

MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 17th OCTOBER, 2022

PRESENT: Sarah Kemble , Peter Beckett, Michael Chinnery, Joanna Redfern-Hardisty,
Catherine Mackisack, Julie Scott (Chair), Andrew Blewden,
Ana Antic, Hannah MacDonald

Apologies: Kerry Jones, Sr Rosemary Revell

IN ATTENDANCE: Karen Mitchell

Meeting opened at 5.40pm

1. OPENING

Karakia – Sarah Kemble

1.1 Whole Board introduced themselves and welcomed the new members.

1.2 Board was shown an induction slide show presented by SK.

Noted that:

- the new Strategic plan process will begin next year and will lead on to the Annual Plan
- There will be a discussion next year as to the possible change in format of the Strategic Plan and the change in requirements from January 1st 2023. Next year is a researching year and the consultation involved will be significant. Importance of incorporating all the work on the brand into this discussion.
- AB - comments on the importance of long term goals but also of the need for flexibility to break these goals down into shorter horizons which are continually reviewed.
- JS commented that the government advice is changing around strategic planning and Carmel is going to take the initiative in this direction.
- SK - will be interesting to see what the Ministry produces in terms of frameworks and expectations.
- Board's responsibility is to set the tone of the school and Management to implement that.
- Format of ERO is to change - the school will have an evaluation partner who will work with the school with an improvement focus. Important for the school to have strong evaluation practices, be reflective and aim for equity.
- Introduction of NELPS - National Education Learning Priorities. Essential 5 objectives with a number of priorities under each.
- NZ curriculum being refreshed, review of Achievement standards among the changes happening.
- Dropping of fees for entering NCEA.
- Level of prescriptive requirements coming in from years 0-10. Pilot literacy and numeracy standards have had significant difficulties up to this point and the Government is very aware of this.
- Future discussion to be had on the content of the Principal's report - what does the Board want to know?
- PB - the governance of the Sisters of Mercy is going to change and there will be further information on this as it happens.

2. ADMINISTRATION

2.1 Election of Board Chair:

Moved that: Julie Scott retain the position of Board Chair

PB/SK Carried (2 Absentees)

Moved that: Jo Redfern-Hardisty by elected Deputy Board Chair

CM/JS Carried (2 Absentees)

2.2 Declaration of Interest: All present signed. K Jones and Sr R Revell to sign at the next meeting. Document explained.

2.3 Code of Conduct: All present signed. K Jones and Sr R Revell to sign at the next meeting. Document explained by Julie Scott for new Board Members.

NOTED THAT:

- Julie Scott emphasized that any person who approaches a Board member with a complaint or concerns should be referred back to the complaints process. The Board has a well documented complaints process and these people can be referred to a Board of Trustees email or the complaints process on the website.

2.5 Confirmation of previous minutes of 12 September 2022
Resolved that the above Minutes be taken as read and confirmed as a true and accurate record
JS/PB Carried

2.6 Board Attendance
Resolved that the Attendance List for 17 October be received. **JS/SK Carried**

2.7 Board meeting leave request, if any please email J. Scott. Julie explained the responsibilities in this regard and reinforced that 3 continuous meetings missed without prior approved leave disqualifies members from continuing on the Board.

2.8 Sub Committee Membership:

- Special Character:** RR PB RF SK Idea to extend an invitation to SC school leaders, Rhianna Misquitta, Olivia Martin
- Health and Safety:** CM, JR-H, JS, KJ, SK Monthly meeting every Thursday before the Board Meeting which can be changed.
- Property:** KJ, KM, AB, SK Looking at the meeting frequency. Monthly too much. Explanation given by KM of the work of the Property sub committee
- Finance:** MC, PB, KM, SK, JS 12 days before Board meeting
- Policy:** Kerry, AB, JS, SK School Docs is a possibility. This company produces policies for schools and ensures the policies are up to date. ERO then just checks that the school’s procedures align with these policies. Approx \$2,400 a year.

