

MINUTES OF THE BOARD OF TRUSTEES MEETING

HELD ON 8th AUGUST 2022

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

IN ATTENDANCE: Karen Mitchell

Meeting opened at 5.45pm

1. OPENING

Karakia – Julie Scott

2. ADMINISTRATION

2.1 Welcome to Sarah Kemble

2.3 Confirmation of previous minutes of 13th June 2022

Resolved that the Minutes of 13 June 2022 be taken as read and confirmed as a true and accurate record
PS/CM Carried

2.4 Board Attendance

Resolved that the Attendance List for August be received.

2.5 Board meeting leave request: Sr Rosemary Revell for either October or November. Will update.
Peter Beckett for September (possibly) Will update.

2.6 Noted that: The September Board meeting will be the last for some members.

2.7 NCEA Level 1 Update: Noted that:

- SK - NCEA is still in a state of flux. The literacy and numeracy curriculum is now not mandated for next year.
- HODs understand the difficulties of not continuing with Level 1 without consultation and without knowing what Levels 2 and 3 will look like.
- PB - some relief that there will be more consultation.
- 2022 and 2023 will be the same as 2021
- SK - Will be looking at getting more students onto the pilot in 2023
- Among students who sat the literacy and numeracy standards last year, only 1/3rd passed in each.
- Difficulties around the time it is taking to get results for those who sat the Standards at the end of term 2.
- Discussion followed around the teaching v assessing ratio.
- SK - “ if we can do the literacy and numeracy pilot which is what they'll call it again next year, that's 20 credits. So that's a quarter of the credits that students need. So if we could look at those, particularly for the numeracy part, then the maths department could choose to pull back on some of their standards, and focus more on the teaching and particularly looking at the standards that they'll offer in Level 2 and working on that build up for those.’
- This won't need parent involvement as long as the subjects are still offering enough credits.
- NCEA will require 2 externals and 2 internals per subject.

2.8 BOT elections, 7 parent rep nominations and 2 staff nominations: Elections for both needed. Nomination

booklet will go out this week.

3. MATTERS ARISING:

- October meeting moved to the 17th October
- A draft communication re Board award has been written and will go out with a voting section in the following week. Discussion followed re the need for having a full and current alumnae address list. It was recognised that this can be more difficult for girls' schools than for the boys' schools. Sr RR talked about the difficulties of getting donations from women who have been out of circulation for a while etc. PS - the same issues came up with fundraising for the PTFA. They have a good list of people that can be utilised. KM- there is a list of people going back to about 2011. CM - there are Facebook pages for various alumnae groups. PS - the nomination forms should be going to parishes as well. KM - recordings ready to go on the social media websites. PB - the importance of developing a Foundation is growing more urgent - a structure for present and past pupils, staff and friends of the school to communicate, socialise and contribute financially. JS - It is also about donating time, not necessarily money. All relevant to the Branding process. Importance of age group communications and functions. Use social media to start this work. CM - there should be an opportunity to click into a page on the Carmel website to update a personal profile. KM replied that this will happen once the social media sites are all up and running and then the website will be updated. Said that they are waiting on the proposals to make the decision about the websites. Liz Walker is in charge of the social media pages.
- Staff Leaving Analysis - read and noted as normal movements.

Action: as seen at the end of this document.

4. BUSINESS

4.1 Principal's Report

Noted that:

Goal 1 review - Special Character

- As reported

Goal 2 - as per Principal's report

- There is a need to run several Travellers programmes.
- Anna o'Farrell is very excited about Dialectical Behaviour Therapy. Some of the feedback showed parental concern about the Marinoto aspect. Those already in private therapy are not included.
- Are we tracking outcomes for the DBT? KJ - from his daughter's experience - survey at start and at the finish over two years. Appears to be an excellent programme.
- EOTC - great for overall development of the girls.

Goal 3 as per Principal's report

- The Starlight concert was terrific.
- Importance of the quality of postings on social media. Should fit in with the Brand strategy.
- Sports messaging is very well done. On Instagram and Facebook.
- Important to advertise events - e.g. drama events.
- Important to celebrate successes.
- PE and music departments have a great social media presence.
- Sarah to list the various social media sites on the newsletter.
- Important to advertise the social media sites as widely as possible, e.g. link on newsletter, Mercy women site

Goal 4 as per Principal's report.

