

CARMEL COLLEGE



MINUTES OF THE BOARD OF TRUSTEES MEETING **HELD ON 15th FEBRUARY 2021**

PRESENT: Peter Beckett, Valerie Broomfield, Kerry Jones, Catherine Mackisack, Laura McKenzie, Karen Mitchell, Sister Rosemary Revell, Julia Rofaeil and Julie Scott (Chair).

IN ATTENDANCE: Chris Allen

Meeting opened at 5.30pm

1. Opening Karakia – K. Mitchell

2. ADMINISTRATION

2.1 Election of Chair and Deputy Chair

Sr. Revell nominated J. Scott as Chair, seconded by K. Jones. J. Scott nominated P. Beckett as Deputy, seconded by Sr. Revell. As there were no further nominations J. Scott is re-appointed as Chair and P. Beckett as Deputy.

2.2 Apologies – Michael Chinnery & Pravina Singh.

Noted that:

- 1 P. Singh is on extended sick leave;
- 2 Board requires an additional member with Policy/legal skillset to Chair Policy Committee until end of Board term;
- 3 Balance of elected -v- appointed Board members needs to be taken into consideration;
- 4 NZSTA & CCAL advice to be sought;
- 5 Consider shoulder tapping/advertising to community; and
- 6 C. Allen, J. Scott, K. Jones & P. Beckett to form co-opt committee to action co-option asap.

Resolved that Approval in Principle is given to co-opt an additional Board member.

Scott/Jones

Carried

2.3 Declarations of Interest – forms to be signed by Board and emailed to Secretary.

2.4 Code of Conduct – forms signed by Board and emailed to Secretary.

2.5 Delegations

Resolved that the Delegations are confirmed.

Scott/Beckett

Carried

2.6 Confirmation of the previous Minutes

Resolved that the Minutes of 9 December 2020 be taken as read and confirmed as a true and accurate record.

Scott/Revell
x1 abstain
Carried

2.7 Board Attendance

Resolved that the Attendance List for February be received.

Scott/Revell
Carried

2.8 Sub-Committee Membership – noted that meetings can be by Zoom or email. Meeting dates/reports to be aligned on workplan and invites to meetings sorted.

FINANCE – C. Allen, K. Mitchell, V. Broomfield, M. Chinnery, P. Beckett, J. Scott & Business Manager Claudia Officer

H&S – K. Jones, J. Scott, J. Rofaeil, C. Mackisack, Kirsty Ussher, Sheryl Henderson & Frances Hague (NB: FH will not attend meetings but will be copied in with Minutes)

PROPERTY – C. Allen, K. Mitchell, K. Jones, Ian Langley, Jackie Farman, C. Officer & Kris Morris-Vette (Watershed)

POLICY – C. Allen, L. McKenzie, P. Singh, V. Broomfield, K. Jones & co-opt member

SPECIAL CHARACTER – C. Allen/K. Mitchell, Sr. Revell, P. Beckett, P. Singh, L. McKenzie, J. Rofaeil, Rosanna Fouhy & Denise Camilleri

2.9 Charter (Strategic Plan) Compliance

Resolved that the Strategic Plan to be sent to the MOE by 1st March is approved.

Allen/Scott
Carried

2.10 Days Open Compliance

Noted that the school calendar for 2021 meets the MOE requirement for number of school days the school must be open.

2.11 Leave Approvals for Board members

Noted that C. Mackisack seeks leave from 8 March meeting for camp attendance.

3. MATTERS ARISING

Task	Responsible	Due Date
Suggestions for Board newsletter	Board	Complete
Promote/explain Restorative Practice to school community	Principal	Complete
H&S check if parents sign form confirming bound by rules of College Sport to assure Board there is no exposure/risk	Chair	Complete
Review draft Search & Retention Policy/Procedure and direct any questions to Policy Committee	Board	ASAP
Assurance schedule of Search & Retention Policy to be added to Workplan	Policy Com	2021
Review Draft Search & Retention Policy/Procedure	Policy Com	2021
Review H&S Policy (check if review required)	Policy Com	2021
Promote/explain Search & Retention Policy to school community (once Policy confirmed)	Principal	2021
Update on staff H&S training percentage	H&S Com	March

Review van usage/driver training/transportation consent to mitigate Board risk	H&S Com	March
Review Fire & Evacuation Plan due to Convent works	H&S Com	Complete
SLT Professional Learning Calendar to include H&S	Principal	Complete
Ask Kahui Ako (at the next meeting) how they obtain "satisfaction data" from school community and provide assurance to their Boards	Principal	March
Does the Pulse meter have a mechanism for follow-up if required?	Principal	Complete
Consider Board Prizegiving award for 2021 (alumni/community connection)	Board	Complete

Noted that:

- 1 The Board agreed in principle to a Board award;
- 2 Terms of Reference/criteria yet to be agreed; and
- 3 Consider asking community for recommendations/nominations.

