

MINUTES OF THE BOARD OF TRUSTEES MEETING

HELD ON 13 June 2022

PRESENT: Chris Allen, Peter Beckett (by zoom), Valerie Broomfield , Michael Chinnery, Catherine Mackisack (by zoom) , Sr Rosemary Revell (by zoom), Pravina Singh (Deputy Chair)
Ana Antic, Kerry Jones (by zoom)

IN ATTENDANCE: Karen Mitchell, Jo Redfern

Meeting opened at 5.30pm

1. OPENING

Karakia – Chris Allen

2. ADMINISTRATION

2.1 Apologies – Julie Scott

2.2 Jo Redfern in attendance

2.3 Confirmation of previous minutes of 9th May 2022

Resolved that the Minutes of 9th May 2022 be taken as read and confirmed as a true and accurate record
PS/MC Carried

2.4 Board Attendance

Resolved that the Attendance List for June be received. No meeting in July.

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

2.6 BOT Self-review

C Allen summarised the findings of the BOT self-review.

Question: Do we still do staff exit interviews? CA - Yes and No Difficulty with COVID.

Question: Do we do 360s? CA Very difficult to do, very demotivating because of the anonymous factor.

KM: The appraisal process is good because it's more about growth and about supporting. Lots of work going on with middle leaders providing them with ways of coaching their staff.

2.7 NCEA Level 1 Update: Noted that:

- CA went through the powerpoint presentation slide by slide

Questions: PB **What sort of consultation has been done?** CA The consultation will be the same as the Atawhai consultation. This is what we are doing. What questions do you have? What barriers do you see? What questions have you thought of that we might not have thought about? CA It is important to trust the professionals. Link in the PP to the questions that they have already thought of. So, the idea is that there would be a parents' evening to address all the questions.

What about the pathways from the early years? Answer: the learning matrices which are already put together will be used and Year 12 will be a two-year programme. E-astle will have to be modified because it is linked to curriculum levels which are disappearing.

Question about Rosmini not changing. CA Nixon is just waiting to see what will happen.

KJ: What are the risks of going down this track? CA That the students don't understand what it is about and the parents also don't understand. It's about how you message it to the students because some of them will think they are missing out on Level 1. We need to sell the over assessment and the wellbeing.

VB - The idea that we are giving the girls two years to prepare for level 2 NCAA is huge.

KM - Historically a very different point of view from the boys' schools from the girls' schools. Girls are much more aiming for Excellence (a generalisation). Girls have much more anxiety and fear of failure in many cases.

Question: What about if they fail Level 2? Answer, they have to get only 30 of the 60 level 2 credits to get Level 1. As we have a 94% pass rate at Level 2, this should not be a problem. There will be an issue with a small number of girls but these girls are most likely not to get the literacy and numeracy credits which means they will not be awarded any NCEA credits they have achieved. These students are likely to be on the learning support programme and have individual programmes.

Will it affect our level 2 results? Answer: No. Other schools have found that their results go up?

Question: What does the new Lit and Num standards look like? Answer: CA. Don't know. Haven't seen it yet. No results from last year. Problem is that students in Learning support don't do well with examinations. All schools will have disadvantaged students with the literacy and numeracy standards. Students will still have assessments but they won't be the high stakes form and they will still get learning progression reports, but not just a grade.

PB - Doesn't agree with the changes because of personal experience. CA: We have students dropping out of activities because they are overwhelmed.

PS: Timeframe? Prior to the options. Asking the parents for feedback within the next couple of terms.

What if the new Principal is not on board. CA That is her call.

2.8 BOT elections, current member intentions to stand, and training plan Sept-Dec JS KJ VB PB Yes MC No -

PS probably no RR don't know

PB - Actively looking for directors for CCAL

VB would like to do the voting electronically to get more votes. Also the post is not reliable.

JS Training could be outsourced. Sally Dalzeil is a possible choice.

STA training was excellent (VB)

KM Good idea that someone come in and talk about Mercy.

ACTION: PS and JS to talk together and get a quote etc

3. MATTERS ARISING:

- Questions of whether Board training can be outsourced.
- HOD quality assurance - to be deferred until the next meeting.
- 10 - Tiriti o Waitangi To be tabled for next meeting
- 11 - Appointments to be tabled for the next meeting.
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Action: as seen at the end of this document.

4. BUSINESS

4.1 Principal's Report

Noted that:

- The open evening was very successful; the hall was overflowing with people.
- Anna's idea of making it more student focused with lots of clubs there incorporating the Brand idea of beyond academics.
- Lots of positive feedback and then tours last week for anybody interested.
- Inroads into the Brand work.
- Breakthrough with online payment system for the fees. Great for the finance department.
- Really good notes from the Principal's conference
- Payroll is not actually new but just streamlined

4.1.1 Goal 4 review

- Stewardship - Brand work

4.1.2 Student Achievement Update

- Graham is working on E-Asttle. Going well. Helps teachers to profile their students for extra help.

