

MINUTES OF THE BOARD OF TRUSTEES MEETING **HELD ON 14th NOVEMBER 2022**

PRESENT: Sarah Kemble , Peter Beckett, Michael Chinnery, Joanna Redfern-Hardisty, Catherine Mackisack, Sr Rosemary Revell, Julie Scott (Chair), Kerry Jones, Andrew Blewden, (by video) Hannah MacDonald

Please note that the next meeting will be held on 5th December at 5pm to be followed by a dinner with SLT. Details to follow.

Meeting opened at 5.30pm

OPENING: Karakia – Sr Rosemary Revell

1. Presentation of Sports report for 2022. Annie Sadlier addressed the meeting.

Noted that:

- The leaking in the gymnasium roof has a significant impact on indoor sport in the school
- The challenge around our small pool of athletes who are being asked to specialise early.
- Annie is looking to revamp what the Sports Council is involved in after feedback suggesting that it is getting stale.
- After attending the Sports Conference in Wellington, Annie believes that our school is well ahead in terms of what a Sports Council achieves.
- The Weights room is underused and needs updated equipment. Difficulty with leases because of the small quantities of machines required by Carmel.
- Annie has some quotes but that discussion to be had with SK.
- One possibility would be to ask teacher applicants whether they are interested in extra curricular activities
- There has been a drop off in volunteers this year - follows trends in other schools. Further information from the recent census will come next month.
- Coaches are hired for premier teams to ensure neutrality but parent coaches are encouraged elsewhere.
- Andrew Blewden is happy to meet with parents to discuss the benefits of being a coach.
- Feeder schools are also having difficulty getting parent coaches so there is no tradition going forward to colleges.
- The behaviour of Carmel parents is usually very good. Problems often come from parents in other schools.
- The challenge around volunteers is something that's really consistent across schools and it's been just the spotlights on it hugely after COVID and increased cost of living and people want extra hours and can they afford their children to play? Can they get the time off to drive there and then drive somewhere else and that sort of thing? They are quite consistent themes.
- The importance of encouraging new parents to be part of the Carmel community and the service ethic.
- COVID may actually present an opportunity as it is now leading to flexible hours in many places.
- More parents are watching sports than before.
- Emphasis on rewards for coaches e.g. Vodafone and Harbour sports awards.
- Difficulties around the gym, particularly the roof leaks. Problems are caused by the ventilators leaking.
- Difficulties with lack of drainage on fields and the size of the fields are short.
- The ideal scenario would be a multipurpose surface.

- It is important to look at the wider strategic goals before spending any money on a new facility.
- Huge shortage of indoor facilities e.g. multipurpose gymnasium throughout Auckland.
- At Carmel, indoor sports are the growing sports.
- A community based centre would be easier to attract funding but has significant requirements around parking, lighting, ablution facilities etc.
- A clear vision and a clear strategic plan from both Boards is critical.
- Lunchtime sports run by the sports council is one of the real achievements in the school. Girls who can't play organised sports for a variety of reasons really enjoy this lunchtime participation.

2. ADMINISTRATION

2.1 Apologies – Karen Mitchell, Ana Antic

2.2 Declaration of Interest: K Jones and Sr R Revell signed

2.3 Code of Conduct: K Jones and Sr R Revell signed

2.4 Confirmation of previous minutes of

Resolved that the Minutes of 17th October be taken as read and confirmed as a true and accurate record
JS/MC Carried 2 abstained

2.5 Board Attendance

Resolved that the Attendance List be received. **JS/CM Carried**

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

3. MATTERS ARISING

| 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 | Ongoing |
| ACTION: To send a letter of acknowledgement and thanks from the Board to Sister Anna, Rosanna and Rebecca | JS | October | To be completed |
| ACTION: To invite Annie Sadlier to the November meeting | SK | Oct/Nov | Completed |
| 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 | Ongoing |
| Reminders: to get the results of E-Astle from Jan to Dec to see movement for the Feb meeting. | | Feb | Ongoing |
| Reminder: Sr Rosemary and Kerry Jones to sign Declarations | Bd Sec | Nov | Completed |
| 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. This will be revisited in the new year and it could be that other teachers might be interested in being on the Committee. | SK | Oct/Nov | Ongoing |

4. BUSINESS

4.1 Principal's Report

Noted that:



CARMEL COLLEGE

- Schoolbridge app will get promoted in the Carmel Community next year.
- Possibility of asking Lois Bruce to talk about the careers information with the Board and looking at how it could inform the strategic plan.
- The importance of debating in the school was recognised.
- Two year 8 girls are through to the Rotary Speech finals.
- The comment was made that the criteria around selection of non-preference students needs to be transparent.
- CCAL has a significant role to play in the establishment of the criteria for selection of non-preference students.
- SK to write a new enrollment policy.

Resolved that

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

4.2 Governance Policies to be tabled

- Three policies to be reviewed at the next meeting.

4.3. Special Character

Noted that from R. Fouhy's report:

- The Board members present commented on the beautiful Leavers' Day Mass

Resolved that the Special Character Report is accepted by the Board

JS/JR-H **Carried**

4.4 Property Report :

Noted that:

- A lot of small maintenance and servicing work was done last month.
- Work in the pipeline includes roof repairs on the gym storage room and tree-cutting.
- Need for a new supplier to maintain and replace the filters for the water fountains
- Leaking in the larger gym is under review.

Resolved that the Property report is accepted by the Board

KJ/JS **Carried**

4.5 Finance Report

Noted that:

- At this point, the school is tracking about \$95,000 ahead of budget, so it is in a good position.
- Shortlisting is happening for the International Director's position. A good number of applicants.
- More student applicants from China than expected.
- More detail on next year's budget to be given at the next meeting.
- AB suggested that a summary variation report be given with each finance report to give a better understanding of the figures.

Resolved that

- the Finance Committee report is received, and information noted
- The September 2022 accounts are accepted



MC/PB

Carried

4.6 Health & Safety Report

Noted that:

- JS will investigate the details of the Health and Safety delegations to see if the year 7 surfing trip should have come to the H & S committee and the Board for approval.
- Suggestion made to make use of clubs running programmes in the future.
- Significant discussion around the Rotorua accommodation for Nationals was held.

Moved that:

1. That the Health and Safety Committee Report is received and information noted.
2. That the trip approvals to date for 2022 be accepted.
3. That the H&S connect report be accepted

JS/MC

Carried

5. CORRESPONDENCE

Moved that the Correspondence is received and accepted.

JS/KJ Carried

7. CLOSING

Karakia – M Chinnery

There being no further business, the meeting concluded at 7.21pm

Signed 
J Scott

Date 5 December 2022

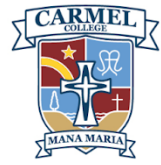
The next meeting will be on 5th December at 5 pm. See note above

Opening Prayer/Karakia: Catherine Mackisack

Closing Prayer/Karakia: Ana Antic

ACTIONS ARISING FROM MEETING

| Task | Responsible | Due Date | |
|---|-------------|----------|--|
| ACTION: To send a letter of acknowledgement and thanks from the Board to Sister Anna, Rosanna and Rebecca | JS | Dec | |
| ACTION: to investigate the details of the Health and Safety delegations to see if the year 7 surfing trip should have come to the H & S committee and the Board for approval. | JS | Dec | |



CARMEL COLLEGE

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