken as read and accepted.

Allen/Scott

**Carried****4.2 Finance Report****Noted** that expenses reduced due to cancelled activities from Covid.**Resolved that:**

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

Chinnery/Singh

**Carried****4.3 Property Report****Resolved** that the Property and Watershed Reports are received and information noted.

Jones/Revell

**Carried****4.4 Health & Safety Report****Noted that:**

- 1 staff training on H&S at 49%, to be addressed by SLT.

**Resolved that:**

- 1 the Health & Safety Report & HSE Connect Report be taken as read and accepted;
- 2 Approval in Principle given for Yr 8 camp to Whangaruru 23-26 Feb 2021;
- 3 Final Approval given for Yr 7/8 Waterpolo Nth Is tournament 12-15 Nov; and
- 4 Final approval given for Christchurch invitational Volleyball tournament 10-14 Dec.

Scott/Revell

**Carried**

**6. IN COMMITTEE**

**Resolved** that the Board move into Publically Excluded Committee at 6.38pm for the purpose of resolving minutes.

Scott/Singh **Carried**

**Resolved** that the Minutes of 10<sup>th</sup> August 2020 be taken as read and confirmed as a true and accurate record.

Scott/Revell **Carried**

**Resolved** that the Board move out of Publically Excluded Committee at 6.40pm.

Scott/Singh **Carried**

**7. CORRESPONDENCE**

**Resolved** that the correspondence be taken as read and accepted.

Scott/Singh **Carried**

**8. BOT Leave requests – none.****9. Closing karakia – V. Broomfield**

There being no further business, the meeting concluded at 6.45pm.

Signed  \_\_\_\_\_  
J Scott

Date 9/11/20 \_\_\_\_\_

The next meeting will be on 9 November 2020 (noted no meeting on 12 October)

Opening prayer/karakia: C. Mackisack

Closing prayer/karakia: L. McKenzie

**ACTIONS ARISING FROM MEETING**

Task	Responsible	Due Date
BOT suggestions for BOT newsletter re Planning/Strategic direction for end 20/early 21 (Covid delayed) to include clarification/reminder of complaint policy/procedure	BOT	Dec
BOT newsletter	Chair	2021
Self-review results to agenda for next meeting	Chair	Nov
Promote/explain Restorative Practice to school community	Principal	2021
Thank Annie & Claire for the excellent sport report/efforts during Covid	Chair	asap
BOT dinner	Chair	Dec