



MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 8th May 2023

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

IN ATTENDANCE: Karen Mitchell

Meeting opened at 5.00pm

1. OPENING

Karakia – Catherine Mackisack

1.1 **Board PLD from Catholic Education Services:** Board Members asked to watch this video.

2. ADMINISTRATION

2.1 **Apologies** – Kerry Jones, Stuart Houliston

2.2 **Confirmation of previous minutes:**

Resolved that the Minutes of 18th April 2023 be taken as read and confirmed as a true and accurate record with one amendment.

JS/MC Carried 2 abstained

2.3 **Board Attendance**

Resolved that the Attendance List for 8th May be received.

JS/SK Carried

2.4 **Board meeting leave request:** Peter Beckett for July meeting

2.5 **Board Award Advertising:**

- Take out ‘current student’ from the award criteria

ACTIONS: For this month’s Channel magazine, SK to organize a write up of Grace Stratton, the winner from last year.
KM to revise the advertisement for the upcoming award with dates and criteria on the newsletter and website etc

2.6 **BOT training** - Giving Effect to Te Tiriti o Waitangi - Part 1 Board members asked to sign up for this training webinar on the 30th May or any of the other times

3. MATTERS ARISING

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	Completed
Action: Analysis of Variance to be discussed at May meeting	SK	Completed

Action: Special character compliance report to be presented at May meeting	SK	Completed
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4. BUSINESS

4.1 Principal's Report

Noted that:

- The appointment of teachers often involves local interschool movement - something to be considerate of. SK has been invited to both Auckland and Canterbury universities in August to interview potential graduates.
- Most schools are having to deal with teacher shortages and having to get creative in their solutions.
- Carmel's Board is very mindful of the wellbeing of staff and there are some programmes in place eg the flu shots. The 'wellbeing' day in 2022 was very well received. Discussion around how else this could look within ministry guidelines around concurrence / budget / operational considerations.
- The amount and pace of change in the curriculum is an issue for many teachers, particularly those near retirement.
- The Senior Leadership Team has an open-door policy with staff, particularly HODs, so that they can hear and understand their concerns.

4.1.1 Goal 3 Review: as per Principal's report

4.1.2 Curriculum Policy assurance: as per Principal's report.

Noted that:

- There is considerable concern across the sector re the changes that are being proposed and the lack of clear guidelines with the new standards.

4.1.3 Request for leave: Grant Julius, Caroline Jones, Mandy Verdonk

4.1.4 Personnel assurance:

Noted that:

- The pool of teachers is very small and the number of teachers being trained this year is also small.

Resolved that

- the Principal's Report including the Requests for Leave be approved and the Personnel Policy Assurance and the Curriculum Policy Assurance be taken as read and accepted JS/PB Carried

ACTION: SK to follow up on the Waikato University programme to see how it works and to continue researching programmes for the acquisition and retention of teachers.

ACTION: SK to follow up on the PPTA agreement for entitlement re Leave of Absence

4.2 Year s 7-10 Curriculum Updated:

Noted that:

- The professional development for UDL is an ongoing process.
- The dearth of time is the biggest difficulty for progress.
- The challenges of the pace and number of changes are another issue.
- PB - We need to be cognizant of the things we are doing well.

Moved that: the Update of the 7-10 curriculum be taken as read and accepted

JS/JRH Carried

4.3. Special Character Report

Noted that:

- This was a very comprehensive and interesting report. Thanks to Rosanna Fouhy.

Resolved that the Special Character Report is accepted by the Board

PB/JS

Carried

4.4 Property Report - no report this month

4.5 Finance Report

It was noted that:

- There was a Surplus ahead of budget. Surplus is mainly due to several factors, these being:
 - The school received an extra funding in an operational grant for a recent pay equity settlement for Admin staff.
 - Also, personnel expenses are underspent in Teacher cover entitlement, teachers aids and Administration staff.
- The committee approved the addition of \$5.5k for the International Depts revised budget.
- The committee approved in principle the appointment of an assistant position to the international Manager subject to the Staff report review. This review will take place later in Term 2.
- A Business plan was asked for, accompanied with modelling to show how many long-term and short-term international students the school could cope with any one time.