- Great transition to a new process, Schoolbridge. Patience needed while all the kinks are being worked out. Trying to work with Rosmini to streamline for families.
- School roll - decline since June.
- Enrollments for next year 143 in year 7 114 from feeder = drop in available girls (162 last year). Big list of non-preference. D Goudie in contact with them. Catherine Ryan Vicar of Education - all schools reported a

drop in number of girls.

- Why aren't children being baptised? There is a great deal of work to be done in parishes. Parents need to be supported to get their girls baptised. Does the diocese have a plan to deal with that? Need to get in touch with parents and grandparents. Effective sacramental programme in Carmel but this has been a real conflict with the parishes about this. Important to push the issue of faith based education which is more than just values based.
- Financial implications for the school therefore there is a strong need to think outside the box in attracting students.
- Really important to look also at why students leave. How can we slow that down?
- "We want to offer a Catholic education to students, not only an education for Catholic students."
- The difficulty is the State Integration Act allowing only 5% non preference students. One remedy is to increase our Catholic roll which would increase the non preference allocation.
- Need for a strategic approach to the Church hierarchy. Top down approach to a problem that involves all schools.

4.1.2 Principal Discussion: Noted that:

- Meeting of Principals in the second week of holidays to discuss Bethlehem college issues about their beliefs around marriage. Fear that the media would be waiting for Catholic Principals at the beginning of the term. Pat Walsh of Sacred Heart. Ask what to say to media about same sex marriages. Bishops given 3 months for a statement. Lots of issues that the Church must be mindful of and still be inclusive.

4.1.3 Pay Equity claim for support staff as per document.

4.1.4 Equity webinar.

- Deciles are gone. 35 different indicators for the new system which will be more in the line of an S curve without the harsh steps of the decile system.
- Funding for Carmel will be the same next year. The equity index that we receive is based on an average of three years of these 35 indicators to get to where we should be with our funding. On the slide, our number is 386. Sort of decile 10. In 2024 there could be a drop; could be a 5% decrease and also the year after. There is a concern that real estate agents and media will try to connect the EQ index to population and deciles. Our number is 386 and 344 is the lowest. Hopefully this funding is dynamic and can be reassessed. Funding such as the Principal's salary and RTLB funding will need to be assessed.

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

ACTION: invite Rosanna Fouhy to attend to talk to it.

4.1.6 Sports Report - invite Annie Sadlier to attend and talk to it. - She will do this at the end of the year.

Noted that: Biscuits were sent to Baradene last week in support of the staff and the school. A student of Baradene passed away suddenly last week.

Moved that

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

4.2 Governance Policies to be tabled:

4.2.1 10 - Tiriti o Waitangi Moved: to accept the policy as drafted PS/RR Carried

4.2.2 11 - Appointments Moved: to accept the policy as drafted PS/RR Carried

4.2.3 14 Timetable - to be reviewed at the next meeting.

4.2.4 Schedule of delegations grammatical error on 14. Moved: to accept the policy as drafted PS/RR Carried

4.3. Property Report:

Noted that:

- One event under the Health and Safety. Responsibility of the contractors.
- Canopy for the top court area. Funding is coming through the Essential Property Maintenance money, which was \$400,000 from the ministry. We have received three quotes from that and we have approval from CCL and from the Education Office. So, our next focus is to select a contractor. They will be asked to re measure and quantify their data so that we have a better idea of exactly what they're planning on doing. The timeframe to be finished by December 2023. It will be a very difficult build, because it's a challenging space to work on. And there could be some disruption to the rest of the school, particularly parking and access and egress during the building process. Hoping to have consent by the end of the year so starting can happen early next year.
- Lots of work over holidays - carpets, repairs, paintings. October and December What happens to carpet tiles etc? Contractor's problem. Discussion re colour of exterior walls.
-

Moved that:

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

4.5 Finance Report

Noted that: The Finance committee reviewed the Financials for May on 29th June.

