



MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 11 April 2022

PRESENT: Chris Allen, Peter Beckett, Valerie Broomfield, Catherine Mackisack,
Sr Rosemary Revell, Julie Scott (Chair) and Pravina Singh (Deputy Chair)

IN ATTENDANCE: Karen Mitchell

Meeting opened at 5.30pm

1. OPENING

Karakia – C Allen

2. ADMINISTRATION

2.1 **Apologies** – Michael Chinnery, Kerry Jones

2.2 Summer Burke, prospective Board Member - attendance deferred until next meeting. Invitation to go to her suggesting online attendance if necessary.

2.3 Confirmation of previous minutes of 14 March 2022

Resolved that the Minutes of 14 March 2022 be taken as read and confirmed as a true and accurate record

J Scott/C Allen **Carried**

2.4 Board Attendance

Resolved that the Attendance List for April be received.

2.5 **Board meeting leave request:** J Scott requested leave for next meeting.

Carried unanimously

2.6 Sharlene O'Donnell was confirmed as Returning Officer for the elections.

J Scott/ R Revell **Carried**

2.7 BOT Self-review

- J. Scott reminded Board Members to complete the form and return it to her for the results to be presented at the next Board meeting. A "Word" version to be shared with Board Members.

3. MATTERS ARISING

| Task | Responsible | Due Date |
|--|-------------|----------|
| Carmel College Board Award for prize giving approved and needs to be actioned. | J Scott | May |

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4. BUSINESS 4.1 Principal's Report

Noted that:

- There are a significant number of training opportunities from NZSTA online.
- C Allen highlighted the fact that Maurice Nelson is continuing to build the Te Reo of our staff and it's one of the key things that will be important for registration. He is now offering a monthly free session with staff. School students come along and they act as tutors as well. And it's always fun with lots of games. It's not just teaching staff but also ancillary staff as well. 24 staff and 10 using online programmes as well.
- The recently installed online payment system is working well with the students.
- The replacement for the English teacher who left has been appointed but she doesn't start until July.
- J Scott asked about feedback from students who had left. They either go to another school, are being homeschooled or have left Auckland. There are no patterns. There are also 3 students coming back. Buses can be a problem.

4.1.1 Goal 2 Review

- C Allen said that the school is working hard to bring the students back on board after all the disruptions. North Shore Principals have an online weekly meeting which is really helpful. Some students are deciding to stay at home without any real reason. Some prefer being online or homeschooled. Numbers are not that high. Anna O'Farrell doing a lot of work with the Tuakana programme and referral systems.
- Some strategic action items have been deferred because the capacity is not there currently.
- P Beckett asked if the school is aiming to reintroduce the deferred items. Chris replied that there is considerable fatigue in the staff who have been under pressure with teaching at school and online which is a significant amount of extra work. Chris is waiting till Term 2 to reassess where the home/online students are.
- Statistics from last year showed NCEA results were really good despite all the adjustments etc. It's too early to decide what adjustments need to be made for this year.
- P Beckett asked if there were statistics for those who are attending class online. There are none, only for those isolating at home and those who are attending school.
- COVID has affected all levels. Most teachers isolating are because of family. There is a rolling effect for catching COVID.
- Question asked about the changes to NCEA firstly about responses from HODs around the changes to NCEA Level 1. Currently we are with the present system where students are looking at 120 - 140 credits when they need only 80. Next year there is a high stakes change where there will be 20 credits for literacy and numeracy and these credits can only come from these externally assessed Unit Standards - whereas currently, literacy and numeracy is gained from a range of Achievement Standards.
- Growing trend not to offer Level 1 as a qualification/ Level 2 automatically gives you Level 1.
- PB questioned whether this puts some students at a disadvantage. The answer is no. K Mitchell explained that under the new system, they will get 60 credits at Level Two, which is the same as it is now, but none of the Level 1 credits will count so you just do what you have to do at Level 2. But they are better prepared because the proposal is that they will do one internal Level 1 standard in each subject so students get an idea of how NCEA works and the literacy and numeracy exams which will be like an external exam. If this happens, there is an extra three weeks' teaching at the end of the year and students might not finish until the beginning of December. And, by not having to teach to internal assessments, perhaps this would add another 6 weeks' teaching in the year. The teachers can dive more deeply into their subject. CA commented that some teachers would change their curriculum to better reflect the students they have in front of them. She commented that no other system that she knew of in the world has 3 years of external examinations. The proposed new system should alleviate anxiety and improve the mental health of the students. K Mitchell commented that a number of schools are already doing this e.g Epsom Girls and they have reported that it appears to have been a huge win for them and the well being of the students has increased.
- K Mitchell commented that this is the focus of the Strategic Plan.
- CA is gathering all the data together and will bring this all up in the next HOD meeting. She commented that it is important to get the support of the HODs and then to create the positive narrative to give to the girls and their parents. She commented that she thinks the teachers will be supportive but it might be a difficult concept for the girls and their parents.

