

# CARMEL COLLEGE



## MINUTES OF THE BOARD MEETING HELD ON 9<sup>th</sup> DECEMBER 2020

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

**IN ATTENDANCE:** Karen Mitchell

Meeting opened at 5.30pm

### 1.0 OPENING

Karakia – Sister R. Revell

### 2.0 ADMINISTRATION

2.1 Apologies – L. McKenzie & P. Singh

2.2 Declarations of Interest – no change

2.3 Confirmation of the previous Minutes

Resolved that the Minutes of 9<sup>th</sup> November 2020 be taken as read and confirmed as a true and accurate record.

Scott/Revell

Carried

2.4 Board Attendance

Resolved that the Attendance List for December be received.

Scott/Revell

Carried

### 3.0 MATTERS ARISING

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	2021
Board newsletter	Chair	2021
Promote/explain Restorative Practice to school community	Principal	2021
H&S check if parents sign form confirming bound by rules of College Sport to assure Board there is no exposure/risk	Chair	2021
Review draft Search & Retention Policy/Procedure and direct any questions to Policy Committee	Board	2021
Assurance schedule of Search & Retention Policy to be added to Workplan	Chair	2021

Review Draft Search & Retention Policy/Procedure	Policy Com	2021
Review H&S Policy	Policy Com	2021
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	2021
SLT Professional Learning Calendar to include H&S	Principal	2021
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

#### 4.0 BUSINESS

##### 4.1 Principal's Report & Strategic Plan Review

Noted that:

- 1 Responsibility of the Board to address any allegation of abuse of children in the care of the school since 1989;
- 2 Robust complaint procedure in place and no advice/recommendations from MOE or NZSTA at this stage;
- 3 Expected completion of the restoration of the convent/chapel in mid March 2021;
- 4 Staff thank the Board for the Christmas lunch and reiterate their thanks for their wellness day;
- 5 Curriculum development is underway;
- 6 Timetable change transition 2021 to full implementation Feb 2022 including staff PD;
- 7 Development of the Arts including a school musical in 2021;
- 8 Enhancement of Maori/Pacifica student leadership;
- 9 Consider extension of PTFA into the community;
- 10 Connection of old girls with current students; and
- 11 Staff resignation/s and appointment/s.

**Resolved** that the Principal's Report, Strategic Plan Review and Kahui Ako Report be taken as read and accepted.

Mitchell/Scott

**Carried**

##### 4.2 Finance Report

Noted that:

- 1 The school accounts have a healthy surplus;
- 2 The school is run prudently with a conservative budget;
- 3 Difficult to develop a budget against 2020; and
- 4 Expect 2021 deficit forecast including international student decrease.

**Resolved that:**

- 1 the Finance Report is received and information noted;
- 2 the 2021 Budget is accepted; and
- 3 Staff entitlement is approved at 2.5.

Chinnery/Broomfield

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

- 1 Cyclical maintenance to be completed over the holidays; and
- 2 Convent to be included in the 10YPP next year when reviewed.

**5.0 IN COMMITTEE**

**Resolved** that the Board move into Publically Excluded Committee at 7.08pm for the purpose of resolving minutes.

Scott/Revell

**Carried**

**Resolved** that the Publically Excluded Committee Minutes of 9th November 2020 be taken as read and confirmed as a true and accurate record.

Scott/Jones

**Carried**

**Resolved** that the Board move out of Publically Excluded Committee at 6.50pm.

Scott/Jones

**Carried****6.0 CORRESPONDENCE**

- 6.1 Resignation – Horowaitai Roberts-Tuahine; and
- 6.2 NZSTA Update – teacher aide pay equity settlement.

**Resolved** that the Correspondence be received.

Scott/Chinnery

**Carried****7.0 GENERAL BUSINESS**

**Resolved** that the Draft 2021 Workplan be approved.

Scott/Beckett

**Carried****8.0 BOT Leave requests – none.****9.0 CLOSING**

Karakia – J. Scott

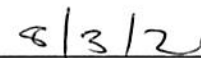
There being no further business, the meeting concluded at 7.00pm.

Signed



J Scott

Date





The next meeting will be on 15<sup>th</sup> February 2021

Opening prayer/karakia: C. Allen

Closing prayer/karakia: P. Beckett

#### ACTIONS ARISING FROM MEETING

Task	Responsible	Due Date
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