



MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 20th FEBRUARY 2023

PRESENT: Sarah Kemble , Peter Beckett, Michael Chinnery, Joanna Redfern-Hardisty, Catherine Mackisack, Stuart Houliston, Julie Scott (Chair), Kerry Jones, Andrew Blewden, Grant O’Donoghue, Hannah MacDonald

IN ATTENDANCE: Karen Mitchell

Meeting opened at 5.30pm

1. OPENING

Karakia – Peter Beckett

2. ADMINISTRATION:

2.1 Election of Board Chair:

Moved that: Julie Scott retain the position of Board Chair

PB/SK Carried

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

JS/CM Carried

2.2 Welcome to Stuart Houliston and Grant O’Donoghue. All members introduced themselves.

2.2.1 Board Training: Concerns and Complaints powerpoint explained by JS.

2.3 Declaration of Interest: Stuart Houliston and Grant O’Donoghue signed. Hannah MacDonald to update at the next meeting.

Code of Conduct: Grant O’Donoghue signed. S. Houliston to sign at the next meeting.

Document explained by Julie Scott for new Board Members.

2.4 Apologies – All present

2.5 Board Meeting Leave request explained by JS

2.6 Board Attendance

Resolved that the Attendance List for 20th February be received.

JS/CM Carried

3.0 Matters arising from last meeting:

Task	Responsible	
ACTION: Sarah to do some research on cyber auditing.	SK	ongoing
ACTION: to look at the creation of a risk register	JS	ongoing
ACTION: to look into the requirements from an insurance perspective and look at Ministry information around implications for the Board.	JS	ongoing
ACTION: To move the purchase of SchoolDocs	SK/JS	completed

ACTION: Thank you to PTFA for the superb Christmas Market	JS	completed
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4.0 Confirmation of previous minutes of

Resolved that the Minutes of 5th December, 2022 be taken as read and confirmed as a true and accurate record.

JS/PB Carried (2 abstained)

4. BUSINESS

4.1.2.3 Principal's Report

Noted that:

- Format has changed from previous reports. Let SK know if there is other information required.
- Hard copy booklet "Leading with Courage" by Sister Anna tabled and distributed
- School management would like to support AS in her long term sick leave needs. Noted that she is a long standing employee. Board will be informed of developments.
- Hard copy of International Student Marketing 2023 plan and letter from Trudy Freeman re proposed fees for 2024 and slight increase in the marketing budget for 2023.
- Preferred maximum number of international students is 50. Trudy looking at the viability of short term stays. HODs are discussing the possible implications with their departments.
- Trudy looking at the viability of the South American market.
- SK drew the Board's attention to the embedded NZSTA information on the relief ban. Possibility of a teachers' strike on 16th March. SLT is looking at the various options available to deal with this ban should it continue.
- Noted that the 'at risk' students were those who did not achieve. Various attempts have been made to intervene with students and whanau.
- There will be a focus by HODs in their Board reports looking at Pasifika and Maori retention and engagement.
- Ongoing work is happening around whanau of at- risk students.
- This area should be a focus for the 2023 annual plan.
- There is extensive data on the attendance rate and this will be looked at in the March meeting.
- The goals for the Principal's appraisal will come out of the Strategic plan and reflect the Board's goals for the Principal.

Motion: to accept the proposal from Trudy Freeman to increase 2024 fees for international students and to increase the marketing budget for 2023 as per her proposal

PB/JS Carried

ACTION: To discuss the attendance rate data.

JS/SK

March

ACTION: Timeline for Strategic Plan

JS/SK

March

Resolved that

- the Principal's Report be taken as read and accepted

JS/KJ

Carried

4.4 Property Report:

Noted that:

- Still have an issue with water leak.
- Looking at extending the staffroom into the photocopy room.
- The respective roles and responsibilities of CCAL and BoT explained by KM and PB. In summary: Proprietors are the landlord. BOT is responsible for everything in the buildings and cyclical maintenance (tenant).
- The work and purpose of the 10YPP was explained.
- Confirmation of sites with asbestos being within safety guidelines

Resolved that

- the Property report be received, and information noted.
- The 10 Year Property Plan is approved

KJ/MC

Carried

4.5 Finance Report: No report this month

4.6. Special Character

Noted that:

- The behaviour of the girls at the Opening Mass was exemplary.
- Campus Minister has been appointed (as per Principal's report)
- Service Coordinator position has been advertised.

