



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

PRESENT: Chris Allen, Peter Beckett, Valerie Broomfield, Michael Chinnery, 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 – V. Broomfield

2. ADMINISTRATION

2.1 Apologies – No apologies have been received

2.2 Confirmation of previous minutes of 14 February 2022

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

Scott/Allen **Carried**
3 abstained

2.3 Board Attendance

Resolved that the Attendance List for March be received.

2.4 Board meeting leave request, if any please email J. Scott.

2.5 BOT Self-review

- J. Scott asked 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
Consider/shoulder-tap Board skill set/potential members	Board	ongoing
A generic email to be sent to parents who indicated an interest to join the BOT informing them of the upcoming elections and giving dates of future board meetings	Board Secretary	ASAP

4. BUSINESS

4.1 Principal's Report

Noted that:

- Compliances - C. Allen advised that there has been 1 x formal complaint - resolved, 2 x major inquiry incidents - resolved. P. Beckett asked about the inquiries. C. Allen said she investigated and worked out what was to be done to resolve these.
- Students playing sports are no longer required to have been vaccinated.
- Brand work - not a particular focus at the moment but some progress has been made. J. Scott asked about the parent App. C. Allen explained that the college is currently using EdSmart to get parent permissions and to make broadcasts. However there has been a problem with the integration of data from the student database, KAMAR, to EdSmart meaning a lot of the data has to be manually uploaded to EdSmart which is arduous. The Carmel tech people have suggested an alternative NZ product, C. Allen has had a demo and is impressed. As well as the facility for permissions, the alternate program includes a parent App, is wholly integrated and much more seamless. This program provides a lot more than EdSmart at half the price. A number of large New Zealand Secondary Schools are using this including Rosmini and Westlake High Schools.
- The Branding involves a focus around social media. The initial idea of the campaign back from the consults missed the point and connection to the Brand Book/Plan. The college does not want anything new, rather a connection to the initial ideas in the Brand Book. The logo has been updated and stationery reviewed. There are 3 consultants working on the project x 1 on the comms plan, 1 x on social media and 1 x on the college documentation.
- SLT are to look at making a start to the messaging around the Brand Book and putting a focus on that. At the moment there is not much capacity for people to take on anything new.
- J. Scott asked about the move to the new sickbay. This is working very well and it is much easier to space the students out there.

4.1.1 Goal 1 Review

- The college is still looking for a new service coordinator. A number applications have been received, the next step will be shortlisting and interviews. Students have begun some service activities.
- The Sacramental Masses went ahead and Bishop Michael attended one of these.
- The new RE curriculum has been delayed.
- Tagged teachers, the college is meeting requirements.
- There was a question about the school sacramental programme for year levels beyond Y7. C. Allen explained that there were 70 students in the programme last year and the school cannot take on much more. Instead the college is trying to connect others up to their parishes. The programme is being run during class time and this is another restriction. As the students move up through the college there will be increasing numbers of students who have received initiation sacraments.

4.1.2 Review of Analysis of Variance - key points

- e-asTTle for Y7 in reading, writing and numeracy. These could not be done at the end of the year so they are being undertaken at the start of this year. Students have been offsite for nearly 2 x Terms so the data does not really show much.
- J. Scott asked about help available to get the students who are below average back up. C. Allen said teachers will be identifying these students for the purpose of moving them up the ladder.
- Literacy and numeracy results are very good. K. Mitchell said there have been some learning support programmes put into Y7&8 as well as some things happening at Y9. Parents are notified when there is an invention. This year's PLD is all about inclusion and teachers knowing their class profile.
- The college pass rates are still quite high considering the last 2 years have been affected by lockdowns.
- Level 3 results keep going up and C. Allen is particularly impressed with UE results. Carmel is well above comparative areas, this is the result of work by a lot of people.
- Results for Maori students can be skewed if these student numbers are low.

