

CARMEL COLLEGE



MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 14TH JUNE 2021

PRESENT:

Chris Allen
A

Peter Beckett, Valerie Broomfield, Michael Chinnery, Catherine Mackisack, Sister Rosemary Revell, Julia Rofaeil and Julie Scott (Chair).

IN ATTENDANCE: Karen Mitchell

Meeting opened at 5.30pm

1. OPENING

Karakia – J. Rofaeil

2. ADMINISTRATION

2.1 Apologies – Pravina Singh (approved sick leave), Kerry Jones and Laura McKenzie (extended leave).

2.2 Board Attendance

Resolved that the Attendance List for June be received.

Beckett/Revell

Carried

2.3 Confirmation of the previous Minutes

Resolved that the Minutes of 10th May 2021 be taken as read and confirmed as a true and accurate record.

Beckett/Revell

Carried

x2 abstain

2.4 Leave Approvals for Board members – none

3. MATTERS ARISING

Task	Responsible	Due Date
.1 Ask elected members their plans re: election next year	Chair	June
.2 Awaiting Northcote College Board award terms of reference	Chair	Complete
Advise Frances Hague of Communications Manager resignation	Chair	Complete
Assurance of completion of teaching staff appraisals (Governance Compliance)	Principal	Agenda
Curriculum Review summary to incl. Ha Hikitia/Success for All/Pacifica Education Plan	Principal	Agenda

Confirm all fulltime staff completed H&S training by 14 th May	Principal	Agenda
Communication to school community/parents of existence/summary of Search & Retention Policy	Principal	Complete
Review Ball security features	Principal	Complete
Review Policy/Procedure to ensure requirement to complete H&S training encapsulated	Policy Com.	August
Consider & draft a Sustainability Policy (review other schools policies incl. Lincoln High School) including CCAL review of draft	Policy Com.	August
.3 Review requirement of day relievers to complete same H&S training as fulltime staff	H&S Com	Complete
Review if reporting to Board should include offsite H&S incidence reports	H&S Com	August
Add HSE assurance to H&S Report going forward, without attaching HSE Report	H&S Com	August

1 Noted that:

- 1 Board succession planning to be considered by the Board;
- 2 M. Chinnery will be travelling a lot more with his new job;
- 3 V. Broomfield undecided;
- 4 L. McKenzie (CCAL representative) on leave for a year;
- 5 CCAL discretion as to re-appointment (each CCAL appointment is for a 2 year term);
- 6 Consideration of skill set vacancies;
- 7 Board to all shoulder-tap potential members and encourage preliminary attendance at a meeting.

3.2 Noted that:

- 1 the Board Award in principle is agreed;
- 2 a short verbal citation at the ceremony with a longer printed version in the programme.
- 3 consideration to be given to potential recipients (i.e. Old Girls?), committee to be formed, awarded at Carmel Day or Prizegiving, criteria etc

Resolved that the Board will proceed with a Board Award with a Terms of Reference to be approved by the Board.

Allen/Broomfield

Carried

3.3 Noted that:

- 1 NZSTA & MOE best practice guidelines followed regarding day relievers H&S responsibilities;
- 2 Other school's ensure day relievers are inducted including fire evacuation & lockdown;
- 3 It is not practicable for inducted day relievers to complete ongoing H&S training;
- 4 H&S Committee reviewing ways of reminding teaching staff to complete H&S training; and
- 5 H&S Committee reviewing reporting of training statistics to ensure accuracy.

4. BUSINESS

4.1 Principal's Report

Noted that:

- 1 Yr 12 successful Careers Week included highlight of Helen Clark speaking;
- 2 Teacher Only Day provided staff with opportunity to review NCEA changes;
- 3 Successful Cultural Day at Rosmini with amazing Carmel piano recital, looking forward to Carmel

- Kapa Haka, currently in re-build phase, next time;
- 4 Awaiting completion date of Shakespeare Villa renovation;
- 5 Thanks to Rosanna Fouhy for the Special Character report;
- 6 Roll stable with 155 year 7 enrolments already, meaning six classes in 2022;
- 7 Review of roll ethnicities revealed Pacifica, Asian & Maori roll stable;
- 8 No change to Analysis of Variance from February 2021 regarding Student Achievement; and
- 9 HOD Quality Assurance deferred to the next meeting;

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

Beckett/Allen

Carried

4.1.1 Assurance of Teaching Staff Appraisal

Noted that:

- 1 Professional Growth Cycle criteria disconnects from compliance but develops cognisant professional growth as a collaborative reflective enquiry;
- 2 Reviewed against professional standards in contract, not against teaching standards; and
- 3 All Teaching Staff Appraisal's completed;

Resolved that the Assurance of Teaching Staff Appraisal Report be taken as read and accepted.

Beckett/Allen

Carried

4.1.2 Goal 4 Review

Noted that:

- 1 Cultural Awareness increasing including extension of Te Reo and Kapa Haka;
- 2 Actively promoting Maori Language Week;
- 3 Literary focus; and
- 4 New Building Focus group visited other new school buildings and are meeting fortnightly.

Resolved that the Goal 4 Review Report be taken as read and accepted.

