



CARMEL COLLEGE

MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 8TH NOVEMBER 2021

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

IN ATTENDANCE: Karen Mitchell and Anna Anderson

Meeting opened at 5.30pm

1. OPENING

Karakia – J. Rofaeil

2. ADMINISTRATION

2.1 **Apologies** – M. Chinnery and Sister Revell

2.2 Board Attendance

Resolved that the Attendance List for November be received.

Scott/Singh

Carried

2.3 Confirmation of the previous Minutes

Resolved that the Minutes of 18th October 2021 be taken as read and confirmed as a true and accurate record

Scott/Singh

x 1 abstained

Carried

2.4 **Leave Approvals for Board members** – none.

2.5 Deputy Chair

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

Scott/Broomfield

Carried

3. MATTERS ARISING

Task	Responsible	Due Date
Consider/shoulder-tap Board skill set/potential members for June election	Board	ongoing
Tech Dept Review Report	H&S Com	December

CCTV camera pricing	Ppty Com	December
Consider Sports' Budget (noting no MOE funding sports staff)	Fin Com	December
Consider addition of Sport Development Fund to Budget	Fin Com	December
Consider inclusion of Sports funding in Wellbeing Budget	Fin Comm	December
Review Budget "nominal tags" eg IT upgrades/International students	Fin Com	December
Review spending to ensure visible benefit to existing students/parents	Fin Com	December
Advise Board of internal process for school dept. to apply for special grant funding	Fin Com	December
Consider upskilling volunteers to be accepted as "staff" for overnight H&S purposes	H&S Com	December
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Obtain advice regarding requirement and maintaining register of staff covid vaccination	Principal	Superseded
Zoom Branding Proposal Meeting with CCAL	Chair	December
Add annual 10 YPP approval by CCAL and Board to Compliance Schedule	Principal	Complete
Board broadcast to school community	Dep Chair	December
Update Board on Law Society advice	Dep Chair	December

4. BUSINESS

4.1 Principal's Report including Goal 4 Review

Noted that:

1. The ability of students to complete their service hours has been impacted by the lockdown.
2. Yr 13 Retreat planned including a goodie bag and a farewell to the Y13s will be acknowledged to the school community in a some special way;
3. Student leadership has been outstanding;
4. Explanation regarding Peak Body involvement;
5. MOE information often delayed and makes it difficult to plan with certainty/work in progress;
6. NZQA recognised difficulties for students and their external exams so major adjustments have been made;
7. Prizegiving/s being planned, perhaps virtual and towards the end of the year;
8. MOE and MOH advice is that risk analysis/health analysis regarding potential cases to be managed by schools individually;
9. Minimal impact of vaccination requirement to staffing/onsite workers etc;
10. MOE one off property funding for building works to expire by August 2023, CCAL responsibility to commence car parking and drainage projects;
11. Tū Wahine/Pasifika roles to be developed with new Te Reo teacher;
12. Legal responsibility of Employer to be fair and reasonable within industry standard when dealing with unvaccinated staff;
13. Discussions are already being held with employees not complying with Health Order regarding vaccination; and
14. PPTA/NZEI/NZSTA/MOE constantly updating schools with updates/guidelines/information to assist in this management.

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

Allen/Scott

Carried

4.2 Finance Report**Noted** that:

1. Draft budget based on 2019/20/21; and
2. Audit being managed remotely.

Resolved that

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

Broomfield/Scott

Carried

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

1. no minimum standard of mask as long as it is a "face covering";
2. Y10 Waiheke camp cancelled but will likely be replaced with EOTC day to day activities;
3. New H&S training module for staff to complete; and
4. Yr 8 2022 Camp (approval in principle given Oct 21) dates changed to 24 - 27 May.

Approval in principle (given in October)	Y8 Camp	Dates changed: Tuesday 24 May - Friday 27 May 2022	Venue - Finlay Park Adventure Camp, Lake Karapiro
Approval in principle	Rowing trip	10 March - 13 March	Venue - Lake Karapiro, Mighty River Domain, Cambridge
Final Approval Approval in principle (May)	Spirit of Adventure	23-28 February 2022	As in previous years Lucy Beaumont accompanying students Students' names tbc

Resolved that:

1. the Health and Safety Report is received and information noted;
2. the trip approvals to date for 2021 be accepted;
3. The HSE October Connect Report be accepted;
4. Approval in principle given for rowing trip (10-13 March 2022) to Lake Karapiro; and
5. Final approval given for Spirit of Adventure trip (23-28 February 2022)

Scott/Beckett

Carried

4.4 Property Report -**Noted** that there is no Property Report this month.

Jones/Singh

Carried

A.Anderson left the meeting at 6.22pm

6. IN COMMITTEE**Resolved** that the Board move into Publicly Excluded Committee at 6.23pm for the purpose of protecting personal privacy.

Scott/Jones

Carried

K. Mitchell left the meeting at 6.39pm

Resolved that the Board move out of Publicly Excluded Committee at 6.53pm.

Scott/Beckett

Carried

7. CLOSING**Karakia – C. Allen**

There being no further business, the meeting concluded at 6:54 pm


Signed _____
J Scott

Date 13/12/2021

The next meeting will be on 13th December 2021

Opening Prayer/Karakia: J. Scott

Closing Prayer/Karakia: P. Singh

ACTIONS ARISING FROM MEETING

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