- Endorsements are still ridiculously high and well above comparisons.
- K. Jones asked if the college was doing enough to comply with requirements of Tiriti o Waitangi? C. Allen said the college will continue to focus and grow in that area. The Te Reo teacher, Maurice Nelson, is the Across School Person for Kahui Ako and is looking at practicalities that can be put in place around cultural responsiveness.
- J. Scott asked about progress on the Maori Strategic Plan - C. Allen said this was very aspirational and not much more has been done in terms of implementation. Changes in personnel and the last 2 years of lockdowns have hampered efforts. It has been hard to get the Hui together when doing this online. M. Nelson is growing the trust/relationships. The college wants the Whanau Hui to own the strategy and work on it and tell the college what they want for their daughters.
- The college attendance rates are in the 90 percentiles across all groups. There are a couple of hard core families that the school struggles to make connections with, parents don't respond to emails and phone calls. The school has finally made contact with one family who have 3 daughters at Carmel whose attendance is appalling. The college will keep working with the families to highlight the importance of being in the classroom. J. Scott asked about any specific reasons for non-attendance. C. Allen said a two pronged approach is being employed with students and parents, trying to get the students motivated to be here, building on success/positives. There are a range of strategies but it is a long-term thing. Often family issues result in high absenteeism.

4.1.3 Carmel College Charter 2022 - 2025

- The Charter is, by and large, a repeat of the Analysis of Variance. C. Allen will upload it to the Ministry tomorrow if the Board approves it.
- P. Beckett asked if there needed to be an integration of the brand work into the Charter. C. Allen does not think so, the college can change the Values as it likes. There was a discussion about the possible change of values - Care and Compassion are to be combined and a new value, Courage, included. The decision about when to make this announcement to the community will be made once the correct Maori translations are confirmed.

Resolved that

- the Principal's Report be taken as read and accepted
- the Carmel College Charter 2022 - 2025 be approved
- the 10YPP be accepted

Allen/Jones

Carried

4.1.4 Compliance Approvals - confirmed by C. Allen

4.1.5 Registration Attestation - Further information for the Boards' reference

4.1.6 10YPP Approval

- **Changes to the 10YPP**
- This document is a very detailed maintenance schedule identifying nearly \$500,000 worth of upgrades to buildings, refurbishments, carpeting, lighting and CCTV cameras external and internal.
- There is an essential property maintenance package from MoE of \$400,000 and the plan has been used for coming up with ideas for this spend. The projects must be initiated and approved by August this year and some things on the list might be tricky if needing Council consent as well as CCAL/McAuley Trust approval. One suggestion is for more shade for students. Quotes will be required and the college needs to come up with a priority list in the next couple of weeks.
- K. Jones asked about the doors from the hall to the courtyard. This is for the lake-facing side of the hall where there is no egress and will include wide steps onto the courtyard. This will create a real amenity with more shaded areas and places to sit. All paperwork has to be in by August: plans, signed off and quotes received. It is very time bound, if the college does not spend it, the funding will be lost. V. Broomfield asked if the

college had someone dedicated to this? This is K. Mitchell through the project manager, Watershed. K. Mitchell will be gathering quotes and pricing. C. Allen has a meeting booked with Kris Morris-Vette from Watershed to look at drainage and car parking plans. How much is still valid? How feasible is it to go ahead with these projects? The extra shading would be for the top court by Reception where students line up to catch buses. C. Mackisack asked about the CCTV. At the moment the college has no CCTV cameras operational. There is an awareness of more people using the school grounds and there is no control over who comes onto the grounds. There is no oversight when no one is on site. K. Mitchell explained that non-integrated buildings: - the boat shed, staffroom and RE rooms are maintained by the Proprietor's Board.

- The issue with the painting contractor who pulled out of the job last Christmas was discussed. K. Mitchell said that 3 quotes had been received, the offer and acceptance were verbal and the property manager did go back to the other contractors who had quoted but by that point they had other commitments. The college's stringent H&S requirements may have been the reason for the withdrawal. The funding can be carried over to this year.
- The 10YPP was explained - the top part covers BOT expenses and there is an amount for each space. The bottom part of the page covers CCAL expenses. The plan is very detailed and maintenance is planned on a 3-year cycle to spread to load. There is not a big risk of cost blowout for maintenance as this involves small items e.g. paint. Contactors like the continuity of work from the college and the college always pays.
- There is 1 x unbudgeted item for the unstable gum trees. The college has asked for tenders from 2 x contractors to take the trees down (1 x large and 4 x smaller). No Council consent to remove the trees is needed because they are 52 metres away from the lake. It is unlikely that any insurance claim can be made as nothing else was damaged when the branch fell. A lot of shade will be lost once the trees are removed, replanting may be needed.