Resolved that the Special Character Report is accepted by the Board JS/AB **Carried**

4.7 Health & Safety Report:

Noted that:

- Responsibility moving from JS to JRH. Two new staff members joined the committee.
- Some difficulties to overcome moving to Schoolbridge.
- The importance of Health and Safety induction and training in the new groundsman appointment process.
- The reticence of people to take on the responsibility of area Lead Manager in Health and Safety.
- A risk register is in the early stages of planning. The objective is to create a risk register for every area of the school, not just Health and Safety.
- AB - the importance of rating the risk and understanding 'escalation' from a BOT's perspective. Also important to look at the categorization of risks - with H & S being just one aspect.
- NZ Beach Volleyball Championships 3 - 5th February. Final approval granted BOT approval via email dated January 27th 2023.

ACTION: to confirm a Board work day to begin to develop the Strategic Plan and to define the Risk Register categories: JS/SK March/April

Resolved:

1. That the Health and Safety Committee Report is received and information noted
2. That the trip approvals to date for 2023 be accepted.
3. That the H&S connect report be accepted JS/MC **Carried**

4.8 Government Policies:

01. [Board Roles and Government policy](#)
02. [Trustee Code of Conduct Policy](#)
03. [Trustee Remuneration and Expenses policy](#)
04. [Conflict of Interest policy](#)
05. [Chair Role Description Policy](#)
06. [Student Trustee Role Description Policy](#)
07. [Staff Trustee Role Description policy](#)
08. [Relationship between Chair and Principal policy](#)
09. [Principal Performance Management Policy](#)
10. [Special Character Policy](#)

Moved: that the Government Policies above be ratified for 2023 JS/KJ **Carried**

4.8.1 SchoolDocs

Noted that:

- Carmel has final editing rights of policies submitted from SchoolDocs and the major work is in the writing of the procedures
- SchoolDocs takes 8 - 10 weeks to tailor the policies and procedures

- Role of BoT and Senior Leadership to ensure robust policies and procedures.
- Role of Policy committee to review policies and procedures

ACTION: To enquire who owns the IP of the documents **SK** **March**
ACTION: To ask other Mercy schools if they use SchoolDocs and if so, if they use the Mercy charism rather than the generic Catholic section. **SK** **March**
Motion: The Board approves the contract with SchoolDocs **JS/KJ** **Carried**

4.9 Delegations: To be discussed at the March Board meeting.

4.9.1 Subcommittees:

- Finance: Peter, Michael, Stuart, Claudia, Sarah, Julie
- H&S: Jo, Kerry, Julie, Catherine, Sarah
- Property: Kerry, Andrew, Karen, Sarah
- Special Character: Peter, Sarah, Hannah, Grant
- Policy: Andrew, Stuart, Sarah

4.9.2 Hall Hireage:

Due to recent flood damage to community facilities Carmel College has had an increase in requests for facility hire. This has led to a discussion in school about the feasibility of this.

- North Harbour Gymnastics have been given permission to use the school hall for training purposes.
- Badminton is also interested in hiring facilities.
- Research is currently happening re insurance, lockup, security etc.
- Important particularly to check liability insurance of each organization.
- AS, SK and CO are following this up.

5. CORRESPONDENCE:

ACTION: To send Claudia Officer a letter of appreciation for her work in the school re the flooding. SK to give her a token of appreciation **SK/JS** **Feb**
Resolved that the Correspondence is received and accepted. **JS/CM** **Carried**

6 IN-COMMITTEE:

Resolved that: the Board move into Publicly Excluded Committee at 7.30 pm for the purpose of protecting personal privacy and commercial confidentiality. **JS/SK** **Carried**
Resolved that: the Board move out of Publicly Excluded Committee at 7.54 pm **JS/SK** **Carried**

7. CLOSING

Karakia – Jo Redfern-Hardisty



J Scott
 Presiding Member

Date 13 March 2023

The next meeting will be on March 13th, 2023

Opening Prayer/Karakia: Michael Chinnery
 Closing Prayer/Karakia: Andrew Blewden

ACTIONS ARISING FROM MEETING

Task	Responsible	Due Date
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ACTION:	To prepare for discussion of the attendance rate data.	JS/SK	March
ACTION:	Timeline for Strategic Plan	JS/SK	March
ACTION:	to confirm a Board work day to begin to develop the Strategic Plan and to define the Risk Register categories	JS/SK	March/April
ACTION:	To enquire into who owns the IP of the SchoolDocs documents	SK	March
ACTION:	To ask other Mercy schools if they use SchoolDocs and if so, if they use the Mercy charism rather than the generic Catholic section.	SK	March
ACTION:	To send Claudia Officer a letter and token of appreciation for her work in the school re the flooding.	SK/JS	Feb