2.9 Principal’s Appraisal

- Using the Professional Growth Cycle**
- SK will be using Ahead Associates with Morag Hutchison as mentor; predominantly Catholic organization.
- Three main areas to cover: Teaching, Leadership and Catholic
- Morag would charge \$145 hr plus GST working for 6 hours and then follow up hours including a report to the Board. No conflict of interest
- Chris Allen in 2020 used this Mentor appraiser system - a good decision.
- Same for Sarah but different company.
- Time period over the whole year.
- Mentor also from the Ministry and a connection with Morag. Wealth of experience.
- Updates as you go and deals with what is needed e.g. building a SLT team

Moved that: Sarah Kemble to use Ahead Associates for her appraisal JS/PB Carried

3. MATTERS ARISING

Task	Responsible	Due Date	
Action: KM will follow up on Carmel Facebook website	KM	October	Completed.

ACTION: to get the quotes for the production to have a provision in the budget for the continuation of the execution.	KM	October	Not ready yet. Not continuing with the second part of the proposal. Will looking at a 'mint shopfront'. Not to do any work with the current company. Waiting for further information from three other companies.
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		November
ACTION: To follow up with Sarah Kemble about progress on discussions on her appraisal	SK	Ongoing	Discussions begun
ACTION: To begin discussions on an increase in fees for next year	Board	October	Completed
Reminders: to get the results of E-Astle from Jan to Dec to see movement for the Feb meeting.		Feb	
Training register update	Bd Sec	Ongoing	

4. BUSINESS

4.1 Principal's Report

Noted that:

- SK would like to know if the Board would like changes to the Principal's Report.

Goal 3:

- Applications are still coming in.
- Questions about non preference numbers will hopefully be raised at the next Tiaki Manatu (CCAL) meeting
- Orientation is Friday 4th November for girls and parents.
- Importance of how the kids present in their uniform. Important part of school's 'Branding'.
- Cell phone use is an area of concern. We need to look at ways of supporting parents for phone use. An emotive area with multiple viewpoints. Will be part of the strategic consultation process.
- Education of parents. Safe on Social.

Goal 2:

- Money from Ministry will be used for helping students who have struggled gain Literacy and numeracy and NCEA credits
- A team is looking at this - Rosie Shanks, Careers, SLT and Deans

Goal 4

- Student numbers: A couple of students, new to Carmel declined invitations for next year.
- All suspended students are back at school and doing well. One student who was absent on holiday needs to be followed up.
- JS commented that the disciplinary committee dealings with some students was supportive for all concerned.
- 1st October, the school received \$272,000 to back pay all support staff and teacher aides.
- One impact is that because of these increases to support staff pay rates, in Claudia's proposed budget for 2023, 100% of operational funding will be used on support staff and teacher aides. Ministry advice is that most schools use 70-75% in this area, so next year, this is going to have to be managed carefully.

- Therefore, as per the discussion in the last Board meeting, there will need to be a review to look at shuffling portfolios and roles as people leave.
- International students: Important to see the income from international students as a bonus.
- Shelley Roschmann is asking for a homestay coordinator. Claudia has worked out that the school will need 35 students for a part time homestay coordinator to be financially viable.
- PB pointed out that, according to the supporting document, the cost becomes viable above 15 students.
- AB pointed out the importance of closely monitoring the welfare of these students.
- At the moment, there are about 6 students in homestay situations. Most of the students are here with families. 2023 numbers - 10 with parents, 3 with designated caregivers and 16 needing homestays.
- Is there a possibility of other people in the school being available to do this work?
- ACTION: to bring this discussion to the next Finance meeting and get as much information around the numbers and the outsourcing to others as possible.

