



MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 14 FEBRUARY 2022

PRESENT: Chris Allen, Peter Beckett, Michael Chinnery, Catherine Mackisack,
Sr Rosemary Revell and Julie Scott (Chair)

IN ATTENDANCE: Karen Mitchell

Meeting opened at 5.30pm

1. **OPENING**

Karakia – P. Beckett

2. **ADMINISTRATION**

2.1 **Election of Board Chair**

C. Allen duly called for nominations for Board Chair.

Resolved that J. Scott remains as Chairperson

Revell/Beckett

Carried

J. Scott was elected uncontested.

J. Scott duly called for nominations for Deputy Chair

Resolved that P. Singh remains as Deputy Chairperson

Allen/Revell

Carried

2.2 **Apologies** – Kerry Jones, pre-approved leave. Valerie Broomfield and Pravina Singh absent.

2.3 **Declarations of interest -**

- Sr. R Revell requested that her previously declared interest as listed at the end of the Board agenda, be deleted i.e. working party of PPJP Finance of Sisters of Mercy.
- Forms issued to Board members for completion.

2.4 **Code of Conduct**

- Forms issued to Board members for completion.

2.5 **Delegations confirmed**

There are no further changes since Delegations were last reviewed.

Resolved that Delegations stand as is for 2022

Scott/Allen

Carried

2.6 **Confirmation of previous minutes of 13 Dec 2021**

Resolved that the Minutes of 13 December 2021 be taken as read and confirmed as a true and accurate record

Scott/Allen

Carried

1 x abstainee

2.7 Board Attendance

Resolved that the Attendance List for February be received.

Carried

2.8 Sub Committee Membership

- J. Scott confirmed with committee members that they were happy to remain on sub committees.
- Sr. R Revell wishes to stay on the Special Character and suggests inviting Sr Anna Nicholls onto this sub committee. As this is a sub-committee, Sr Anna would have full speaking and voting rights. The other person to invite would be the student Head(s) of Special Character.

Action: Sr. R. Revell will invite Sr Anna onto the Special Character sub committee as well as inviting the student Head of Special Character via the DRS.

- The sub committee memberships are as follows:
 - Finance - C. Allen, P. Beckett, V. Broomfield, M. Chinnery, K. Mitchell, C. Officer and J. Scott (+ the BOT student rep)
 - Policy - C. Allen, V. Broomfield, K. Jones, J. Scott and P. Singh
 - Property - C. Allen, K. Jones, K. Mitchell, C. Officer and B. Pheh
 - Health & Safety - K. Jones, C. Mackisack, J. Scott, L. Walker and possibly one other staff member
 - COVID-19 Response Committee - All Board Members except for V. Broomfield and P. Singh

2.9 Charter Compliance - Strategic Plan

- C. Allen tabled the update for 2022, this is what the college has to submit to the Ministry along with the analysis of variance.
- The five year review will be up next year. At what stage should the Board start planning for the next 5 years? There will be a new principal this year and the Board Elections will be happening in September. It might be helpful if the new principal has some input into the Strategic Plan for the next five years.
- P. Beckett asked who from the Board was contemplating running again. J. Scott has had no indication that anyone wants to leave. It is thought that the majority of Board Members are probably going to stay on/stand for re-election.
- Projects to incorporate in the Strategic Plan are - The branding project and revision of 10 YPP.
- K. Mitchell suggested having something in place for the year of operation. The current Strategic Plan is valid until March next year. The plan for this year could be updated, then next year there will be the opportunity to redo it.
- Extensive consultation will not be required, as the branding work involved a lot of consultation. P. Beckett suggested more focus on Maori and Pasifika. A whanau hui has been formed under the guidance of the new Te Reo teacher but meetings have been restricted.
- C. Allen believes parents are looking for things happening with the physical property which is not something this Board can do, it is CCAL's responsibility. The feedback on what is done well and what could be improved showed the gap was about the property. Branding can be adopted into the plan - this and property are the areas of focus.
- CCAL has a workstream in place and plans about what property work is to be done going forward, projects evident to students and parents will be included.

Action: C. Allen will update the Strategic Plan and sign it off.

2.10 Days Open Compliance

Reported in the Principal's Report

2.11 Leave Approvals for Board members – none received.

3. MATTERS ARISING

Task	Responsible	Due Date
Consider/shoulder-tap Board skill set/potential members	Board	ongoing
Advise Board of Law Society Advice - Distribute report	Dep. Chair	ASAP

- J. Scott asked that parents get a “heads up” about the BOT September Elections in the school newsletter. Prospective new members would be welcome to attend any future Board Meetings.
- An ex-Carmel student has contacted C. Allen about the possibility of joining either the BoT or CCAL. There are also two others who may be interested.
- There was a discussion about the skill sets required. Already covered are: accountancy, legal, property and H&S. Requirements would be more diversity in terms of ethnicity and governance experience.
- When enrolling students parents can indicate willingness to be involved with the BOT and or PTFA.

Action: Database Manager to be asked to pull a list of parents interested in BOT and PTFA from KAMAR.

- M. Chinnery is aware of someone currently on the St Mary’s Northcote Board who may be interested in moving to the Carmel Board, his background is in employment law.
- A lot of Board training has been postponed due to COVID. However, J. Scott will update the Board with any future training opportunities.

