

CARMEL COLLEGE



MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 12TH APRIL 2021

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

Meeting opened at 5.30pm

1. OPENING

Karakia – M. Chinnery

2. ADMINISTRATION

2.1 Apologies – Pravina Singh approved sick leave.

2.2 Board Attendance

Resolved that the Attendance List for April be received.

Scott/Revell

Carried

2.3 Confirmation of the previous Minutes

Resolved that the Minutes of 8th March 2021 be taken as read and confirmed as a true and accurate record.

Scott/Beckett

Carried

x3 abstain

2.4 Leave Approvals for Board members – Kerry Jones

2.5 Board Self Review:

1. Succession plans - proactive approach to election next year including following up with new parents who indicated interest in the Board and Chair to ask each existing elected member as to their plans;
2. Reporting to the Board is covered in the Work Plan and in the Principal's Report;
3. Yes, all teaching staff have been appraised (compliance req.), report to the Board next month; and
4. Curriculum inclusion of Ka Hikitia etc will be summarised in a report to the Board next month.

3. MATTERS ARISING

| Task | Responsible | Due Date |
|---|-------------|----------|
| Complete & email Code of Conduct to Secretary | Board | Complete |
| Complete & email Declaration of Interest to Secretary | Board | Complete |
| Email co-opt committee – NZSTA advice that not able to co-opt | Chair | Complete |

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

4. BUSINESS

4.1 Principal's Report

Noted that:

- 1 Three teaching staff yet to complete H&S training;
- 2 Non-teaching staff incl. relievers and part-time staff not completed H&S training;
- 3 New appraisals next term will include requirement to complete H&S training;
- 4 Ancillary staff to complete H&S training on Teacher Only Day on 13th May;
- 5 Goal 2 Curriculum review includes NCEA changes and wellbeing focus;
- 6 Ambit of Academic Tracking Dean;
- 7 Counsellors may need further support dealing with increased complexities; and
- 8 Deans assisting Counsellors in less complex situations eg. friendship issues.

Resolved that the Principal's Report and Goal 2 Review be taken as read and accepted.

Mitchell/Beckett

Carried

4.2 Special Character

Resolved that the Special Character Compliance Report, with addition of Year 7 compulsory involvement in the Sacramental Programme, be taken as read and accepted.

Mitchell/Scott

Carried

4.3 Property Report**Noted that:**

- 1 Chorus decommissioning copper lines;
- 2 Replacement lift phones installed;
- 3 Convent restoration progressing well and including students in the process;
- 4 Sustainability discussion including cost benefit/wellbeing/H&S at next meeting.

Resolved that the Property Report be received and information noted.

Mitchell/Scott

Carried**4.4 Finance Report****Resolved that:**

- 1 the Finance Report be received and information noted; and
- 2 January & February accounts are accepted;
- 3 2021 cyclical maintenance provision is accepted; and
- 4 Review of Policy 12Op Asset Protection Policy is accepted.

Chinnery/Scott

Carried**4.5 Policy Report**

Noted the Chair assurance that the Concerns & Complaints policy has been tested and is working.

Resolved that the following Policies are confirmed:

- 1 08Op – Managing Challenging Behaviours & Physical Restraint Policy;
- 2 09Op – Concerns & Complaints Policy (with the removal of the “hangman” term); and
- 3 17Op Search & Retention Policy;

Scott/Chinnery

Carried**4.6 Health & Safety Report****Noted:**

- 1 February & March Connect Reports; and
- 2 the March Report doesn't include a student's broken wrist at Waterwise on boat ramp – Chair to check.

Resolved that:

- 1 the Health Safety Report is received and information noted;
- 2 the trip approvals to date for 2021 be accepted;
- 3 the February & March Connect Reports be accepted; and
- 4 Final Approval is given to the Yr 13 Geography trip to Rotorua (6-7 May).

Scott/Beckett

Carried**5. CORRESPONDENCE**

Resolved that the Correspondence be taken as read and accepted.

Scott/Revell

Carried

6. CLOSING

Karakia – C. Mackisack

There being no further business, the meeting concluded at 7.20pm.

Signed J Scott
J ScottDate 10/5/21The next meeting will be on 10th May 2021

Opening prayer/Karakia: L. McKenzie

Closing prayer/Karakia: Sr. Revell

ACTIONS ARISING FROM MEETING

| Task | Responsible | Due Date |
|---|-------------|----------|
| Ask elected members their plans re: election next year | Chair | May |
| Staff Appraisal Report | Principal | May |
| Curriculum Review summary to incl. Ha Hikitia/Success for All/Pacifica Education Plan | Principal | May |
| Review Policy/Procedure to ensure requirement to complete H&S training encapsulated | Policy Com. | May |
| Review requirement of day relievers to complete same H&S training as fulltime staff | H&S Com | May |
| Confirm all fulltime staff completed H&S training by 14 th May | Principal | June |
| Ask Northcote College for Board award terms of reference | Chair | May |
| Advise Chair if interested in CCAL invite to join Build Project | Board | May |
| Business Manager to complete van usage needs analysis | Principal | May |
| Add 3 yearly Strategic Plan review to workplan | Chair | May |
| Add Yr 7 compulsory involvement in the Sacramental Programme to Sp. Ch. Compliance Report. | Principal | ASAP |
| Board Training on Search & Retention Policy/Procedures | Principal | May |
| Communication to school community/parents of existence/summary of Search & Retention Policy | Principal | May |
| Sustainability discussion be added to May Agenda | Secretary | May |
| Do HSE Reports include off-site EOTC injuries? | H&S Com | May |