



MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 13TH MARCH 2023

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

IN ATTENDANCE: Karen Mitchell

Meeting opened at 5.35pm

1. OPENING

Karakia – Michael Chinnery

2. ADMINISTRATION

2.1 Apologies – Kerry Jones, Peter Beckett

2.2 Confirmation of previous minutes:

Resolved that the Minutes of 20th February 2023 be taken as read and confirmed as a true and accurate record

JS/CM Carried

2.3 Board Attendance

Resolved that the Attendance List for 13th March be received.

JS/CM Carried

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

2.5 Board Self Review: Purpose explained by JS. Reviews to be completed and returned to JM

2.6 Board training - Student behaviour management: Power point from the Ministry explained by JS:

- Importance of natural justice in Carmel’s approach and that each instance is reviewed carefully around the circumstances.
- Difference between stand down and suspension
- Role of the Board explained

3. MATTERS ARISING

Task	Responsible	Due Date
ACTION: To prepare for discussion of the attendance rate data.	JS/SK	TBC
ACTION: Timeline for Strategic Plan and to confirm a Board work day	JS/SK	Ongoing

to begin to develop the Strategic Plan and to define the Risk Register categories		
ACTION: To enquire into who owns the IP of the SchoolDocs documents	SK	See Principal's report
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	See Principal's report
ACTION: To send Claudia Officer a letter and token of appreciation for her work in the school re the flooding.	SK/JS	Completed

4. BUSINESS

4.1 Principal's Report

Noted that:

- Māia (Courage) is the Core Mercy Value for 2023
- Māori and Pasifika breakdown included in Strategic and Annual Plan. Although few in numbers, it is important because of the relationship between achievement and attendance.
- Student engagement is measured around attendance, service and sports data (to be added).
- The Ministry is in the process of consulting with schools about what should be included in the Annual Plan.
- The curriculum refresh is still a work in progress from the Ministry.
- Under goal 3: *Specific focus on engagement of our Maori whanau and Pacific families within our community to explore expectations, student outcomes and future pathways. Attendance is a further area of focus.*
- Difficulty understanding some of the acronyms recognised and the suggestion made that these are explained in the published report.
- The school nurse, AP, has resigned and doesn't want an exit interview.
- AS also doesn't want an exit interview but SK will check that again.
- Andrew Blewden reported that he found the organisation and the attitude of the teachers and students at the year 12 camp was very impressive.
- **ACTION:** To send a letter of thanks on behalf of the BOT to staff and parents for their contribution to the success of the Year 12 camp
- Harrison and Tew emergency planning group have been employed. They will help to prepare the school, site, students, staff for any possible emergencies.
- There will be further discussion at Board level when this the Annual plan is complete, including difficulties around the E-Asttle testing in the last couple of years.
- Note that the NELP and TES report and the TEM School Improvement Framework should be read in preparation for the Board Strategic Planning day.

- **Assurance statements for compliance**

1. Teacher registration

- All teachers who are currently employed by the Carmel College Board of Trustees meet the registration requirements of the Teachers' Council.
- **2. Policy – Managing Children Behaviour and Restraint**
- There have been no incidents to report.
- **3. Policy – Concerns and Complaints**
- There has been 1 formal complaint. The complaint is deemed to be resolved.

Moved that:

- The Strategic and Annual Plan for Carmel College 2022 - 2025 be submitted to the Ministry, pending the additional data and the Analysis of Variance. **JS/AB** **Carried**

Resolved that:

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

4.2. Special Character

Noted that from R. Fouhy's report:

- Data around service included.
- Longitudinal data included to track participation and engagement.
- The unpacking of the Core Mercy Value of Maia (Courage) has been a focus with teachers and students.
- 2024 Will be the next Catholic Character Review. SK to be part of the Marist Catholic Character Review so she has an in depth understanding of what is required.

Resolved that the Special Character Report is accepted by the Board

JS/JRH **Carried**

4.3 Property Report - Karen Mitchell:

It was noted that:

- The insurance assessor found areas with more water than had been initially thought. He advised the school to get quotes and then get the work done.
- Pest control comes once a month.
- The pending work needs to be prioritised and staged according to the time involved and the need for some to be completed in the holidays.
- In the newsletter, the school reached out to the community for trades and construction people within our community to help alleviate the scarcity.

Resolved that the Property Report is accepted by the Board

KM/JS **Carried**

4.4 Finance Report

Noted that:

- The accounts are unaudited as of this date.
- The school is in a sound financial state.

Resolved that

- the Finance Committee report is received, and information noted
- the November 2022 and December 2022 accounts are accepted

MC/JS **Carried**

4.5 Health & Safety Report:

Noted that:

- Jo Redfern-Hardisty is pleased with the way the Health and Safety Committee are working out all the roles and responsibilities.
- Some of the Ministry guidance is quite wordy so care is being taken to ensure all relevant areas are covered.
- The on-going issue of moisture in the gym is in part due to the issues with the roof vents when rain comes in a certain direction, and in part due to condensation. The roof vents have been extensively investigated. The

cost of repair outweighs the need for replacement. Any moisture buildup will be managed on an on-going basis as agreed with all parties including the property team/Watershed, the SLT team, and the sports and PE department. This will now be removed from HSE connect as an unresolved risk. .

Resolved that:

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

JRH/CM Carried

5. CORRESPONDENCE:

ACTION: to ensure that Stuart Houliston and Grant O'Donoghue are on the list of recipients of the NZSTA documentation etc.

Resolved that the Correspondence is received and accepted. **JS/JRH Carried**

6 IN COMMITTEE:

Resolved that the Board move into Publically Excluded Committee at 7.26 pm for the purpose of protecting personal privacy and receiving Minutes

JS/MC Carried

Resolved that the Board move out of Publically Excluded Committee at 7.29 pm **JS/MC Carried**

7. CLOSING

Karakia – Andrew Blewden

There being no further business, the meeting concluded at 7.30 pm

Signed 

Date 18.04.23

J Scott

The next meeting will take place at the beginning of the BOT Strategic Planning Day. Date to be confirmed.

Opening Prayer/Karakia: Kerry Jones

Closing Prayer/Karakia: Sarah Kemble

ACTIONS ARISING FROM MEETING

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	March
ACTION: to ensure that Stuart Houliston 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	March

Action: All Board self reviews to be returned to JM within 1 week	All	
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