

CARMEL COLLEGE



MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 10TH MAY 2021

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

IN ATTENDANCE: Chris Allen

Meeting opened at 5.30pm

1. OPENING

Karakia – J. Scott

2. ADMINISTRATION

2.1 **Apologies** – Pravina Singh (approved sick leave), Michael Chinnery (requested leave), Laura McKenzie (sick) and Valerie Broomfield.

2.2 Board Attendance

Resolved that the Attendance List for May be received.

Scott/Revell

Carried

2.3 Confirmation of the previous Minutes

Resolved that the Minutes of 12th April 2021 be taken as read and confirmed as a true and accurate record.

Scott/Mackisack

Carried

x1 abstain

2.4 Leave Approvals for Board members – none

3. MATTERS ARISING

Task	Responsible	Due Date
Ask elected members their plans re: election next year	Chair	June
Assurance of completion of teaching staff appraisals (Governance Compliance)	Principal	June
Curriculum Review summary to incl. Ha Hikitia/Success for All/Pacifica Education Plan	Principal	June
Review Policy/Procedure to ensure requirement to complete H&S training encapsulated	Policy Com.	June

C. Allen left the meeting at 7.24pm

6. IN COMMITTEE

Resolved that the Board move into Publically Excluded Committee at 7.24pm for the purpose of protecting personal privacy.

Scott/Jones

Carried

Resolved that the Board move out of Publically Excluded Committee at 7.29pm.

Scott/Revell

Carried

6. CLOSING

Karakia – Sr. Revell

There being no further business, the meeting concluded at 7.30pm.

Signed 
J Scott

Date 14/6/21

The next meeting will be on 14th June 2021

Opening prayer/Karakia: Julia Rofaeil

Closing prayer/Karakia: Julie Scott

ACTIONS ARISING FROM MEETING

Task	Responsible	Due Date
Ask elected members their plans re: election next year	Chair	June
Awaiting Northcote College Board award terms of reference	Chair	June
Advise Frances Hague of Communications Manager resignation	Chair	June
Assurance of completion of teaching staff appraisals (Governance Compliance)	Principal	June
Curriculum Review summary to incl. Ha Hikitia/Success for All/Pacifica Education Plan	Principal	June
Confirm all fulltime staff completed H&S training by 14 th May	Principal	June
Communication to school community/parents of existence/summary of Search & Retention Policy	Principal	June
Review Ball security features	Principal	June
Review Policy/Procedure to ensure requirement to complete H&S training encapsulated	Policy Com.	June

Consider & draft a Sustainability Policy (review other schools policies incl. Lincoln High School) including CCAL review of draft	Policy Com.	June
Review requirement of day relievers to complete same H&S training as fulltime staff	H&S Com	June
Review if reporting to Board should include offsite H&S incidence reports	H&S Com	June
Add HSE assurance to H&S Report going forward, without attaching HSE Report	H&S Com	June