

CARMEL COLLEGE



MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 13TH SEPTEMBER 2021

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

IN ATTENDANCE: Annie Sadlier

Meeting opened at 5.30pm

1. OPENING

Karakia – V. Broomfield

1.1 Sports Report

Resolved that the Annie Sadlier be in attendance and have speaking rights.

Scott/Revell

Carried

Noted that:

- a) 360 degree approach including coach development;
- b) Sports Council very active with the benefit of increasing overall participation;
- c) Highest engagement of students in sport of all Shore schools;
- d) consideration of sport development fund to cover student needs depending on sport participation;
- e) difficulty in retaining staff/parent involvement, despite being a Special Character attribute;
- f) new SLT to embrace more electronic processes to assist delays in sport payment/online shop notification;
- g) high cost of sport including regional sports organisation levies;
- h) coaching costs and support staff overnight costs;
- i) Suggested consideration of a price reduction for students whose parents are involved/asking parents to contribute extra for others;
- j) Sports Review is 3 yearly and included in the annual Strategic plan;
- k) difficulty of access to Council sports field facilities as Carmel does not have full sized fields;
- l) Good Sports framework developed by Carmel, used as an exemplar of sports planning/development, which Annie presents at conferences;
- m) outstanding sport at Carmel with grateful thanks from the Board to Annie and Claire.

Thank you to Annie for her comprehensive report and for attending this meeting.

Resolved that the Sports Report be received.

Scott/Revell

Carried

Annie Sadlier left the meeting at 6.20pm.

2. ADMINISTRATION

2.1 Apologies – nil

2.2 Board Attendance

Resolved that the Attendance List for September be received.

Scott/Revell

Carried

2.3 Confirmation of the previous Minutes

Resolved that the Minutes of 9th August 2021 be taken as read and confirmed as a true and accurate record.

Scott/Jones

x1 abstain

Carried

2.4 Leave Approvals for Board members – none.

2.5 Board Award

Noted that:

- a) Terms of Reference emailed to Board;
- b) Agreed to delay Award to 2022 to consider nomination process.

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	Complete
Draft Carmel Board Award Terms of Reference	Chair	Complete
Tech Dept Review Report	H&S Com	October
HOD Quality Assurance	Principal	October
CCAL Branding Proposal Meeting	Chair	October

Noted that:

- a) CCAL vacancy on the Board is on hold;
- b) Zoom branding proposal meeting being considered.

4. BUSINESS

4.1 Principal's Report

Noted that:

- 1 Planning for mock exams for Yr 13 underway;
- 2 Masks not compulsory when school is open, but will be encouraged;
- 3 5 on Yr 7 waitlist plus 20 at other levels;
- 4 Existing staff member Liz Walker appointed on fixed term for EOTC/H&S matters;
- 5 SLT and staff to be congratulated for online learning/engagement/student social interaction;
- 6 Teacher Only Day was very helpful education for Teachers about the NCEA changes;
- 7 Yr 13 Retreat cancelled but an alternative is planned;

- 8 Carmel Connect study site being utilised for student to student revision;
- 9 HOD Quality Assurance promised for the next meeting.

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

Allen/Scott

Carried

4.2 Finance Report

Noted that:

- 1 budget tracking positively;
- 2 Reviewed Audit Proposal;
- 3 3% fee increase, first in two years;
- 4 Questions being asked of Monitor Kiosk regarding contract length/costs and connectivity;
- 5 Reviewed and approved sports funding application;
- 6 \$1.5m set aside for new classroom fitout;
- 7 Nominal tags in Budget to be reviewed;
- 8 Spending visibility to enable current student/parent community to benefit to be reviewed;
- 9 Internal application process for school Dept. for special grant/funding to be reviewed;
- 10 Not applying for MOE grants as very stringent criteria and target is lower decile schools.

Resolved that:

- 1 the Finance Report is received and information noted;
- 2 July accounts are accepted;
- 3 Audit Proposal is accepted;
- 4 Fees for 2022 are accepted;
- 5 Monitor Kiosk proposal is accepted in principle; and
- 6 Sports Funding application is approved.