Resolved that

- the Board accept the property report
- the 10YPP is accepted

Jones/Broomfield **Carried**

4.1.7 Assurances from Policies

4.2 Governance Policies to be tabled

4.2.1 05 Gov Intellectual Property - on hold

4.2.2 07 Gov Child Protection - on hold

- P. Singh has perused these documents and believes no changes are needed.
- Any concerns about the policies to be raised at the next meeting, then the policies can be confirmed.
- There was a discussion about the Royal Commission into Abuse in Care in relation to the Child Protection policy. P. Singh said the commission had very limited terms of reference which involved residential care facilities and is well outside Carmel College's terms.
- It is unlikely that any referrals to care agencies would be made concerning student absenteeism.
- C. Allen has checked the NZSTA site for the latest version of the Child Protection Policy and the only change is in the name of the legislation.

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

4.3. Special Character

Noted that from R. Fouhy's report

- Retreats, the Sacramental Mass and Ash Wednesday liturgy all went ahead.
- A new priest has been assigned to the school, Fr Mark Napa will be replacing Fr Marchellino.
- C. Allen is to start negotiations with McAuley Trust to see if the college can start using the chapel.
- There was a Special Character meeting on 7 March. Sr Rosemary reported that a recommendation from the review in 2020 was for the Board/s to consider ways of continuous formation and Catholic character input

from appropriate people. R. Fouhy and Sr A. Nicholls would be happy to give input at the beginning of meetings to the Board/s. CCAL would prefer this to happen later in the year when the new Board and Principal are in place.

- The Board would decide when, where and how often presentations are made, being careful about time restraints of the Board Members.

Resolved that the Special Character Report is accepted by the Board

Revell/Scott

Carried

4.4 Property Report - no report

See above under the Principal's report.

4.5 Finance Report

Noted that:

- The Business Manager reported that no major outstanding closing adjustments are required.
- The Balance Sheet shows the college is in a healthy position.
- The committee has ratified the continuation of the Watershed Contract.

Resolved that

- the Finance Committee report is received, and information noted
- the November 2021 and December 2021 accounts are accepted

Chinnery/Scott

Carried

4.6 Health & Safety Report, no report, the next meeting will be on 24 March

Noted that: No report was tabled.

- J. Scott reported that there were no trips requiring approval as everything planned has since been cancelled. The next trip coming up will be in May.
- Staff training/induction is progressing well.
- There have been no major incidents. The only outstanding issues are the boat ramp and gum trees.
- K. Jones asked about alternative arrangements for the cancelled Y12 camp. C. Allen said that some alternative day trips are planned but that these would be at different times. The Y12 Retreat will be reprogrammed. There have been a few issues with arranging replacement assessments.
- Year 8 camp remains in the calendar.
- The college will plan to go ahead with Tournament Week and AIMS Games.

5. CORRESPONDENCE

5.1 Correspondence

- The Travelwise letter is about extending the speed zone. There are approximately 7,000 students on the streets in a 25 minute window at the end of the school day. C. Mackisack noted the biggest danger is from parents double parking or stopping on the pedestrian crossing to pick up their daughters.

Resolved that the Correspondence is received and accepted.

Scott/Mackisack

Carried

7. CLOSING

Karakia – M. Chinnery

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

Signed _



J Scott

Date _____

The next meeting will be on 11 April 2022

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	ongoing
A generic email to be sent to parents who indicated an interest to join the BOT informing them of the upcoming elections and giving dates of future board meetings	Board Secretary	ASAP
Collate Board Self-Review responses for report back at the April meeting	Chair	April
05 Gov Intellectual Property and 07 Gov Child Protection to be confirmed	Board	April