4. BUSINESS

4.1 Principal's Report

Noted that:

- 1 NZSTA advice sought re: Overnight Allowance for Support Staff;
- 2 Business Manager is assessing overnight costs to ensure within budget;
- 3 Staffing/Roll assessment by MOE on 1st March; and
- 4 Board require assurance of cohort beginning of year –v- end of year comparison in the Analysis of Variance.

Resolved that the Principal's Report and Draft Analysis of Variance be taken as read and accepted.

Mitchell/Scott

Carried

4.2 Policy Ratification

Resolved that the Governance Policies numbered 1-10 are ratified.

Scott/Revell

Carried

4.3 Property Report

Noted that:

- 1 Holiday maintenance works completed;
- 2 Considering more environmentally friendly weed-killer;
- 3 Insurance claim for Harkins Building leaks; and
- 4 WorkSafe report confirmed contractors compliant.

Resolved that:

- 1 the Property Report for Jan 20 be received and information noted;
- 2 the Property Meeting Minutes for Jan 20 be received and information noted; and
- 3 the January Property Work Schedule be received and information noted.

Jones/Scott

Carried

4.4 Health & Safety

Noted that:

- 1 no outstanding data required for trip approvals;
- 2 all parent helpers get copies of RAMS; and
- 3 Parent/s in charge of a trip (taking a teacher responsibility) have thorough induction.

Resolved that:

- 1 the Health Safety Report is received and information noted;
- 2 Final Approval is given to the:
 - a) NISS Rowing Championships (4-7 Mar) trip;
 - b) NZSS Rowing - Maadi Cup (20-28 Mar) trip;
 - c) NZSS Senior Volleyball Nationals (21-26 Mar) trip; and
- 3 Approval in Principle is given to the:
 - a. Y13 Geography trip to Rotorua (6-7 May);
 - b. Y11 PED Camp (22-24 Sep); and
 - c. Senior A Waterpolo Nth. Isl. comp in Wellington (24-28 Mar).

Scott/Broomfield

Carried

5. CORRESPONDENCE**Noted that:**

- 1 the Govt. grant (including automatic Covid response payments) confirmed in a letter to the Principal received today, has added \$120k to available budget funds and together with the roll increase review in March, the balance sheet is very healthy and no concern for funds for fit-out of new building;
- 2 2020 Sabbatical recipients to be asked if they wish to defer to 2021 (and no further);
- 3 If existing Sabbaticals deferred, offer x4 for 2021, to be contained within a 4 week period and any travel must be within NZ;
- 4 School can only have x4 teachers on Sabbatical in any one year.

Resolved that:

- 1 the Correspondence be taken as read and accepted; and
- 2 the Sabbatical deferment for N. Bassett to 2021 be approved.

Scott/Broomfield

Carried

C. Allen left the meeting at 7.30pm

6. IN COMMITTEE

Resolved that the Board move into Publically Excluded Committee at 7.30pm for the purpose of protecting personal privacy.

Scott/Revell

Carried

Resolved that the Board move out of Publically Excluded Committee at 7.38pm.

Scott/Revell

Carried

7. Closing Karakia – P. Beckett

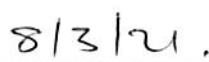
There being no further business, the meeting concluded at 7.39pm.

Signed



J Scott

Date



The next meeting will be on 8th March 2021

Opening prayer/karakia: V. Broomfield
 Closing prayer/karakia: M. Chinnery

ACTIONS ARISING FROM MEETING

Task	Responsible	Due Date
Complete & email Code of Conduct to Secretary	Board	ASAP
Complete & email Declaration of Interest to Secretary	Board	ASAP
Email co-opt committee	Chair	ASAP
Sub Committee Chair to confirm appointment, invite members & meeting/report dates align with Board meetings on Workplan	Com. Chair	March
Confirm M. Chinnery willing to remain on Finance Committee	Chair	March
Ensure Student Head of Special Character on invite to Special Character Committee meetings	Student Rep.	March
Board newsletter as a link in school newsletter to incl Board contact details, structure with CCAL, Strategic plan & academic results	Chair	March
Review draft Search & Retention Policy/Procedure & direct any queries to Policy Com.	Board	ASAP
Assurance schedule of Search & Retention Policy to be added to Workplan	Policy Com	2021
Review Draft Search & Retention Policy/Procedure	Policy Com	2021
Review H&S Policy (check if review required)	Policy Com	2021
Consider adding Governance Policies to review cycle	Policy Com	2021
Promote/explain Search & Retention Policy to school community (once Policy confirmed)	Principal	2021
Update on staff H&S training percentage	H&S Com	March
Review van usage/driver training/transportation consent to mitigate Board risk	H&S Com	March
Ask Kahui Ako (at the next meeting) how they obtain "satisfaction data" from school community and provide assurance to their Boards	Principal	March
Consider Board Award criteria/terms of reference	Board	2021
C. Mackisack to confirm camp dates to Secretary for Board meeting leave application	Staff Rep	ASAP