Resolved that the Principal's Report be taken as read and accepted

SK/JS **Carried**

4.3 Property report:

The main updates were

- Replaced and updated flooring in the main hall and foyer.
- Total replacement of the *soft wall boards* in the gymnasium.
- Building Warrant of Fitness (BWOFF) compliance testing
- Tree works and tagging & testing were delayed until December
- Some difficulties with contractors not being reliable
- Surveying work begun by Space Frame for canopy.
- Boat ramp work has now been completed.

Resolved that: the August and September Property Reports be accepted by the Board

KM/PB **Carried**

4.4 Finance Report

- Michael Chinnery gave some background to the Finance committee for the benefit of the new members.

Noted that:

- This year was a very tight budget
- Currently Running \$64,000 ahead of budget.
- Review of depreciation rates - no change
- The school is carrying fewer current liabilities than in the past due mostly to the washout of the international fees.

Resolved that

- the Finance Committee report is received, and information noted
- the August 2022 accounts be accepted
- The Schedule of Depreciation rates to be used for the 31st December 2022 Year End Accounts be accepted.

Chinnery/Scott

Carried

4.5 Attendance Dues:

- No increase from the Board last year. CCAL and diocese had an increase of 3% approx.
- At 7.5%, the increase would be \$36.00 per term or \$144.00 extra per year for juniors. \$41.00 per term and \$164.00 a year extra for seniors.
- Collection of dues rate stands at 98% for the last two years which is an excellent rate for any high school.
- Importance of pastoral support for those who can't pay.
- Operating rates will increase, (e.g. trades people and electricity) and the school cannot run at a deficit.
- Contributions year to date is 14% of revenue stream.

Moved that the attendance dues for the Board will increase by 7.5% for 2023

Scott/Chinnery

Carried

4.6 Health & Safety Report

Noted that:

- There will be increased training for staff and some work around task analysis

Moved that the Health and Safety Report is received and information noted *Scott/Mackisack* **Carried**

4.7 Special Character Report

Noted that:

- A huge amount of work has been done by Sister Anna, Rosanna and Rebecca.

ACTION: To send a letter of acknowledgement and thanks from the Board

Resolved that the Special Character Report is accepted by the Board *Chinnery/Mackisack* **Carried**

5. CORRESPONDENCE

- It was noted that there are several modules on the NZSTA website which are quick and easy to follow.
- Please inform the Board Secretary when you have completed any modules.
- Last day for New Vision cleaning contract is 9th December 2022

Resolved that:


- Correspondence is received and accepted.
- Elizabeth Van Geffen's leave of absence for her wedding has been approved

Scott/Mackisack **Carried**

7. CLOSING

Karakia – Peter Beckett

There being no further business, the meeting concluded at 7.50 pm

Signed 
J Scott

Date 17th October 2022

The next meeting will be on 14 November

Opening Prayer/Karakia: Sr Rosemary Revell

Closing Prayer/Karakia: Michael Chinnery

ACTIONS ARISING FROM MEETING

Task	Responsible	Due Date	
ACTION: to bring the discussion re the viability of a homestay coordinator to the next Finance meeting and get as much information around the numbers and the outsourcing to other staff members as much as possible.	SK/MC	November	
ACTION: To send a letter of acknowledgement and thanks from the Board to Sister Anna, Rosanna and Rebecca	JS	October	
ACTION: To invite Annie Sadlier to the November meeting	SK	Oct/Nov	

<p>ACTION: To look at next Budget for</p> <ul style="list-style-type: none"> - developing Alumnae connections - the security budget - to financial support for Toni Ferens and the Wellbeing project 	Board	Ongoing	
<p>Reminders: to get the results of E-Asttle from Jan to Dec to see movement for the Feb meeting.</p>		Feb	
<p>Reminder: Sr Rosemary and Kerry Jones to sign Declarations</p>	Bd Sec	Nov	
<p>Action: to look at the viability of extending an invitation to Special Character school leaders, Rhianna Misquitta, Olivia Martin to join the Special Character committee.</p>	SK	Oct/Nov	