



CARMEL COLLEGE

MINUTES OF THE BOARD MEETING HELD ON 9th NOVEMBER 2020

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

IN ATTENDANCE: Karen Mitchell

Meeting opened at 5.30pm

1.0 Opening karakia – C. Mackisack

1.1 Welcome to the new Student Representative Julia Rofaeil and thankyou/farewell to the outgoing Student Representative Shinjini Dutta Choudhury.

2.0 ADMINISTRATION

2.1 Apologies – C. Allen

2.2 Declarations of Interest – no change

2.3 Confirmation of the previous Minutes

Resolved that the Minutes of 14th September 2020 be taken as read and confirmed as a true and accurate record.

Scott/Revell

Carried

X2 abstain

2.4 Board Attendance

Resolved that the Attendance List for November be received.

Scott/Revell

Carried

3.0 MATTERS ARISING

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	Chair	On Agenda
Promote/explain Restorative Practice to school community	Principal	2021
Thank Annie & Claire for the excellent sport report/efforts during Covid	Chair	Complete
BOT Dinner	Chair	Nov

AKL
9/12/20

M. Chinnery joined the meeting at 5.40pm & S. Dutta Choudhury joined the meeting at 5.43pm

4.0 BUSINESS

4.1 Principal's Report

Noted that:

- 1 Headstart Programme funded by grants;
- 2 College Sport set rules regarding inter-school sports transfers;
- 3 Roll review process set aside until 1 March 2021;
- 4 NZSTA & PPTA advice taken for MOE requisite staffing review to be completed by 27 November;
- 5 New Education & Training Act comes into force in December 2020;
- 6 Staff PD early 2021 re: Search & Retention; and
- 7 Staff not yet had opportunity to review the Draft Search & Retention Policy/Procedure.

Resolved that the:

- 1 Principal's Report
- 2 Goal 3&4 Review;
- 3 Search & Retention report;
- 4 Search & Retention Guidelines;
- 5 Draft Search & Retention Policy;
- 6 Draft Search & Retention Procedure; and
- 7 Staffing Report, be taken as read and accepted.

Mitchell/Revell

Carried

4.2 Finance Report

Noted that:

- 1 The school accounts have a healthy surplus;
- 2 Anticipating un-budgeted/new costs for digital exams;
- 3 International student drop to be reviewed in budget; and
- 4 ICT expenses reviewed/audited, added to a database and awaiting report of recommendations re: specifications/requirements & purchase v lease.

Resolved that:

- 1 the Finance Report is received and information noted;
- 2 the Principal's expenses and VISA for August 2020 (none in Sep) be signed by the Chair; and
- 3 the asset depreciation rates for the 2020 year end accounts are accepted.

Chinnery/Broomfield

Carried

4.3 Property Report

Resolved that the Property Report, Property Meeting Minutes and Watershed Reports for September and October are received and information noted.

Jones/Beckett

Carried

4.4 Health & Safety Report

Noted that:

- 1 Police vetting has been more robust in 2020;
- 2 Clarification of school transport procedure/consents etc;
- 3 Tech Department review yet to be completed; and
- 4 staff training on H&S to be encouraged as a priority.

Resolved that:

- 1 the Health & Safety Report & HSE Connect Report be taken as read and accepted;
- 2 Final Approval given for Yr 12 camp to Central Plateau 7-12 March 2021;
- 3 Final Approval given for NZSS Beach Volleyball 5-7 Feb 2021;
- 4 Final Approval given for Yr 8 Camp at Whangaruru 23-26 Feb 2021; and
- 5 Final approval given for Yr 10 Camp to Waiheke 20 Nov 20 (teachers), 22 – 28 Nov 20 (Students).

Scott/Jones

Carried**4.5 Policy Report**

H&S Policy review delayed to December 2020.

5.0 IN COMMITTEE

Resolved that the Board move into Publically Excluded Committee at 7.08pm for the purpose of protecting personal privacy.

Scott/Chinnery

Carried

Resolved that the Board move out of Publically Excluded Committee at 7.30pm.

Scott/Beckett

Carried**6.0 GENERAL BUSINESS**

- 6.1 General discussion regarding surveys being restricted to the questions asked and how to determine “do we think the school is performing to parent’s expectations?” Suggestion of a similar Pulse meter to what the students/staff already use, consistent with the wellbeing focus. Does parent expectation follow the roll trend? Should the Board have specific assurance on parent expectation?

Noted that the Board Self Review questionnaire is a NZSTA recommended resource/practice.

7.0 CORRESPONDENCE

- 7.1 Kahui Ako Appointment – 22.9.20
 7.2 Special Character Review – 22.9.20
 7.3 Resignation K. Blank – 3.11.20

Resolved that the correspondence be taken as read and accepted.

Scott/Revell

Carried

8. **BOT Leave requests** – none.

9. **Closing karakia** – L. McKenzie

There being no further business, the meeting concluded at 7.38pm.

Signed 
 J Scott

Date 9/12/20

The next meeting will be on 9 December 2020

Opening prayer/karakia: Sr. R. Revell

Closing prayer/karakia: J. Scott

ACTIONS ARISING FROM MEETING

Task	Responsible	Due Date
Suggestions for Board newsletter re Planning/Strategic direction for end 20/early 21 (Covid delayed) to include clarification/reminder of complaint policy/procedure	Board	Dec
Board newsletter	Chair	2021
Promote/explain Restorative Practice to school community	Principal	2021
Board Christmas dinner/last meeting date	Chair	ASAP
H&S check if parents sign form confirming bound by rules of College Sport to assure Board there is no exposure/risk	Chair	Dec
Review draft Search & Retention Policy/Procedure and direct any questions to Policy Committee	Board	Dec
Assurance schedule of Search & Retention Policy to be added to Workplan	Chair	Dec
Review Draft Search & Retention Policy/Procedure	Policy Com	Dec
Review H&S Policy	Policy Com	Dec
Promote/Explain Search & Retention Policy to school community	Principal	2021
Update on staff H&S training percentage	H&S Com	2021
Review van usage/driver training/transportation consent to mitigate Board risk	H&S Com	2021
Review Fire & Evacuation Plan due to Convent works	H&S Com	Dec
SLT Professional Learning Calendar to include H&S	Principal	Dec
Ask Kahui Ako how they obtain "satisfaction data" from school community and provide assurance to their Boards	Principal	2021
Does the Pulse meter have a mechanism for follow-up if required?	Principal	2021
Consider Board Prizegiving award for 2021 (alumni/community connection)	Board	2021