Allen/Revell

Carried

J. Scott joined the meeting at 6.24pm

4.1.3 Curriculum Review

Noted that:

- 1 Review pre-empted by ERO
- 2 Change Agent "Tabitha" employed to ensure embedded change;
- 3 Achievement plan is a cohesive Yr 7-10 curriculum;
- 4 Underpinning inclusive ethnicity/ability/disability;
- 5 Student agency a priority;
- 6 Different ways of accessing information/testing/presentation of learning;
- 7 Innovative/positive/energising curriculum development; and
- 8 Thank you to Karen Mitchell for her efforts.

Resolved that the Curriculum Review Report be taken as read and accepted.

Beckett/Allen

Carried

4.2 Finance Report**Noted that:**

- 1 Conservative/cautious budget tracking positively including unexpected funds from Government;
- 2 Roll increase assists positive numbers;
- 3 Monthly compliance tasks complete;
- 4 Audit letter to be reviewed at next Board meeting; and
- 5 Mileage reimbursement review.

Resolved that:

- 1 the Finance Report is received and information noted; and
- 2 April accounts are accepted.

Chinnery/Beckett

Carried**4.3 Health & Safety Report****Noted that:**

- 1 new trip approval system is a live on-line document for recurring annual trips;
- 2 Staff training split into separate groups in Connect Report;
- 3 Review of what does training look like and is it fit for purpose/relevant to a school;
- 4 Training reminders/modules being sent out to staff at regular intervals;
- 5 Tech Dept review report deferred to next Board meeting;
- 6 Any injuries requiring medical attention (incl. off-site) to be included in Connect Report;
- 7 Review any recurring injuries and consult with off-site provider as necessary;
- 8 Lockdown trial highlighted PA system faults;
- 9 Evacuation trial completed;
- 10 Review of H&S procedures for compliance monitoring; and
- 11 Principal to provide H&S Committee with updated versions of procedures.

Resolved that:

- 1 the Health Safety Report is received and information noted;
- 2 the trip approvals to date for 2021 be accepted;
- 3 the ~~April~~ ^{May} Connect Report is accepted; and
- 4 Final Approval given to Spirit of Adventure trip (25-30 July 2021); and
- 5 the following Approvals in Principle are given:
 - a) Basketball Junior Champs (27-31 Aug) Manukau; and
 - b) AIMS Games (5-10 Sept) Tauranga/Mt Maunganui.

Scott/Chinnery

Carried**4.4 Property Report****Noted that:**

- 1 roof repairs/hall carpeting scheduled for July school holidays depending on material availability; and
- 2 investigating undetected water leak determined by increase in water bill.

Resolved that the Property Report is received and information noted.

Mitchell/Allen

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

- 1 the International Student ("Int. St.") Policy is a new policy tabled for review;
- 2 discussion regarding ensuring the purpose of the policy is clear;
- 3 pastoral care of Int. St. included in the MOE Int. Student Code of Practice;

- 4 Fortnightly meetings with Principal/Int. St. staff;
- 5 Assurance to Board of Int. St. wellbeing included in regularly reviewed procedures;
- 6 Int. St. assurance also provided to CA and NZQA;
- 7 ERO removed Int. St. review from audit, as is well audited elsewhere;
- 8 08Op, 09Op and 17Op confirmed at 12th April Board meeting;
- 9 Policy Committee could only review what was to hand, as very short staffed; and
- 10 12Op and 13Op also tabled for review, to be confirmed at next Board meeting.

Resolved that the Policy Review Report be taken as read and accepted.

Allen/Revell

Carried

4.6 Building Development Update – Project Falcon

Noted:

- 1 Gap between what would like -v- what can afford;
- 2 No Board funds for new building;
- 3 Board funds for fit-out, furniture etc; and
- 4 Student group met with architect as student engagement built into contract.

5. CORRESPONDENCE

- 5.1 Thank you email from Gillian Maxwell; and
- 5.2 Resignation from Jacinta Lamb.

Resolved that the Correspondence be taken as read and accepted.

Beckett/Broomfield

Carried

6. IN COMMITTEE

Resolved that the Board move into Publically Excluded Committee at 7.10pm for the purpose of protecting personal privacy.

Scott/Broomfield

Carried

Resolved that the Board move out of Publically Excluded Committee at 7.45pm.

Scott/Broomfield

Carried

7. CLOSING

Karakia – J. Scott

There being no further business, the meeting concluded at 7.46pm.

Signed 
J Scott

Date 9/8/21

The next meeting will be on 9th August 2021

Opening prayer/Karakia: Chris Allen
 Closing prayer/Karakia: Peter Beckett

ACTIONS ARISING FROM MEETING

Task	Responsible	Due Date
Consider/shoulder-tap Board skill set/potential members	Board	November
Discuss Board skill-set requirements/vacancy with CCAL Chair	Chair	August
Carmel Board Award Terms of Reference	WHO?	August
Review Policy/Procedure to ensure requirement to complete H&S training encapsulated	Policy Com.	August
Consider & draft a Sustainability Policy (review other school's policies incl. Lincoln High School) including CCAL review of draft	Policy Com.	August
Add HSE assurance to H&S Report going forward, without attaching HSE Report	H&S Com	August
Review ways of reminding staff to complete H&S training	H&S Com	August
Review reporting of training statistics	H&S Com	August
Tech Dept Review Report	H&S Com	August
Add review of any recurring injuries, particularly at off-site providers, to H&S Procedures	H&S Com	August
Review H&S Procedures for compliance monitoring	H&S Com	August
Provide H&S Committee with up-to-date versions of H&S procedure	Principal	August
HOD Quality Assurance	Principal	August