- P Singh commented that it is important to have a pathway forward as to how the message is communicated to the parents. C Allen agreed saying that the message needed to be positive and concentrating on what the girls will be gaining. It is important to fill in the gaps for parents about the research and the tie-in to the Strategic Plan. Use the experience of other schools in the narrative.
- PB questions about the timeframes. CA replied that the process must be started early next term because it is important to tell the Year 10s.
- K Mitchell explained that this is crunch time because the introduction of the new curriculum for all levels has been pushed out to 2024. The standards are all being rewritten. However, the literacy and numeracy standards are still going ahead next year. So, if nothing is done, our students will be doing these new standards plus the current curriculum.
- CA commented that the Ministry will not be making a recommendation about all of this until late this year so we need to plan now.

4.1.3 [North Shore Catholic Schools Kāhui Ako](#) Nothing further to comment.

4.1.4 [Special Character Compliance Report](#)

- PB asked about tagged spots. CA commented that tagged spots are a bit short. It is an ideal but they can't be magicked out of nowhere. Tag RE jobs but don't limit the pool for other jobs. Catholics may be nervous to be tagged because of fear of having to teach RE. Good quality first. It is difficult for teachers to teach in more than one department.
- JS noted that the Sacramental programme in Year 7 is not mentioned in the Report. Preference/non preference students sacramental programme not started until Term 2 or 3. Under details, could that be added. Covid stopped people from offering these programmes. Some non-preference girls but not many. Also getting First holy communion and confirmations are getting done.

Resolved that

- the Principal's Report be taken as read and accepted
- the Special Character Compliance Report be accepted.

C Allen/V Broomfield **Carried**

4.2 Compliance Approvals -

4.2.1 05 Gov Intellectual Property– 05 Gov to be tabled and reviewed to be confirmed at the May meeting -

- queries to be directed to PS and if there are no questions they will be accepted at the next meeting.
- They are on a 3 year cycle and Chris checks the NZSTA website at intervals.

4.2.2 07 Gov Child Protection – 07 Gov to be confirmed at the May meeting as above.

Action: Policies to be left on the table for the next meeting.

4.3. Special Character

Noted that from R. Fouhy's report

[Special Character Report](#)

Noted that from Ms Fouhy's report:

- RR loved the comments about the dress up and cross stitch etc
- Sister Mary Niven was dressed in her habit and reading to the students from Cecilia Maher letters to give them an idea of what it would be like to travel from Ireland to New Zealand at that time.
- Glorious farewell to Fr Marchellino. Lovely character. Had a lovely lunch with him and he is coming back to Carmel Day
- Father Marcus is good with youth and has done well in the parishes.

4.3.1 [De Paul House Collection Term 1 2022](#) \$7,000 great result. Good community bond events. Ukraine collection to come. These events are really good for community bonding.

Resolved that the Special Character Report is accepted by the Board

Allen/Scott

Carried

ACTION; Letter to Bishop re Father Marchellino

4.4 Property Report: Karen Mitchell spoke to this. Noted that:

- Watershed information - getting reading for school holidays including catchup.
- Water bill is still causing issues because of losing a significant amount of water. Seemed to be a pattern but the gates are closed and it is still happening. 15,000 litres at a time. CA says that the latest thinking is that it is a technical issue because of the amount going at one time. The school has been in touch with Watercare. They now have an app to check the meter and have put out the word to other schools for comment.
- Cyclical maintenance for painting on MJ block and hall which was deferred from last December. Internal painting in July.
- Meeting with Doc and CLL to fix the dangerous ramp.
- Floor in the art building needs replacing in two rooms. A huge job.
- Boards and wallcoverings in labs/ boards in gym.
- Lights in Harkness building for fires need replacing. Some difficulty getting a lift up to them. This is all part of the Warrant of Fitness for Health and Safety.
- Not on list - CCTV system into school. Just confirmed. Difficulties with holidays with 7 days working only. 20 cameras on site. Lots of people come into the school.
- Pedestrian gate at top will be installed. Shakespeare Road entrances secured. Also a gate down by the hospital.
- PB asked about work on netball courts - Tiger turf is being cleaned.
- Quite involved safety action plan for the painters.
- \$400,000 needs to be spent and we need a scope of work before going out for quotes. August is the date. Watershed personnel is changing,
- Tree - letter to Council. Needed to go back to tree people. Then Carmel needs to put in an application for resource consent as emergency work. Nobody will cut the trees down until we have the correct paper work.
- PS commented that the Council needs to act because there have been dangerous precedents elsewhere in the country.
- Additional cost: \$1000 - \$600 for the application and \$400 for the actual person. Insurance assessor convinced that the tree must come down so possibly insurance will cover the \$15,000. Health and safety - the tree is secured for a vertical fall but a wind could send it onto the staffroom building.
- Vaccine mandates are no longer required of contractors etc.