- As per the Finance Report, the budgets are in a sound state.
- Relief teachers and teacher aide costs were a big portion of the monthly expenditure..

4.5.1 Annual Report

Noted that:

- "It was a pretty clean year. It was probably one of the best years we've had to date."
- A surplus of \$251,000 last year against a budget of \$162,000.
- Once again, exceptional work by Claudia Officer and her team.

ACTION: Thanks to Claudia and team.

Resolved that

- the Finance Committee report is received, and information noted
- the May accounts are accepted
- The Annual Report is received and noted.

MC/VB

Carried

4.6 Health & Safety Report: Noted that:

- The changeover to Schoolbridge is causing some challenges.
- Some minor matters to be cleared up by Liz Walker. JS satisfied that there is nothing that should stop the approval of the following:
 - Year 11 PE camp
 - Tournament week events
 - Aimes Games
 - Year 13 Retreat
 - Volleyball
 - Approval in principle given to the recently offered Spirit of Adventure trip. All the documentation rolls over from all the other times. Earlier this year there were 65 Year 10 applications for 10 spots. Another opportunity now for a further 10 students. Opportunity not to be missed. Liz Walker to finalise documentation.
- Equestrian event has raised some interesting questions around liability which is being considered by all the schools involved. Equestrian competition is to be added to the tournament week. The H & S committee has given approval dependent on the full liability waiver signed by the parents and all the documentation is

water tight. Held at the Equestrian Centre in Taupo. The waiver covers everything from horse, child, transport, gear from theft, loss, accident. No liability to be held by NZ Equestrian. This type of documentation will be needed for any sport that is not affiliated to Auckland College Sport e.g. snow sports, Life saving etc.

- Exciting work on Staff wellbeing by Toni Ferens.
ACTION: Look at the budget for next year for this.
- Mask wearing is good. Clean air purifiers and CO2 monitors in use around the school where necessary.
- Health Safety Framework to be developed as per the report.
- Health and Safety Connect report

Resolved that

- The Health and Safety report in total be taken as read and accepted
- that the trips as above are approved
- H& S Connect report as accepted. *JS/PS* **Carried**

4.7 Special Character report.

Resolved that: The Special Character report be taken as read and accepted. *JS/PS* **Carried**

5. CORRESPONDENCE

Noted that:

Kahui Ako With Chris Allen's resignation, Vicky Trainer and Paul from St Marys will co-chair. Two cross school positions.

- **Resolved:** that the Correspondence is received. *JS/VB* **Carried**

6 IN COMMITTEE

Resolved that the Board move into Publically Excluded Committee at 7.26 pm for the purpose of protecting personal privacy and commercial confidentiality. *JS/PS* **Carried**

Resolved that the Board move out of Publically Excluded Committee at 7.33 pm *JS/PB* **Carried**

7. CLOSING

Karakia – K Mitchell

There being no further business, the meeting concluded at 7.40 pm

Signed

Date: 8th August, 2022



J Scott

The next meeting will be on 12 September 2022

Opening Prayer/Karakia: V Bloomfield

Closing Prayer/Karakia: P Singh

ACTIONS ARISING FROM MEETING

Task	Responsible	Due Date
Actions: Board of Trustee Award JS and CM will look at what type of award e.g trophy.	JS/CM	
ACTION: PS and JS to talk together and get a quote for outsourcing Board Training	JS/PS	
ACTION: To look at next Budget for - developing Alumnae connections - the security budget - to financial support for Toni Ferens and the Wellbeing project	Board	
ACTION: To invite Rosanna Fouhy to the next meeting and Annie Sadlier in November or December.	SK	
ACTION: To discuss Sarah Kemble's appraisal process at next meeting		
ACTION: Letter of thanks and appreciation to Claudia Officer and team	JS	
ACTION: Sarah to list Carmel Social media sites in the newsletter.	SK	
Reminders: to get the results of E-Astle from Jan to Dec to see movement for the Feb meeting. CM to bring an extra laptop to meetings to support online attendance		Feb