Chinnery/Broomfield

Carried

4.2 Health & Safety Report

Noted that:

- 1 New online system of approving recurring trips in principle is working well;
- 2 Standard process for final approval unchanged;
- 3 Yr 8 camp now at Finlay Park, Karapiro instead of The Farm due to accessibility and student numbers, with dates to be confirmed if opportunity for earlier in the year (warmer season) arises;
- 4 Yr 12 camp reduced by one night as students and staff agreed no impact;
- 5 A staff flu vaccination register is not maintained; and
- 6 Advice on staff covid vaccination not yet received from Ministry or Union including legal grounds/privacy requirements regarding maintaining a register.

Resolved that:

- 1 the Health Safety Report is received and information noted;
- 2 the trip approvals to date for 2021 be accepted;
- 3 the August HSE Connect Report is accepted; and
- 4 Final Approval given to (likely to be cancelled due to Auckland Covid L3):
 - a) Snow Sports NISS (19-22 Sep) Ruapehu; and
 - b) Yr 11 PE camp (22-24 Sep) Motutapu Island.
- 5 the following Approvals in Principle for 2022 are given:
 - a) NZ Beach Volleyball Champs (4-6 Feb) Mt Maunganui;
 - b) Rowing NISS Championships (4-6 Mar) Lake Karapiro;
 - c) Yr 8 Camp (T2 wk 4 or 5) Lake Karapiro;

- d) Yr 12 Camp (T2 wk 6) National Park;
- e) Senior Volleyball Nationals (27 Mar – 1 Apr) Palmerston North;
- f) Senior A Waterpolo NISS (26-29 Mar) Auckland;
- g) Senior B Waterpolo NISS (25-28 Mar) Tauranga;
- h) Senior A Waterpolo Nationals Div 1 (27-30 Apr) Wellington;
- i) Senior A Waterpolo Nationals Div 2 (27-30 Apr) Tauranga; and
- j) Yr 13 Geography Trip (T2 wk 1) Rotorua.

Scott/Jones

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

- 1 Lockdown delay may affect contractor availability for planned October works;
- 2 Connecting roof between Yr 7-8 blocks to be replaced for around \$5k; and
- 3 Vandalism under Harkins building stairs dealt with; and
- 4 Sustainability Policy to be issued to Watershed once approved.

Resolved that the Property Report, July and August Watershed Reports are received and information noted.

Jones/Allen

Carried**4.4 Policy Report****Noted** that:

- 1 Crimes Act legislation reference be added to the Online Safety Policy – this was missed from the Action items from August meeting.
- 2 Pragmatic approach to sustainability ie sustainability lens/additional filter being added on school decisions;
- 3 Sustainability mirrors values of the Catholic faith and the Pope.

Resolved that the Policy Report is received, the information noted and the Sustainability Policy is approved and adopted.

Jones/Scott

Carried**5. CORRESPONDENCE**

- 5.1 Letter from MOE – Hon Jan Tinetti;
- 5.2 A. Garrett resignation;
- 5.3 ACFL letter; and
- 5.4 Support Staff Union Meeting Notice.

Resolved that the Correspondence is received and accepted.

Scott/Revell

Carried**6. CLOSING****Karakia** – M. Chinnery

There being no further business, the meeting concluded at 7.22pm.

Signed _____
J Scott


date 18 October 2021

The next meeting will be on 18th October 2021

Opening Prayer/Karakia: K. Jones
 Closing Prayer/Karakia: C. Mackisack

ACTIONS ARISING FROM MEETING

Task	Responsible	Due Date
Consider/shoulder-tap Board skill set/potential members	Board	November
Tech Dept Review Report	H&S Com	October
HOD Quality Assurance	Principal	October
Consider Sports Budget (noting no MOE funding for sports staff)	Fin Com	November
Consider addition of Sport Development Fund to Budget	Fin Com	November
Consider inclusion of Sports funding in Wellbeing Budget	Fin Com	November
Review Budget “nominal tags” eg IT upgrades/international Students	Fin Com	November
Review spending to ensure visible benefit to existing students/parents	Fin Com	November
Advise Board of internal process for school dept. to apply for special grant funding	Fin Com	November
Consider upskilling volunteers to be accepted as “staff” for overnight H&S purposes	H&S Com	November
Add 2hr Principal legal training (Simpson Grierson webinar) to training register	Secretary	October
Obtain advice regarding requirement and maintaining register of staff covid vaccination	Principal	October
Add Board Award sub committee formation/nomination process to Workplan	Chair	October
Zoom Branding Proposal Meeting with CCAL	Chair	October
Add annual 10 YPP approval by CCAL and Board to Compliance Schedule	Principal	October
Crimes Act reference to be added to Online Safety Policy	Principal	October