● **Resolved** that the Property Report is accepted by the Board

K Mitchell/P Singh

Carried

4.5 Finance Report

Finance Report: Noted that:

- Finance is in a good position. See details on reports Revenues are up, grants are up \$3,000. Fundraising up. Other incomes are down due to a non accrual for income for CCAL and so that will happen in the March accounts.
- Total expenses are \$417,000 versus \$465,000 so \$47,000 under. Cash surplus \$52,000. Staff costs are down because a lot of the teachers are new teachers and not paid over the summer.
- Strange year. Three interesting points: 1) Auditors documents submitted prior to deadline 2) Fixed asset audit is due this year – Claudia has made initial enquiries with CES to conduct the audit. They have been happy with CES, especially the charges. 3) There will be an unbudgeted \$15,000 cost coming up to remove the gum trees that are dangerous and causing a major health and safety risk on school property, near the lake.
- CA Relief through the roof but the Ministry will refund some of it because of Covid. Documentation is tough for this. Covid response money of \$3000 with other funds. e.g. Staff and Principal's Wellbeing fund which is a one off payment

- VB - Our prior year contributions are \$10,000 over budget so despite COVID, there are more payments that were overdue from last year coming in.
- PTFA fundraising. Karen, yes, some ideas but fairly limited. Market end of Term 3? Art Fusions - get someone in to do it because of the amount of work but you still need bodies on the ground and PTFA is people-scarce. Trying to build community but difficult to get people to come to meetings. Working on surveys to find out what people would be prepared to do to help out but even this requires work. Quizzes and auctions are some of the ideas.
- International students: 1000 students allocated to NZ . You need to apply. Carmel applied for 3. We were allocated 3 students but all dropped out. Will be down to about 14 or 15 next year. Dependent on the government. We have some good agents working for Carmel but there is severe competition among schools in the next couple of years, particularly among big schools. Will take 2 to 3 years to get back to scratch. Depends on our image overseas.

Resolved that

- the Finance Committee report is received, and information noted
- the January 2022 and February 2022 accounts are accepted.

V Broomfield/Scott

Carried

4.6 Health & Safety Report (incl. trip approvals) –

- Toni Ferens new health and safety person.
- Don't know about concrete on the netball court yet. We will discuss it next time if it hasn't been resolved.
- Two Final approvals granted: 1) Year 8 camp at Finlay Park with an awesome programme lined up and all the health and safety requirements completed.
2) Senior A Waterpolo in April in Tauranga final approval.
- Discussion again about licences and Liz is checking that the processes are in place.
- AIMs is going ahead - approval in principle has been given for that.
- All the trips that recur have recurring approval in principle so that they can save money on advance bookings. They are being streamlined with a new online system. Then detailed information for final approval.

Resolved that the Health and Safety Report is accepted by the Board

J Scott/C Mackissack

Carried

CA commented that Claire from ancillary staff has noted that on the netball courts, the mark lines are cracked, there is moss growing and leaves piling up. But this is not health and safety as such. A review is also going on about what goes into the HSE Connect reports and this will be discussed at the next meeting.

5. CORRESPONDENCE: Noted that::

- IOA report came through from The Platform and CA has responded.
- Resignation from Chantal Henden.
- Sandy Goonan has been selected by Technology Education NZ awards panel for the prestigious recognition for her continued commitment and leadership in the area of technology education.

Action: Chris to put into local paper.

Resolved that the Correspondence is received and accepted.

Scott/Allen

Carried

6. IN COMMITTEE

Resolved that the Board move into Publically Excluded Committee at 7.00 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 7:04 pm

Scott/Allen

Carried

V Broomfield **Abstained**

7. CLOSING

Karakia – C Mackissack

There being no further business, the meeting concluded at 7:06 pm



Signed: J Scott

Date: 11 April 2022

The next meeting will be on 9 May 2022

Opening Prayer/Karakia:

Closing Prayer/Karakia:

ACTIONS ARISING FROM MEETING

| Task | Responsible | Due Date |
|--|------------------------|------------------|
| Consider/shoulder-tap Board skill set/potential members | Board | ongoing |
| Collate Board Self-Review responses for report back at the May meeting | Chair | April |
| Invitation to Summer Burke re next meeting | Board Secretary | Completed |
| Reminder to look at including commentary about Sacramental programme in the next Special Character compliance report. | C Allen | |
| 05 Gov Intellectual Property– 05 Gov to be tabled and reviewed to be confirmed at the May meeting | Chair | May |
| 07 Gov Child Protection – 07 Gov to be confirmed at the May meeting as above. | Chair | May |
| <u>Action;</u> Letter to Bishop re Father Marchellino | C Allen | May |
| <u>Action:</u> Send a notification to local newspaper about Sandy Goonan to local newspaper | C Allen | May |