

CARMEL COLLEGE



MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 9TH AUGUST 2021

PRESENT: Chris Allen, Peter Beckett, Michael Chinnery, Kerry Jones, Catherine Mackisack, Sister Rosemary Revell, Julia Rofaeil, Julie Scott (Chair) and Pravina Singh.

IN ATTENDANCE: Karen Mitchell

Meeting opened at 5.30pm

1. OPENING

Karakia – C. Allen

2. ADMINISTRATION

2.1 Apologies – Valerie Broomfield.

2.2 Board Attendance

Resolved that the Attendance List for August be received.

Scott/Revell

Carried

2.3 Confirmation of the previous Minutes

Resolved that the Minutes of 14th June 2021 be taken as read and confirmed as a true and accurate record.

Chinnery/Revell

Carried

x2 abstain

2.4 Leave Approvals for Board members – C. Allen on sabbatical on 13 September.

2.5 Board Award Terms of Reference – J. Scott to draft Terms of Reference and email to Board.

2.6 Confirmation of Email Resolution to Appoint Returning Officer for Board Student Rep. election

Resolved that the Email Resolution to Appoint Returning Officer for Board Student Rep. election is confirmed.

Allen/Singh

Carried

3. MATTERS ARISING

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

4. BUSINESS**4.1 Principal's Report**

Noted that:

- 1 Students from non-contributing schools inducted into sacramental programme;
- 2 40 student receiving confirmation or holy communion;
- 3 Successful Mercy Leaders Conference during holidays held with other Mercy Colleges including virtually with Irish schools;
- 4 Sister Anna and Rosanna Fouhy doing well with comprehensive programme;
- 5 Closing full Yr 7 roll and opening waitlist;
- 6 Graham Atkinson who previously taught Maths at Carmel is replacing Sheryl Henderson;
- 7 Health & Safety Committee staff representative yet to be appointed;
- 8 23 International Students next year;
- 9 Successful International Student afternoon tea with translator;
- 10 Service Co-ordinator has resigned;
- 11 Service hours progressing;
- 12 Received positive feedback from Yr 12 Work Experience providers; and
- 13 HOD Quality Assurance deferred to the next meeting;

Resolved that the Principal's Report, International Students Report and Goal 1 Update be taken as read and accepted.

Scott/Revell

Carried

4.2 Finance Report**Noted that:**

- 1 budget tracking positively;
- 2 2020 Audit letter contained one observation noting Sports Event financial reporting to be separated;
- 3 New van arrived, yet to be sign-written; and
- 4 Quadbike replaced.

Resolved that:

- 1 the Finance Report is received and information noted;
- 2 May and June accounts are accepted
- 3 2020 Audit Management Letter is accepted.

Chinnery/Singh

Carried**4.2 Health & Safety Report****Noted that:**

- 1 Review of H&S procedures for compliance monitoring to be done at each meeting where time allows, one, of seven, reviewed so far;
- 2 Review of CPR/First Aid training being monitored/regularly updated;
- 3 Basketball Junior Champs 27-31 Aug in Manukau is no longer an overnight trip; and
- 4 HSE July Connect Report received at the last minute.

Resolved that:

- 1 the Health Safety Report is received and information noted;
- 2 the trip approvals to date for 2021 be accepted;
- 3 the July Connect Report is accepted; and
- 4 Final Approval given to:
 - a) Winter Tournament (Hockey) 29 Aug - 3 Sept in Pukekohe;
 - b) Winter Tournament (Netball) 29 Aug - 3 Sept in Howick;
 - c) Yr13 Retreat 23-24 Sept;
 - d) Aims Games (Basketball, Hockey, Waterpolo, Netball teams with staff supervision) 5-10 Sept in Tauranga/Mt Maunganui;
 - e) Aims Games (Yachting, Rock Climbing, Gymnastics, Swimming individuals with parent supervision) 4-7 Sept and 5-9 Sept;
- 5 the following Approvals in Principle are given:
 - a) NISS Junior Secondary School Volleyball (22-27 Nov) Mt Maunganui; and
 - b) Spirit of Adventure (23-28 Feb 2022).

Scott/Jones

Carried**4.3 Property Report****Noted that:**

- 1 Water leak appears resolved and negotiating with Watercare for a reduction to the invoice;
- 2 Basketball hoop fall release bring replaced;
- 3 Future use of gym by North Harbour Sports will require a bond from North Harbour Basketball if they want to use courts again as bleacher seats were damaged by enthusiastic supporters.

Resolved that the Property Report is received and information noted.

Jones/Chinnery

Carried

4.4 Policy**Noted** that:

- 1 Crimes Act legislation reference be added to the Online Safety Policy;
- 2 Online Safety continually covered in School, including staff review of Netsafe updates and "Safe on Social" modules; and
- 3 C. Allen to email draft Sustainability Policy to Board Policy Committee members.

Resolved that the following policies are accepted:

- 1 12Op Asset Protection Policy;
- 2 13Op Online Safety Policy (with addition of reference to Crimes Act); and
- 3 26Op International Students Policy.

Allen/Revell

Carried**5. CORRESPONDENCE****Noted** that there is no specific Correspondence but lots of interesting articles in the NZSTA News.**6. IN COMMITTEE****Resolved** that the Board move into Publicly Excluded Committee at 7pm for the purpose of resolving Minutes.

Scott/Revell

Carried**Confirmation of the previous Minutes****Resolved** that the In Committee Minutes of 14th June 2021 be taken as read and confirmed as a true and accurate record.Scott/Mackisack
x2 abstain**Carried****Resolved** that the Board move out of Publicly Excluded Committee at 7.05pm.

Scott/Revell

Carried**7. GENERAL BUSINESS****Noted** that J. Scott is liaising with CCAL regarding a presentation of the branding proposal and will email Board with suggested meeting details.**8. CLOSING****Karakia** – P. Beckett

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

Signed _____

J Scott

Date _____ 13 September 2021 _____

The next meeting will be on 13th September 2021

Opening prayer/Karakia: Valerie Broomfield

Closing prayer/Karakia: Michael Chinnery

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	September
Email to Board Draft Carmel Board Award Terms of Reference	Chair	August
Email to Board suggested "branding" proposal meeting dates	Chair	August
Email to Board/CCAL draft Sustainability Policy	Principal	August
Tech Dept Review Report	H&S Com	September
HOD Quality Assurance	Principal	September