4.1.3 Year 7-10 Learning Progress June 2022

- Year 8 teachers have their maths teachers and there are specialist teachers for year 9.
- Question about year 7 e-asTTLE results. Catch up by year 11 and NCEA. Problematic but we do catch them up. **REMINDER TO GET THE RESULTS OF E-ASTTLE FROM JAN TO DECEMBER TO SEE MOVEMENT in Feb meeting.**

4.1.4 EQI Overview for Peak Bodies Shows how equity funding is going to affect all schools and the timeline. Decile ratings are going. Funding will depend on who is actually enrolled in your school, not on the geographical surroundings. Family support, involvement of outside agencies, level of mother's education, number of incarcerated parents. Point system on each child. No idea yet of how this will affect Carmel. No schools will go down in the transitory period but eventually that could happen.

4.1.5 HOD quality assurance - to be deferred until the next meeting.

Moved that

- the Principal's Report be taken as read and accepted *PS/MC* **Carried**

4.2 Governance Policies to be tabled

4.2.1 10 - Tiriti o Waitangi To be tabled for next meeting

4.2.2 11 - Appointments to be tabled for the next meeting.

4.2.3 Review schedule of delegations grammatical error on 14. It has been updated.

4.3. Special Character Report -

Noted that:

- A priest visiting a class is a good chance for growing information. Opportunity to give the basic information. KM Any student, over the past 3 years, who has not received all the sacraments is involved in the Catholic information course. From there anyone who wants to take the sacraments (not compulsory) will then have a sacramental programme to do that. Parents are supported to help with these decisions.

4.4 Property Report - Watershed meeting next Tuesday.

- Toilets are being fixed after 21.5 metres of copper spouting was stolen from the toilets.
- Questions of sharpening the cameras. Light made it difficult to see.
- Police report and insurance claim completed.
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Moved that:

- the property report be taken as read and accepted. *KJ/PS* **Carried**

KM Trees will be gone by the next meeting

4.5 Finance Report

Noted that: The Finance committee reviewed the Financials for April 2022.

- As per the Finance Report, the budgets are in a sound state.
- The surplus was primarily due to an addition in grants and in contributions.
- Notification from the Auditor General's office confirming audit result delays and the deadline will be missed by them.
- Question: Can some of the money be used for security guards?
- Some questions about mixup with computers but it has been resolved (VB)

Resolved that

- the Finance Committee report is received, and information noted
- the April 2022 accounts are accepted
- \$5,000 contribution by BOT to CA's farewell event was approved.

Chinnery/VB

Carried

4.6 Health & Safety Report:

- CM Year 11 camp approvals for next Board Meeting

Resolved that

- The Health and Safety report be taken as read and accepted

CM/KJ

Carried

4.7 Preparation for end of tenure/handover to new Principal Park this with possibly a new meeting before the end of term.

- Meeting to cover the alignment for the end of tenure and beginning of new tenure and to cover issues which came out of the interview process.
- Meeting time to be finalised.
- KM talked of the preparations for Sarah: a visit to the school, a shared file with KM and CA.
- KM checked that everyone had an invitation to the Carmel Day Mass and Farewell in the evening.
- Invitation to powhiri for Sarah on the first Monday of term 3 is coming. 25th July.

5. CORRESPONDENCE

5.1 Correspondence

Short discussion about why people are leaving and the exit interview should cover this in a way that it can be recorded.

CA - Please note that all resignations are recorded in the Principal's monthly report - and the reason why they are leaving - so the BOT gets this information throughout the year.

Noted: that the Correspondence is received and accepted.

6 IN COMMITTEE

Resolved that the Board move into Publically Excluded Committee at 7.18 pm for the purpose of protecting personal privacy and commercial confidentiality. *Singh/VB* **Carried**

Resolved that the Board move out of Publically Excluded Committee at 7.38 pm *Singh/KJ* **Carried**

7. CLOSING

Karakia – P Singh

There being no further business, the meeting concluded at 7.41 pm

Signed _____
P Singh

Date _____

The next meeting will be on 8th August 2022

Opening Prayer/Karakia: J. Scott

Closing Prayer/Karakia: K Mitchell

ACTIONS ARISING FROM MEETING

Task	Responsible	Due Date
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Consider/shoulder-tap Board skill set/potential members	Board	ongoing
Actions: Julie will draft a communication, to be sent out to the wider communities in as many ways as possible, based on the criteria that has already been set. Date to be set for nominations in readiness for end of year prizegiving. CA and CM will look at what type of award e.g trophy.	JS/CA/CM	June
ACTION: PS and JS to talk together and get a quote for outsourcing Board Training	JS/PS	July
ACTION: Reminder to get the results of E-Astle from Jan to Dec to see movement for the Feb meeting.	Board Sec	Feb
ACTION: To arrange an extraordinary meeting for new principal planning	Julie	July