



## MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 11th September, 2023

**PRESENT:** Sarah Kemble , Peter Beckett, 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 (6.30 - 7.30)

Meeting opened at 5.30pm

**Noted that:** These minutes were transcribed from a recording of the meeting as the Secretary was not present.

**1. OPENING**

**Karakia –** Julie Scott

**2. ADMINISTRATION**

**2.1 Apologies – All present**

**2.2 Confirmation of previous minutes**

**Resolved** that the Minutes of 10th August be taken as read and confirmed as a true and accurate record with the addition of the time of Rosmini SLT arrival.

- Minutes of the Strategic Planning session still to come from Gabrielle.

**JS/SH Carried**

**2.3 Board Attendance**

**Resolved** that the attendance List for 11 September 2023 be received.

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

**2.5 Student Representative election:** Results at next meeting.

**3. MATTERS ARISING**

Task	Responsible	Due Date
<b>ACTION:</b> to discuss the instructions and Code of conduct from NZCEO at the September meeting	JS	Completed
<b>ACTION:</b> 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	Ongoing
<b>ACTION:</b> Board members to reflect on what commitment they could make to the sub-committee.	All	Ongoing
<b>ACTION:</b> BOT Award Selection	All	Completed

**4. BUSINESS**

**4.1 Principal’s Report**

**Noted that:**

- Discussion around the impact of having a maximum roll. Too early to look at the implications in terms of planning.
- Changes needed to be made to the Winter sports results: Netball- 21st, Hockey 29th, Waterpolo 21st, Football 34th, Basketball 13th.

#### 4.1.1 Goal 2 Review

##### Noted that:

- There were significant difficulties this year with the school year starting later and the industrial action disruptions.
- PLD work and the work on the 7 - 10 curriculum has started to pick up now.
- Matua is trying difficult angles to get community engagement.
- Staff to fill out a survey to create a dashboard to ascertain how staff are feeling about the implementation of new curriculum areas.
- Discussion around the importance of having strategic goals which are SMART.
- Discussion around the process of reviewing progress of goals.

**ACTION:** To present a roll prediction for 2024 to the October Board meeting.

##### Resolved that

- the Principal's Report be taken as read and accepted with the amendments to the Winter Tournament sports results.

JS/KJ

Carried

#### 4.2 Special Character: Reports from Rosanna Fouhy and Peter Beckett

##### Noted that:

- Significant amount of activity at all levels of the school.
- Significant engagement from the new Campus Minister.
- Special Character committee will meet for the final time this year in November and is looking to have Board of Trustees student representative as well as Student Head of Special Character and Head of Religious Education join that committee.
- Service numbers appear low at this point but much is being done to encourage students.

SK commented that later in the week, she will be part of the Marist College SC review. Furthermore, Monica Johnson will be conducting the Carmel SC review in 2024.

SK commented on the visit by herself and SLT members to Australia. She commented that the biggest difference is the strong emphasis on Mercy and Catherine McAuley as a base whereas Catholic schools in NZ are strongly rooted in Catholic teachings, the Bible etc.

SK commented that the schools in Australia are facing the same social challenges as NZ schools.

**Resolved** that the Special Character Report is accepted by the Board

PB/JS

Carried

#### 4.3 Property Report

##### Noted that:

- There does not appear to have been any major water issues this last month.
- Security gates will all be shut from 6pm to 6am.
- Cameras are working well but probably more needed.
- Extension the staffroom is a work in progress but on track.

##### Resolved that

- the Property Committee report is received, and information noted

KJ/JS

Carried

#### 4.4 Finance Report

##### Noted that:

- There was a surplus in July. Funds are healthy halfway through the year.
- The Committee is waiting on feedback from the diocese and the CCAL Board re fees and contributions for 2024.
- Board members commented that they wanted to keep the increase as low as possible.

**Resolved that**

- the Finance Committee report is received, and information noted
- the July 2023 accounts are accepted

**MC/AB                      Carried**

**4.5 Health & Safety Report:**

**Noted that:**

- **in the Incident report what is missing is:**
  - Trends (which is being worked on)
  - What were the causes of the harm and are these causes being remediated for the future
  - What are the impact of these incidents (e.g. time away from school)

