



MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON September 12th, 2022

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

IN ATTENDANCE: Karen Mitchell, Rosanna Fouhy

Meeting opened at 5.30pm

1. OPENING

Karakia – Valerie Broomfield

2. ADMINISTRATION

2.1 Apologies – none

2.2 Confirmation of previous minutes:

Resolved that the Minutes of 8th August 2022 be taken as read and confirmed as a true and accurate record
JS/VB Carried

2.3 Board Attendance

Resolved that the Attendance List for September 12th 2022 be received. **JS/VB Carried**

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

2.5 Thank you to those leaving the Board:

2.5.1 Voting will take place on 13 September. Julie will contact those who have been elected. Some induction procedures will take place before the next meeting. Several opportunities are available in Auckland and the North Shore and with the Catholic Church for Board induction and training. Outline organised for what needs to be covered in the first meeting. Welcome back to Catherine Mackisack.

3. MATTERS ARISING:

Noted that:

- PB - Carmel Facebook site needs to be developed.
- **ACTION: KM will follow up on this and report back.**

Task	Responsible	Due Date
Action: 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/CM	In process Names Received

ACTION: PS and JS to talk together and get a quote for outsourcing Board Training	JS/PS	Induction options to be discussed with New Board
ACTION: To look at next Budget for - developing Alumnae connections - the security budget - to financial support for Toni Ferens and the Wellbeing project	Board	Ongoing
ACTION: To invite Rosanna Fouhy to the next meeting and Annie Sadlier in November or December.	SK	Attending
ACTION: To discuss Sarah Kemble's appraisal process at next meeting/ On agenda above		Completed
ACTION: Letter of thanks and appreciation to Claudia Officer and team	JS	Completed
ACTION: Sarah to list Carmel Social media sites in the newsletter.	SK	Completed
Reminders: to get the results of E-Asttle from Jan to Dec to see movement for the Feb meeting. CM to bring an extra laptop to meetings to support online attendance		Feb
To Invite Annie to review sports at end of year		Nov

4. BUSINESS

4.1 Principal's Report

Noted that:

4.1.1 Goal 2 Review:

- Main focus is staff wellbeing. Morning tea 30th September to celebrate Mercy Week and Catherine McAuley's birthday. BOT invited.
- Principal's hui on Friday 8th. Ministry unable to offer any more insight. Curriculum is still being developed.
- Learning progressions as informed on the 25th of March going will be replaced by the Literacy and Communication and Maths strategy.
- PPTA is waiting for confirmation on Teacher Only Days. There were 8 day over the last three years but 4 of those days fall into this year because of COVID interruptions.
- Review of timetable structure for next year aligned to the discussion around the Strategic Plan.
- Discussion continues around the class sizes in PE and health and whether or not the two should be split HOD/TIC.
- Possibility of having a separate person for EOTC which would need to be a strategic decision but who could align all the camps with what is trying to be achieved in Education outside the classroom with not only H & S considerations but also as part of the Strategic Plan.
- SLT is working through class sizes and teacher allocation for 2023.
- Year 7 numbers are sitting around 150. Need for 6 classes at 25 students per class to cover learning needs from all the disruptions.
- Just a few items left to be sorted out before the staffing can be finalised. Mostly done.
- International students: Some interest from Japan but term by term. China is quiet. No marketing for students yet but Shelley is looking into this and into information from providers coming to Auckland. Some Principals are already traveling to South America, Europe, Japan etc.
- Possibly not worth trying to compete with schools who depend on international students.
- KM We have done well to build good relationships with the local providers.
- Discussion occurred around resourcing the staff and the funding needed to do that. The Board will need to consider that in budget time.
- The school has some stunning beginner teachers and we want to keep these.
- Having 6 classes in both years 7 and 8 helps with behaviour management and learning issues and also feeds through to the rest of the school.

- More difficult in the senior school where options determine numbers.
- Important to be able to sustain various options even with smaller numbers because this keeps students at our school.
- Union says class sizes should be topped at 26. There needs to be compensatory mechanisms for teachers such as a day off etc for those with huge classes.

Goal 3: noted that:

- Christmas market on 19th November on the Oak Tree Lawn. 15 stall holders - food etc - Lianne doing a great job with this. Junior school will be involved in this. Major fundraiser. Money to fund outdoor furniture to enhance the outdoor learning area on the courts.

