



MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 13th NOVEMBER, 2023

PRESENT: Sarah Kemble , Peter Beckett, (by zoom) Michael Chinnery, Joanna Redfern-Hardisty, Catherine Mackisack, (by zoom), Julie Scott (Chair), (partly by zoom) Andrew Blewden

IN ATTENDANCE: Karen Mitchell

Meeting opened at 5.30pm chaired by Joanna Redfern-Hardisty (Vice-chair)

1. OPENING

Karakia – Andrew Blewden

2. ADMINISTRATION

2.1 Apologies – Stuart Houlston, Kerry Jones, Hannah Macdonald

2.2 Confirmation of previous minutes of

Resolved that the Minutes of 9th October be taken as read and confirmed as a true and accurate record with the correction of the request for leave.

AB/MC Carried

2.3 Board Attendance

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

AB/MC Carried

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

3. MATTERS ARISING

ACTION: H & S committee to look at newly mandated procedure regarding permission for changing daily activities on school trips.	JRH/JS	Completed
ACTION: Board members to think about a symbol which represents the school e.g. stencil of lake, Rangitoto, oak tree, Koru, Mercy cross, koihi koihi tree etc	All	December under Strategic Plan
ACTION: A letter to show appreciation from the Board for all the work that HODs do with all the changes in the curriculum.	JS	December
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	Ongoing

4. BUSINESS

4.1 Principal's Report

Noted that:

- The public events, in particular the Maori Students' dinner, have all been very successful and enjoyable.
- 13 students on the preference wait list for 2024
- Discussion is occurring with SLT around class sizes at year 7.
- Discussion is occurring within SLT around the well being of students and how to strengthen this area and what the support in the guidance area might look like. Also in supporting parents and through the use of Netsafe etc
- Sarah spoke about the importance of getting the right fit in staffing.

Resolved that

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

4.2 Principal's appraisal is in process and will be presented either in December or early next year.

4.3. Special Character

Noted that:

- Thanks to Rosanna Fouhy and team for a very comprehensive report.
- PB commented that the CCAL takes special interest in these reports.
- There is a CCAL Special Character Committee meeting on 22nd November.
- Discussion occurred around the frequency of these reports considering the amount of work involved in them. Sarah will talk to R Fouhy about this in the light of the Special Character review expected next year and that these reports are in response to the Strategic Plan.
- Frequency will be addressed with the new work plan in December
- The new tradition of a guard of honour for leavers was commented on as quite special.

Resolved that the Special Character Report is accepted by the Board

MC/PB **Carried**

4.4 Property Report

Noted that:

- There have been unexpected items coming through as a result of the change of focus of CCAL as a consequence of not pulling down the year 7 and 8 building in the 10 year plan.
- Resolved that Danica would be chairing the meetings with Watershed in future and setting the agenda.
- The canopy will hopefully be finished by Christmas.
- Chemicals used on the playing grounds are not kept on site and not Carmel's responsibility. The fields are sprayed during the holidays so no students are around. External company has responsibility.

CM/AB **Carried**

4.5 Finance Report

Noted that:

- Very healthy YTD surplus.
- Budget is now at the draft stage. The committee has requested a positive result budget this year.



CARMEL COLLEGE

- The committee has agreed that the BOT component will rise in fees by 3% in 2024 in line with the diocese and CCAL.
- Agreed to a cap on international students of 42 in 2024, and to the appointment of an administrative assistant in the International department.
- The school is looking at trialing 3 groups of international students for two weeks. The comment was made that HODs were generally in favour of this arrangement because of the negligible effect on class sizes and teacher workload.
- Approval was granted for a credit card for the Sports Director.
- Cyclical maintenance painting of the intermediate block has been approved.
- Approval was granted for new projector screens in the gym and a new sound system for the school hall.