**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 report be accepted.

**JRH/CM                      Carried**

**5.0 General Business**

<b>5.1</b>	<p><b>Code of conduct:</b></p> <ul style="list-style-type: none"> <li>• Amendment: Point 5: <i>“Catholic and Mercy Special Character”</i></li> </ul> <p><b>Resolved that:</b></p> <ul style="list-style-type: none"> <li>• the Code of Conduct be accepted with the amendment.</li> </ul> <p style="text-align: right;"><b>JS/CM                      Carried</b></p>
<b>5.2</b>	HOD assurance report - defer to Oct
<b>5.3</b>	Learning support / Gifted and talented update - defer to Oct
<b>5.4</b>	BOT award selection: After much discussion one candidate was chosen and will be followed up.
<b>5.5</b>	<p>Strategic plan - feedback from focus groups</p> <ul style="list-style-type: none"> <li>• There was discussion around the negative connotations of the words ‘risk takers’ Others saw it as equivalent to ‘bold’, courageous, resilient. Able to think outside the box like Catherine McAuley.</li> <li>• The suggestion was made that if ‘teaching and learning’ was not an actual goal, then it may appear to be watered down. If it just a pillar it could be about success rates only instead of about expanding our programme and how we deliver that programme to our students.</li> <li>• There was discussion around the importance of keeping confidence as a focus and not linking it only to belonging and respect. There was also the suggestion that belonging was underpinned by relationships based on respect. Gabrielle said that the students were clear that respect was a reciprocal process and the girls saw this as feeling good about the parts that students, teachers etc play. Students saw commonalities between belonging and respect but also saw them as different. Quote: ‘I could feel really well</li> </ul>

	<p>respected by everyone but just no feel like I fit in and it's not a place I belong'.</p> <ul style="list-style-type: none"> <li>● It was suggested that the word 'enabler' be replaced with 'pillar' i.e. the foundation on which the goals stand.</li> <li>● The suggestions was made that there can be specific goals under pillars.</li> <li>● Concern was raised that all attention will be on the goals and not the pillars because of the way they are presented on the document.</li> <li>● Gabrielle reminded the Board members that, while there are 7 areas to contemplate, they don't all have to be done in the first year. This is a 3 year plan.</li> <li>● Which parts of the plan are given precedence in any time frame will depend on the circumstances at that time.</li> <li>● It is critically important to take the results this whole review seriously and the crux is that the student body and their whanau have told us what they want e.g. respectful relationships and an environment in which it is safe to fail and try again. It is important to look at the way Carmel involves its wider whanau in the school and its goals.</li> <li>● Comment made that personal excellence and academic excellence may not necessarily be the same.</li> <li>● Comment made that there may be quite a significant amount of resources required to upskill staff who up until now, have concentrated on their curriculum specialties.</li> <li>● Gabrielle suggested that confidence is the area to be concentrated on and has not been measured well at the moment.</li> <li>● Gabrielle commented that some focus groups felt that they would like more recognition of personal successes in sports and academic areas, successes other than those at the top level.</li> <li>● Other focus groups suggested that they weren't sending their daughters to Carmel to learn values, rather Carmel reflects the values of their families.</li> <li>● The importance and positioning of the Treaty of Waitangi focus was discussed.</li> <li>● The importance of addressing sustainability in its widest sense was discussed.</li> </ul> <p><b>ACTION: Board members to think about a symbol which represents the school.</b></p> <p><b>ACTION: Gabrielle to move forward with the planning around the 4 plus 3 model.</b></p>
5.6	<p>General discussion occurred regarding the use of cellphones in the school. More on this to follow.</p>

## 6.0 In committee

**Resolved that** the Board move into Publically Excluded Committee at 7.58 pm for the purpose of protecting personal privacy and commercial privacy and receiving Minutes **JS/CM Carried**

**Resolved that:** the In committee minutes for the 12th June 2023 be taken as read and accepted  
**JS/MC Carried**

**Resolved that** the Board move out of Publically Excluded Committee at 8.00 pm **JS/CM Carried**

## 7. CLOSING

**Karakia – Peter Beckett**

There being no further business, the meeting concluded at 8.09 pm



Signed Julie Scott

Date 9th October 2023

The next meeting will be on 9th October 2023

Opening Prayer/Karakia: Jo Redfern-Hardisty

Closing Prayer/Karakia: Michael Chinnery

#### **ACTIONS ARISING FROM MEETING**

<b>Task</b>	<b>Responsible</b>	<b>Due Date</b>
<b>ACTION:</b> To present a roll prediction for 2024 to the October Board meeting.	SK	October
<b>ACTION:</b> Board members to think about a symbol which represents the school.	All	October
<b>ACTION:</b> Gabrielle to move forward with the planning around the 4 plus 3 model.	GW	ongoing
<b>ACTION:</b> 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	Ongoing
<b>ACTION:</b> Candidate for BOT award to be followed up	KM?	Oct