Goal 4: noted that:

- Discussion on the design costs and then the production costs which will be expensive. About \$9,500 just for the evolution of the design. Still need to get quotes for the production costs.
- The BOT should be looking to put an allowance into the Budget for the continued execution of the Brand in the marketing area of stationery, signage etc. Match the \$30,000 from this year's budget and reallocate it next year.
- The CCAL report highlighted the constraints with preference, non preference and overflowing preference students.
- Orientation with Astrid Lambert and Richard Kerr-Bell. Astrid is hopeful that work that is in Rome at the moment is due to be back in the new Year. Watch this space!!
- Roll: Deb Goudie still chasing people up re preference certificates.
- Special Character people are having some success with helping students receive Baptism etc.

Personel: noted that:

- Liane Dey's feedback in her exit interview was relatively positive. Some negatives which should be addressed. Specifically to focus on helping the support staff to work as a team because it feels very divisional between departments.
- Sarah will look into the dynamics of a review of the Support staff as a result of all the changes in pay equity, structure and location of the various departments within.
- Rowena Bullock has applied for refreshment leave. She considered resigning at first but then changed her mind. She is willing to teach terms 1, 3 and 4. She wants to go overseas with her husband. Refreshment leave can be granted if there is a suitable replacement found which in this case will be difficult. She is much loved and appreciated by staff and students.

Resolved that

- the Principal's Report be taken as read and accepted
- The Board move forward with the design of the Brand
- Provisional approval given to Rowena Bullock conditional on finding a replacement.

ACTION: to get the quotes for the production to have a provision in the budget for the continuation of the execution.

SK/VB

Carried

4.1.2 Principal's appraisal:

- Sarah meeting with Morag Hutchinson in the holidays. Morag is an associate at Ahead Associates. There was possibly a need to clear some conflict of interest because Collene Roche is part of the main team of Ahead Associates. However, Morag is happy to progress in terms of appraisals for Sarah and the Senior Leadership Team.

4.1.7 HOD Quality Assurance: presented by Rosanna Fouhy

- Most departments are focusing on UDL at years 7 to 10.
- Departments all do an in depth analysis of NCEA results which are not shared at Board level. The analysis breaks down each Standard and look at what was done well, what needs improvement or change or to be deleted etc

- It is agreed that everybody should have the opportunity to learn to the best of their ability and that this is a social justice issue.
- UDL became important after seeing the disengagement after COVID.
- PB commented that it would be good to get some summary of the results and impacts of all the efforts put into UDL: how's it going, what are the challenges, what are the roadblocks or issues or real success stories.
- Recognition of the work that HODs are doing in really difficult circumstances for a variety of reasons.
- Rosie Shanks in the Learning Support does a superb job in dealing with the growing number of students with diverse needs and the growing expectation of parents. All this leads to a growing workload on teachers with nothing being taken away.
- RF suggested that one possibility would be that the HODs present to the SLT (successes, difficulties, needs etc) and then the SLT report to the Board. Awareness of the strategic plan and well being and how these are being addressed in departments
- Question of whether student engagement is needed here. What are the subjects with significant pressure points etc? Questions must be structured and evidential rather than anecdotal. Also timing of the questionnaire throughout the year is important. Can't be a popularity contest about teachers.
- RF made that point that HODs could look at trends- student numbers either going up or down and their reports can include a reflection on that.
- JS - E.g. Why are the subject numbers falling? What are the challenges? What is being done about that, if anything. More the overall picture is what the Board is looking for rather than in depth analysis of Standards within subjects.
- Huge amount of work is being done to accommodate students, especially those with special needs.

Moved that: the HOD Quality Assurance be accepted and that members of the SLT consider more relevant ways to have the information from HODs presented to the Board. **VB/PB Carried**

4.2 Governance Policies to be tabled

- **4.2.1 Timetable Policy:** Suggested changes:
- *To enact our commitment to Te Tiriti o Waitangi all reasonable steps will be taken to safeguard and promote a te ao Māori pathway* to be included as point 6 under SCOPING.
- Review date to be changed to September, 2025 Recommend all the changes VB/JS

Moved that: the Timetable Policy be accepted with the suggested changes. **VB/JS Carried**

4.3 Property Report:

Noted that:

- Range of quotes to resurface the netball court near RE room is \$40,000 to \$75,000. Tree roots will need to be protected.
- Issue of bleachers becoming quite brittle and will need to be replaced. They were imported from America and are quite expensive so an alternative is being researched. They are being replaced as and when is needed but there will need to be a wholesale replacement soon.
- Some discussion re Watershed's handling of health and safety issues. KM reported that Watershed has a really good handle of any work that is done for CCAL is done through tender and quoting which means that there is an inherent h & s plan. There are gaps with work done for the Board and these need to be addressed by the Health and Safety committee so the Board is covered going forward. Board needs to ensure that its processes are in place. The Board needs to be 100% assured that workmen coming on site are following the Board's policies
- Health and Safety Committee to meet shortly to look at all these issues.

