

CARMEL COLLEGE



MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 18TH OCTOBER 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 – K. Jones

2. ADMINISTRATION

2.1 Apologies – nil

2.2 Board Attendance

Resolved that the Attendance List for October be received.

Scott/Revell

Carried

2.3 Confirmation of the previous Minutes

Resolved that the Minutes of 13th September 2021 be taken as read and confirmed as a true and accurate record removing the line in red at 4.2.7.

Scott/Chinnery

Carried

2.4 Leave Approvals for Board members – none.

2.5 Deputy Chair

Noted that P. Beckett resigned as Deputy Chair and P. Singh reinstated.

3. MATTERS ARISING

Task	Responsible	Due Date
Consider/shoulder-tap Board skill set/potential members	Board	November
Tech Dept Review Report	H&S Com	November
HOD Quality Assurance	Principal	Complete

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	Complete
Obtain advice regarding requirement and maintaining register of staff covid vaccination	Principal	Superseded
Add Board Award sub committee formation/nomination process to Workplan	Chair	November
Zoom Branding Proposal Meeting with CCAL	Chair	November
Add annual 10 YPP approval by CCAL and Board to Compliance Schedule	Principal	November
Crimes Act reference to be added to Online Safety Policy	Principal	Complete

4. BUSINESS

4.1 Principal’s Report including HOD QA Report

Noted that:

- 1 Planning for mock exams for Yr 13 keeps changing;
- 2 Explanation around 10YPP annual review and ongoing plans;
- 3 Requirement of education sector staff to be vaccinated or regularly tested and records maintained, with another Government announcement expected on the 20th October;
- 4 Waiting til after 15th November, the date by which the Government has ordered that education sector staff are to have had at least their first Covid 19 vaccination and provided details to the school record, to determine the staff uptake.
- 5 Yr 13 Retreat/Prizegiving (group gatherings not part of learning) etc, looking unlikely;
- 6 Staff appointments for 2022 completed successfully by zoom;
- 7 Goodwill gesture to all staff of a day’s leave, suggested; and
- 8 Clarification of fixed term appointments.

Recommendation:

That the staff be offered a paid day’s leave, to be taken between now and end of T2, 2022 in recognition of their ongoing work at providing quality, engaging online learning in these difficult circumstances of lockdown.

Resolved that the Principal’s Report and HOD Quality Assurance Reports be taken as read and accepted.

Allen/Jones

Carried

4.1.2 Goal 3 Report

Noted that:

- 1 Regular communication to community recognising the constantly changing landscape;

- 2 New students orientation moved to T1 2022; and
- 3 Moving as many events online as possible, but larger events are more challenging.

4.1.3 Yr 7-10 Curriculum Review Report

Noted that:

- 1 Built on student and staff useful feedback;
- 2 Developing a different way of assessment but will measure progress;
- 3 Digital citizenship revamp;
- 4 MOE facilitator has kept the review on task;
- 5 Valuable professional learning/development; and
- 6 Delayed process due to Covid disruptions.

Resolved that the Goal 3 and Yr 7-10 Curriculum Review Reports be taken as read and accepted.

Singh/Scott

Carried

4.2 Finance Report

Noted that:

- 1 budget tracking positively;
- 2 looking at needs to determine what is to be spent;
- 3 a reliever teacher supervising the one student on school site;
- 4 replacement chrome books purchased; and
- 5 PL funding being used during this time.

Resolved that:

- 1 the Finance Report is received and information noted;
- 2 August accounts are accepted;
- 3 Depreciation rates for 2021 are accepted.

Chinnery/Scott

Carried

4.3 Health & Safety Report

Noted that there was no Health & Safety meeting this month.

4.4 Property Report

Noted that:

- 1 October work completed;
- 2 Quotes being obtained for CCTV cameras;
- 3 Cost of CCTV to possibly be split with CCAL;
- 4 Insurers accepted claim for repair of flooding damage;
- 5 Caretaker and contractors onsite following H&S guidelines; and
- 6 Safety clips to be affixed to basketball hoops and lighting checked at the same time.

Resolved that the Property Report, Meeting Minutes and September Watershed Reports are received and information noted.

Jones/Singh

Carried

5. GENERAL BUSINESS

5.1 Correspondence

- 1 G. Maxwell resignation; and
- 2 S. Murray resignation.

Resolved that the Correspondence is received and accepted.

Scott/Revell

Carried

5.2 Covid

Noted that

- 1 Vaccination register maintenance and privacy requirements will add a huge workload to Principal and PA;
- 2 Possible conflict between non-vaccinated and vaccinated hopefully avoided if vaccination status remains confidential;
- 3 P. Singh will feedback legal advice from the Law Society;
- 4 Vaccination is not yet mandated for children but it has been indicated we will have to keep a record of all eligible students' vaccination status; and
- 5 The School is following advice from the Ministries of Health and Education.

K. Mitchell left the meeting at 6.52pm

6. IN COMMITTEE

Resolved that the Board move into Publicly Excluded Committee at 6.53pm for the purpose of protecting personal privacy.

Scott/Revell

Carried

C. Allen left the meeting at 7.26pm

Resolved that the Board move out of Publicly Excluded Committee at 7.43pm.


Scott/Revell

Carried

7. CLOSING

Karakia – C. Mackisack

There being no further business, the meeting concluded at 7.45pm.

Signed 
J Scott

Date 8 November 2021

The next meeting will be on 8th November 2021

Opening Prayer/Karakia: J. Rofaail

Closing Prayer/Karakia: Sr. Revell

ACTIONS ARISING FROM MEETING

Task	Responsible	Due Date
Consider/shoulder-tap Board skill set/potential members	Board	November
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Add Board Award sub committee formation/nomination process to Workplan	Chair	November
Zoom Branding Proposal Meeting with CCAL	Chair	November
Add annual 10 YPP approval by CCAL and Board to Compliance Schedule	Principal	November
Advise staff of goodwill leave on behalf of the Board	Principal	ASAP
Board broadcast to School Community following Wednesday’s Government announcement	Dep. Chair	22 Oct
Update Board on Law Society Advice	Dep. Chair	22 Oct
CCTV camera pricing	Ppty Com	November