

CARMEL COLLEGE



MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 8TH MARCH 2021

PRESENT: Peter Beckett, Valerie Broomfield, Kerry Jones, Karen Mitchell, Sister Rosemary Revell and Julie Scott (Chair).

IN ATTENDANCE: Chris Allen

Meeting opened at 5.30pm

1. OPENING

Karakia – V. Broomfield

2. ADMINISTRATION

2.1 **Apologies** – Michael Chinnery, Pravina Singh, Laura McKenzie and Catherine Mackisack.

2.2 Board Attendance

Resolved that the Attendance List for March be received.

Scott/Revell

Carried

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

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

2.5 Confirmation of the previous Minutes

Resolved that the Minutes of 15 February 2021 be taken as read and confirmed as a true and accurate record.

Scott/Jones

Carried

2.6 **Leave Approvals for Board members** – nil

2.7 **Board Self-Review** – questionnaire to be completed and emailed to Secretary

3. MATTERS ARISING

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 – 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.	April
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 Aim to hold a Pacifica dinner/performance, possibly with Rosmini, later in year;
- 2 Online Athletics Day very successful;
- 3 Service opportunities being communicated to students; Question from JS re hours of service expectation and uptake from senior students - CA thinks expectation is adequate and that change in badge requirement will lead to increased uptake however will continue to monitor each year; and
- 4 Sister Anna working on history of land/school/Mercy Story.
- 5 Roll number clarified at 958.
- 6 Good attendance at pre-enrolment evening.

Resolved that the Principal's Report and Goal 1 Review be taken as read and accepted.

Mitchell/Scott

Carried

4.2 Property Report

Resolved that the Property Report be received and information noted.

Jones/Mitchell

Carried

4.3 Finance Report**Resolved** that:

- 1 the Finance Report be received and information noted; and
- 2 December accounts are accepted as management accounts, with adjustments to come for the Annual accounts.

Broomfield/Mitchell

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

- 1 no Connect Report provided;
- 2 no reported incidents for February;
- 3 Draft transport of students policy and procedure has been reviewed, final amendments referred back to the writer and will be further reviewed by the H&S committee and policy committee once complete.
- 4 Lockdown and evacuation procedures revised for 2021 - both accepted and practices to be undertaken once students back in school.

Resolved that:

- 1 the Health Safety Report is received and information noted;
- 2 Final Approval is given to the Senior A Waterpolo Nth Isl Comp (24-28 Mar) in Wellington; and
- 3 Approval in Principle is given to the Yr 13 Retreat (23-24 Sept).

Scott/Beckett

Carried**4.5 Policy Report****Noted** that:

- 1 the policy review process is that draft policies are tabled with the Board to individually review and direct any comments/queries to the Policy Chair within 2 weeks; and
- 2 the draft policies to be resolved at the next meeting.

Resolved that the Policy Report is received and information noted.

Jones/Broomfield

Carried**5. CORRESPONDENCE****Resolved** that the Correspondence be taken as read and accepted.

Scott/Revell

Carried

C. Allen left the meeting at 7.10pm

6. IN COMMITTEE**Resolved** that the Board move into Publically Excluded Committee at 7.10pm for the purpose of resolving minutes.

Scott/Revell

Carried**Resolved** that the Publically Excluded Committee Minutes of 15th February 2021 be taken as read and confirmed as a true and accurate record.

Scott/Broomfield

Carried

Resolved that the Board move out of Publically Excluded Committee at 7.12pm.

Scott/Revell

Carried

7. CLOSING

Karakia – V. Broomfield

There being no further business, the meeting concluded at 7.13pm.

Signed _____
J Scott

Date _____

The next meeting will be on 12th April 2021

Opening prayer/Karakia: K. Jones

Closing prayer/Karakia: C. Mackisack

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
Complete & email Board Self-Review questionnaire to Secretary	Board	ASAP
Management to consider incentivising/deadline H&S training & report to Board	Principal	April
Satisfaction Assurance to be regularly included in Principal's Report	Principal	Complete
Ensure Student Head of Special Character on invite to Special Character Committee meetings	Student Rep.	April
Claudia to complete van usage needs analysis	Principal	April
Review draft Policies & direct any queries to Policy Com. Chair	Board	22 March
Separate record of Compliance requirements	Principal	April
Board Training on Search & Retention Policy/Procedures	Principal	May
Consider Board Award criteria/terms of reference	Board	2021