Moved that the Property report be accepted and information noted. **KJ/VB Carried**

4.4 Finance Report

Noted that:

- The Balance Sheet shows the college is in a healthy position.
- Area of discussion was the AV equipment for the Boardroom and the Staffroom. Quote from Gourmet Pepper Ltd for the Boardroom was \$7,500 to get the big screen, the cameras, the audio, and the central unit on the TV table. Quote for the staffroom was \$5,800.

Resolved that

- the Finance Committee report is received, and information noted
- the June 2022 and July 2022 accounts are accepted
- The Auditors' report for December 2021 is accepted
- The information re the AV equipment for Boardroom and Staffroom be noted and received

MC/VB Carried

FURTHER DISCUSSION re an increase in fees for 2023:

- Fees going up 4% from the diocese.
- Finance department needs to come back with a proposal.
- PS: Important to manage expectations because families are struggling.
- Discussion with Sarah and Lorna so that families can be helped.

4.5 Health & Safety Report,

Noted that:

- Committee in a strange position because of the loss of institutional knowledge re Kirsty Ussher and Sheryl Henderson. No clear transition.
- Huge amount of work is happening to ensure that all assurances are in place and being followed correctly.
- All this work is happening alongside the development of a Health and Safety Strategy which is in keeping with the Health and Safety Workers Act 2015.
- Recognition that this work is a management responsibility but the Board needs to be connected closely.

Resolved that:

- the Health and Safety report be received and information noted.
- That the Final Approval given to the Spirit of Adventure trip by email on 26th August be noted.

JS/PS Carried

4.6. Special Character

Noted that from R. Fouhy's report

- Sacramental programme is growing but will not make a material change to non-preference and preference numbers.
- The RCIA parish programme runs over two years which makes the timing difficult for students applying to start the school year at Carmel under the preference certificate.
- A possible solution is to ask the Parishes to hold their programmes in one calendar year.

Resolved that the Special Character Report is accepted by the Board

JS/VB Carried

5. CORRESPONDENCE

5.1 Correspondence

- Noted that Kirsty Ussher was available to help with transition with Health and Safety Matters. JS noted that Toni and Kirsty are in easy contact with each other.
- Vicky Trainer from St Johns has resigned. This will change the Kahui Ako structure.

BOT Excellence Award:

- 3 nominations. One standout. Grace Stratton
- Question of what the award will look like - a medal? Etc. Julie Scott to look at that.

- Discussion around the name of the award. No other suggestions forthcoming.

Resolved that the Correspondence is received and accepted **PS/VB** **Carried**

Farewell to Valerie and Pravina.

- Thanks to Valerie for being an active member of the Board, challenging and questioning the Board which is such a very important part of being a Board member.
- Recognition given of the huge amount that Pravina does for the school and that she is moving on to the PTFA.
- Recognition that both have left huge shoes to be filled.

6 Approval of In committee minutes

- **Moved that:** the Minutes from the 8th August be received and accepted **JS/PS** **Carried**

7. CLOSING

Karakia – P Singh

There being no further business, the meeting concluded at 7:40 pm



Signed _____
J Scott

Date 12 September 2022

The next meeting will be on 17 October 2022

Opening Prayer/Karakia: Sarah Kemble
Closing Prayer/Karakia: Peter Beckett

ACTIONS ARISING FROM MEETING

Task	Responsible	Due Date
Action: KM will follow up on Carmel Facebook website	KM	October
ACTION: to get the quotes for the production to have a provision in the budget for the continuation of the execution.	KM	October
ACTION: To look at next Budget for - developing Alumnae connections - the security budget - to financial support for Toni Ferens and the Wellbeing project	Board	Ongoing
ACTION: To invite Annie Sadlier to the Board Meeting in November or December.	SK	
ACTION: To follow up with Sarah Kemble about progress on discussions on her appraisal	SK	Ongoing
ACTION: To begin discussions on an increase in fees for next year	Board	October

ACTION: Prize for BOT Excellence award	JS	ASAP
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