



MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 10th August 2021

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

IN ATTENDANCE: Karen Mitchell, Gabrielle Wall, Rosmini SLT (from 5.50pm)

Meeting opened at 5.30pm

1. OPENING

Karakia – Kerry Jones

2. ADMINISTRATION

2.1 Apologies – All present

2.2 Confirmation of previous minutes

Resolved that the Minutes of 12 June 2023 be taken as read and confirmed as a true and accurate record
JS/JRH Carried 1 abstained

2.3 Board Attendance

Resolved that the Attendance List for 10th August, 2023 be received. **JS/MC Carried**

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

3. MATTERS ARISING

| TASK | Responsible | DUE DATE |
|--|-------------|------------------|
| ACTION: to review the Delegation to include the above authority delegated to the Principal Covered in point 10 of the Board Delegation to the Principal | JS | Completed |

4. BUSINESS

- Moved that Deborah Goudie be approved as Returning Office for the Student Representative on the Board
JS/KJ Carried

4.1 Confirmation of previous minutes

Resolved that the Minutes of 12 June 2023 be taken as read and confirmed as a true and accurate record
Js/Mc all Carried

4.2 Principal’s Report

Noted that:

- Numbers of preference students are solid
- Large number of non-preference students in queue
- Thanks to Annie Sadlier and Lois Bruce for their excellent Sports and Careers reports respectively

4.2.1 Exit Interview - Lucy Beaumont

4.2.2 Leave Requests: Anthea Moriarty Claudia Officer

4.2.3 Sports Report Term 2

4.2.4 Harrison & Tew Planning Report, Carmel College Emergency Plan

Resolved that

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

SK/JS **Carried**

4.3. **Special Character**

Noted that from R. Fouhy's report

Resolved that the Special Character Report is accepted by the Board

JS/MC **Carried**

4.4 **Property Report**

Resolved that:

1. That the June Property Report is received, and information noted.
2. That the August Property Report is received, and information noted.

4.5 **Finance Report**

Noted that:

- Discussion around the possibility of auditor's fees increasing

Resolved that

1. That the Finance Committee report is received, and information noted.
2. May and June 23 accounts are accepted.
3. 2022 audited Financial Statements and Management Letter are accepted

JS/MC **Carried**

4.6 **Health & Safety Report**

Hazard Induction Report

Resolved 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 reports be accepted.
4. That the Hazard Induction Report be accepted.

JS/MC **Carried**

5. **NZCEO Instructions and Code of Conduct**

ACTION: to discuss the instructions etc at the September meeting

6. **CORRESPONDENCE**

Resolved that the Correspondence is received and accepted.

JS/MC **Carried**

7. Strategic Planning Discussion

Noted that:

- Response was outstanding in numbers and consistent in answers
- Gabrielle Wall will distribute a summary of the discussion held.

8. CLOSING

Karakia – Kane Wilson (Rosmini)

There being no further business, the meeting concluded at 7.50pm

Signed 
J Scott

Date 11 September 2023

The next meeting will be on September 11th 2023

Opening Prayer/Karakia: Julie Scott

Closing Prayer/Karakia: Peter Beckett

ACTIONS ARISING FROM MEETING

| Task | Responsible | Due Date |
|--|--------------------|-----------------|
| ACTION: to discuss the instructions and Code of conduct from NZCEO at the September meeting | JS | Sept |
| ACTION: SK and KM to reflect on people who could be approached to join the subcommittee to address bi-cultural and multi ethnic concerns. | JS/KM/SK | Sept |
| ACTION: Board members to reflect on what commitment they could make to the sub-committee. | All | Sept |