Resolved that

1. That the finance committee report is accepted, and information noted.
2. February and March 23 accounts are accepted.
3. International Dept – revised marketing plan and 2024 Fees accepted.
4. International Dept – assistant position accepted in principle, subject to Support Staff review later this term (Term 2) and further modelling.

MC/JS Carried

4.6 Health & Safety Report

Moved that:

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.

JRH/PB Carried

4.7 Special Character Compliance Report

Noted that:

- A couple of teachers short on tagged positions
- Slightly over on non-preference students
- Excellent sacramental programme with 105 students beginning this programme.
- School tracking well with enrolments for 2024.

Moved that: the Special Character Compliance Report be received and information noted. JS/PB Carried

5. General Business

5.1 Analysis of Variance 2022

Noted that:

- School's results overall are very good.
- Concern over Pasifika results although the actual number of students is small. School is prioritising Pasifika attendance and achievement.
- Some concern over Mathematics results but this is a nationwide concern in both primary and secondary levels.
- The impacts of COVID lockdowns are still being felt.

Moved that: the Analysis of Variance 2022 be received and information noted. JS/CM Carried

5.2 Strategic Plan proposals:

- Two proposals: The Education Group and D & G Consulting
- Discussion ranged around extra costs, the linking to stakeholders, CCAL, and to the Branding work, the hours quoted to analyse data and write reports. Also the potential difficulties of using a company not situated in Auckland.
- Discussion continued about who will make up the team to review the Strategic Plan. Discussion also about how much work the contracted business will do and what is expected of the Board. It is also important to have equity in the decision making process which can be addressed by the makeup of the subcommittee.
- Decision re proposals to be made by the end of this month.

ACTIONS:

1. SK and KM to reflect on people who could be approached to join the subcommittee to address bi-cultural and multi ethnic concerns.
2. Board members to reflect on what commitment they could make to the sub-committee.
3. SK, JS and AB to address both proposers to clarify some of the questions brought up in the Board discussion.

5.3 May 2023 08Op- Reducing student distress and use of physical restraint.docx':

ACTION: That the above policy be reviewed by AB, JRH and PB.

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

7 IN COMMITTEE:

- 7.1 **Resolved that** the Board move into Publically Excluded Committee at 6.43 pm for the purpose of protecting personal privacy and commercial privacy and receiving Minutes **JS/CM** **Carried**
Resolved that the Board move out of Publically Excluded Committee at 7.11 pm **JS/CM** **Carried**

8. CLOSING

Karakia – Catherine Mackisack

There being no further business, the meeting concluded at 7.15 pm



Signed

Date 12 June 2023

J Scott

The next meeting will be on June 12th, 2023

Opening Prayer/Karakia: Stuart Houliston

Closing Prayer/Karakia: Grant O'Donoghue

ACTIONS ARISING FROM MEETING

Task	Responsible	Due Date
ACTION: Board PLD from Catholic Education Services: Board Members asked to watch this video.	All	June
ACTION: Giving Effect to Te Tiriti o Waitangi - Part 1 Board members asked to sign	All	Ongoing

up for this training webinar on the 30th May or any of the other times.		
<p>ACTIONS: For this month's Channel magazine, SK to organise a write up of Grace Stratton, the winner from last year.</p> <p>KM to revise the advertisement for the upcoming award with dates and criteria on the newsletter and website etc</p>	<p>SK</p> <p>KM</p>	<p>June</p>
<p>ACTION: SK to follow up on the Waikato University programme and to continue researching programmes for the acquisition and retention of teachers.</p> <p>ACTION: SK to follow up on the PPTA agreement for entitlement re Leave of Absence</p>	<p>SK</p> <p>SK</p>	<p>June</p> <p>June</p>
<p>ACTION: SK and KM to reflect on people who could be approached to join the subcommittee to address bi-cultural and multi ethnic concerns.</p> <p>ACTION: Board members to reflect on what commitment they could make to the sub-committee.</p> <p>ACTION:SK, JS and AB to address both proposers to clarify some of the questions brought up in the Board discussion.</p>	<p>SK KM</p> <p>ALL</p> <p>SK JS AB</p>	<p>June</p> <p>June</p> <p>June</p>
<p>ACTION: That the May 2023 08Op- Reducing student distress and use of physical restraint.docx' be reviewed by AB, JRH and PB.</p>	<p>AB, JRH, PB</p>	<p>June</p>