



MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 18th April

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

ABSENT: Hannah Macdonald, Kerry Jones

IN ATTENDANCE: Karen Mitchell

Meeting opened at 4.30pm

1. OPENING

Karakia – Sarah Kemble

2. ADMINISTRATION

2.1 Apologies – Hannah Macdonald, Kerry Jones

2.2 Confirmation of previous minutes of 13th March, 2023

Resolved that the Minutes of 13th March, 2023 be taken as read and confirmed as a true and accurate record

JS/AB Carried 1 Abstained

2.3 Board Attendance

Resolved that the Attendance List for 18th April be received. **JS/CM Carried**

2.4 Board meeting leave request

3. MATTERS ARISING

Task	Responsible	Due Date
ACTION: To send a letter of thanks on behalf of the BOT to Liz Walker for her contribution to the success of the Year 12 camp	JS	Completed
ACTION: to ensure that Stuart Houlston and Grant O’Donoghue are on the list of recipients of the NZSTA documentation.	Sharlene	completed
ACTION: to send out a google form with potential dates for the Strategic Planning Day	JS	Completed

4. BUSINESS

4.1 Principal's Report

4.1.1 Goal 2 Review:

Noted that:

- Discussion occurred around the indicators of progress and how success can be measured.
- JS commented that this is often a complicated process because education isn't always 'black and white'.
- Discussion occurred around the need to define the actions required to meet the goals. The draft form of the new Strategic Plan appears to be much more focussed in this area.

4.1.2 7 - 10 Curriculum update moved to May meeting

Resolved that

- the Principal's Report be taken as read and accepted **SK/PB** **Carried**

4.2. Special Character: No report this month.

Noted that:

- PB is the Chair of the Special Character Committee. Other members include HM, SK, GO, Rosanna Fouhy, Kevin Mahoney.

4.3 Property Report: Karen Mitchell

Noted that:

- 35 cisterns were replaced over the holidays.
- 5 heat pumps installed.
- There was vandalism during the previous weekend and some condensers were interfered with.
- New battens on the ceiling tiles in the hall.
- New carpet and roofing in places.
- Canopy construction still with Resource Consent.
- Refurbishment of a toilet block.
- Looking at putting in a pedestrian lockable gate and electrifying the main gate for security purposes.
- Water problem is ongoing but it is not leakage.
- Lighting issues are still under review
- Asbestos will be removed when it is safe to do so.

Resolved that the Property Report is accepted by the Board

JS/JR-H **Carried**

4.4 Finance Report

Noted that:

- There was a Surplus amount which is ahead of budget.
- Surplus mainly due to several factors, these being.
 - The school received an extra operational grant for a recent pay equity settlement for Admin staff.
 - Also many of the expenses are budgeted over a 12-month period and as school does not start until late January so there are typically fewer invoices in this period.
- We reviewed the school's cash requirements in relation to the rollover of the term deposits for the year so we could continue to gain advantage of the increasing term deposit interest rates.
- The committee discussed the proposal to use Westpac business prepaid Mastercards in lieu of cash advances for groups off site. We agreed to the use of these cards and recommend to the board that we ratify the use of them.
- The committee reviewed the provision made for cyclical maintenance and approved the final calculation for 2023.
- Auditors to be onsite in early April for the annual audit.

Resolved that:

1. That the finance committee report is accepted, and information noted.
2. January 23 accounts are accepted.
3. Westpac Debit Cards in lieu of cash advances are accepted.
4. 2023 Cyclical provision calculation is accepted. **MC/JS** **Carried**

4.6 Health & Safety Report:

Noted that:

- There has been a significant improvement in the streamlining of process for trip approvals and availability of documentation.
- Discussion around the Health and Safety Connect training remaining around the high 90%. It was explained that this doesn't mean some people have done none, rather that some people haven't completed all the modules.

Moved:

- That the Health and Safety Committee Report is received and information noted.
- That the trip approvals to date for 2023 be accepted.
- That the H&S Connect report be accepted. **JR-H/PB** **Carried**

5. CORRESPONDENCE

5.1 Term 1 Sports Report: Noted that:

- Grants are available for funding new uniforms
- Difficulty getting volunteers for sports teams is prevalent in all schools, not just Carmel.

5.2 Moved that the Request for Leave from Claudia Officer be approved: **JS/CM** **Carried**

5.3 Analysis of variance report moved to next meeting in May

Moved that the Correspondence is received and accepted.

JS/CM **Carried**

6 IN COMMITTEE:

6.1 Resolved that the Board move into Publically Excluded Committee at 4.36 pm for the purpose of protecting personal privacy and commercial privacy and receiving Minutes **JS/SK** **Carried**

Resolved that the Board move out of Publically Excluded Committee at 5.08 pm **JS/SK** **Carried**

6.2 Resolved that the Board move into Publically Excluded Committee at 5.38 pm for the purpose of protecting personal privacy **JS/SK** **Carried**

Resolved that the Board move out of Publically Excluded Committee at 6.11 pm **JS/SK** **Carried**

There being no further business, the meeting concluded at 6.12 pm



J Scott

Date 8.05.23

The next meeting will be on May 8th, 2023

Opening Prayer/Karakia:

Closing Prayer/Karakia:

ACTIONS ARISING FROM MEETING

Task	Responsible	Due Date
Action: All Board self reviews to be returned to JM within 1 week	All	Ongoing
Action: Year 7 - 10 Curriculum Update to be discussed at May meeting	SK	May
Action: Analysis of Variance to be discussed at May meeting	SK	May
Action: Special character compliance report to be presented at May meeting	SK	May