4. BUSINESS

4.1 Principal’s Report

Noted that:

- The report includes reassurance to the Board about how the college is dealing with COVID and how risks are being mitigated.
- Brandwork has started, the first workshop was run last week.
- C. Allen is disappointed with the current role of 976. There have been a lot of students dropping out since the start of the year as a consequence of the pandemic. Reasons for leaving have included the option to home school and avoiding long commutes on public/school buses by enrolling in local schools.
- A number of new staff have been engaged, there has been a complete turn over in the guidance team with two new counsellors. The full time counsellor from last year is working one day a week for 6 months to transition the new staff.
- J. Scott asked if there was a clear pathway/guidance for staff when they can’t come to work e.g. if they are a contact, or casual contact? C. Allen said staff should only be isolating at home if they meet certain criteria. If there is a close contact, people have to be at home. If there is casual contact without symptoms, people can be at school.
- M. Chinnery asked about Rapid Antigen Testing. These are not yet available but this could change if schools become part of the essential workforce.
- The COVID-19 Action Plan is attached with the report for information.
- NCEA - results - C. Allen considers the results are pretty good given the year that was. Level 2 results were slightly up as were Level 3 and UE passes. Endorsements were virtually the same as the previous year.
- P. Beckett asked if there were any hangups from the upsets of the last two years. C. Allen responded that students were very resilient but they liked actually being at school. The powhiri went ahead outside with students spaced and masked. Athletics Day will go ahead. The Dedication Mass happened last week with Y13 students spread out in the hall and everyone else in Atawhai Groups. C. Mackisack commented that mass went well and there was a good feeling in the room she was in. The Sacramental Mass has been postponed with R. Fouhy and A. Nicholls working on a way to manage this.

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

Allen/Beckett

Carried

4.2 Governance Policies for Ratification

Noted that:

- 4.2.1 01 Gov Board Roles & Responsibilities
- 4.2.2 02 Gov Trustee Code of Conduct
- 4.2.3 03 Gov Trustee Remuneration
- 4.2.4. 04 Gov Conflict of Interest
- 4.2.5 05 Gov Chair Role Description
- 4.2.6 06 Gov Student Trustee Role Description
- 4.2.7 07 Gov Staff trustee Role Description
- 4.2.8 08 Gov Relationship between Chair & Principal
- 4.2.9 09 Gov Principal Performance Management
- 4.2.10 10 Gov Special Character

- J. Scott noted that she refers to these policies throughout the year and is not aware of the need for any amendments. The Board was asked, and all agreed the current policies should stand.

Resolved the the Board ratify all governance policies

Allen/Revell

Carried

4.3. Special Character

Noted that:

- There has been a lot of Special Character activity already this year.
- Unfortunately, the current school priest, Fr Marchellino, has been redeployed to Thames. He will be with the school until April.
- The Service Programme has been held up as a lot of the usual places that students could be of service e.g. Lady Allum, are not viable any more.

Resolved that the Special Character report was received, and information noted.

Allen/Revell

Carried

4.4 Property Report -

Noted that:

- A substantial amount of work was undertaken in the holidays. However, the contractor for a large painting project to the value of \$90,000 withdrew on 21 December. As a consequence, none of the internal and external painting has been done. This work has been rebooked for the April holidays.
- Kris Morris-Vette from Watershed is working through the 10 YPP.
- Treescapes were on site today clearing up the storm damage from the weekend. They are preparing a report for the school about the unstable gum trees. The urgency for this work was witnessed later in the meeting when a large, high branch from one of these trees came down. The area has since been cordoned off.
- The problem with the boat ramp is ongoing.
- McAuley Trust have agreed to the college using the convent as a sickbay on a temporary basis as the current sickbay is inadequate for current needs. The convent is well ventilated and provides areas for isolating students who present with COVID symptoms. The move is planned for Thursday, 17 February. The agreement is for one term to be reviewed at the end of this period.
- Flooring that was installed in the Art Block will have to be redone. The contractors have agreed to do this free of charge.
- C. Allen said the school is due some money from the MOE to be spent on property.

Resolved that the Property Report be accepted and information noted

Mitchell/Mackisack

Carried

4.5 Finance Report

Noted that: No report tabled

4.6 Health & Safety Report
Noted that: No report tabled

5. CORRESPONDENCE

5.1 Correspondence

- Philip Bradley - Research Participation, information and consent form
- As the Board has a lot going on this year, it will not be participating in this research.

Action: J. Scott to respond to P. Bradley

Resolved that the Correspondence is received and accepted.

Scott/Chinnery **Carried**

6. IN COMMITTEE

Resolved that the Board move into Publically Excluded Committee at 6.51 pm for the purpose of protecting personal privacy and commercial confidentiality.

Scott/Allen **Carried**


Resolved that the Board move out of Publically Excluded Committee at 7:10 pm

Scott/Allen **Carried**

7. CLOSING

Karakia – K. Mitchell.

There being no further business, the meeting concluded at 7:15 pm



Signed _____
J Scott

Date 14 March 2022

The next meeting will be on 14th March 2022

Opening Prayer/Karakia: V. Broomfield

Closing Prayer/Karakia: M. Chinnery

ACTIONS ARISING FROM MEETING

Task	Responsible	Due Date
Consider/shoulder-tap Board skill set/potential members	Board	ongoing
Advise Board of Law Society Advice - Distribute report	Dep. Chair	ASAP