Resolved that

1. That the Finance Committee report is received, and information noted.
2. August and September'23 accounts are accepted.
3. 2024 Fees, BOT component increased by 3%
4. International Department – Admin assist position approved
5. Credit card to be issued to Sports Director
6. Intermediate Block Cyclical Maintenance Painting – approved
7. Screens for Gym and speakers for Hall – expenditure approved

AB/JRH

Carried

4.6 Health & Safety Report

Noted that:

- CM noted that another school has provided a job description for the Laboratory Manager position and this will be adjusted to suit Carmel's requirements and to ensure it fits legislation requirements.
- Sunburn is an important health and safety focus and Sarah assured that sunblock is provided with school outdoor events as well as reminders sent home to families. Tents, gazebos and umbrellas are also provided.
- Considerable discussion around the procedures for safety around water at year 10 camp. Procedures are in place.

Action requested: To ascertain that in the year 10 camp, the water activities have got a process in place for daily assessment for suitability and safety.

5.1 School docs update

- School docs should be ready to go at the beginning of 2024 at least at the preview stage.
- Sarah commented on the importance of information in school docs aligns with Mercy government.
- Due to changeover to school docs some policies are overdue for review, in light of this ensuring there is an up-to-date set of policies is of urgent priority. Timeline for going live on school docs established. Sarah commented that three policies that the school would particularly need to be mindful of next year are Health Education, Firearms, and the Physical Restraint policy and procedures.

ACTION: Sarah and her team will have drafts of the policies and procedures available for the February meeting and a list of those who will be reviewing each of these documents with a timeframe of approximately two months.

6.1. Strategic Plan update

Noted that:

- Discussion around the fact that the vision on the SP is different from the vision in the Brand book.
- Discussion around the need for key to explain the different aspects in the rings of the Strategic Plan overview



page.

- Discussion around the title of the page - Strategic plan or Strategic Framework.
- The NELPs references are to be deleted from the page.
- Possibility of changing the shadings in the circles.
- Significant discussion around the terms 'purpose' and 'vision'.

ACTION: to ask Gabrielle and SLT to consider the definition of purpose and vision

6.2 The December meeting on 4th December will begin at 5pm followed by dinner.

7. CORRESPONDENCE AND GENERAL BUSINESS

- **NZCEO Information sharing between the Proprietor and the School Board document:**
- Significant discussion was held around the scope of the request for information, the various methods of reporting possible, the definition of terminology used, the media and privacy concerns.

Action: Sarah will make further enquiries from other principals at the National Catholic Secondary School Principals Conference in Wellington to ascertain if there is some consensus around their approaches to their Proprietors Boards.

7.2. Resignations noted

7.3 Sarah noted the sudden death of a Westlake student who is the brother of a Carmel student. Three members of the school attended the funeral.

7.4 Andrew Blewden commented that he had significant trouble engaging digitally with the school portal. KM commented that this was an issue that should be looked at in the budget.

Resolved that the Correspondence is received and accepted.

JRH/CM

Carried

8. CLOSING

Karakia – Jo Redfern-Hardisty

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

Signed

Date 11 December 2023

J Scott

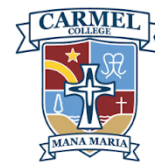
The next meeting will be on 11th December

Opening Prayer/Karakia: Hannah MacDonald

Closing Prayer/Karakia: Karen Mitchell

ACTIONS ARISING FROM MEETING

Task	Responsible	Due Date
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CARMEL COLLEGE

ACTION: To check that there has been a change to the procedures to cover permission for changing daily activities on school trips.	JS/JRH	December
ACTION: To follow up with RF about the status and availability of sun hats with the uniform.	SK	December
ACTION: To ascertain that in the year 10 camp, the water activities have got a process in place for daily assessment for suitability and safety	SK	December
ACTION: Sarah and her team will have drafts of the policies and procedures available for the February meeting and a list of those who will be reviewing each of these documents with a timeframe of approximately two months.	SK	February
ACTION: to ask Gabrielle and SLT to consider the definition of purpose and vision	SK	December
ACTION: Sarah will make further enquiries from other principals at the National Catholic Secondary School Principals Conference in Wellington re the NZCEO information sharing document.	SK	December