



DRAFT MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 11th December, 2023

PRESENT: Sarah Kemble , Peter Beckett, (by zoom) Michael Chinnery, Joanna Redfern-Hardisty, Catherine Mackisack, Stuart Houlston, Julie Scott (Chair), Andrew Blewden, Kerry Jones, Chelsea Brown

IN ATTENDANCE: Karen Mitchell, Claudia Officer, Hannah McDonald

1. OPENING

Karakia – Hannah Macdonald

2. ADMINISTRATION

2.2 Confirmation of previous minutes of

Resolved that the Minutes of 13th November be taken as read and confirmed as a true and accurate record with the correction of the attendance.

JS/MC Carried

2.3 Board Attendance

Resolved that the Attendance List for 11th December 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 check that there has been a change to the procedures to cover permission for changing daily activities on school trips. | JS/JRH | Completed by H & S committee |
| 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 | Completed by H & S committee |
| 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 | Completed |



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| <p>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 reported back that other schools had not received this document and that it appears to have gone to the Proprietors Boards only. See ACTION point</p> | <p>SK</p> | <p>Completed</p> |
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4. BUSINESS

4.1 Principal's Report

Noted that:

- The school leavers data suggests reasons such as option choices, financial concerns.
- Discussion around the positives of short term international students and encouraging growth in the European and South American market.
- Discussion around the gaps in the teaching staff areas for 2024 and the difficulties around class sizes and managing the work loads across the departments.
- Discussion around funding for the Mercy Pilgrimage 2024 both from the Principal's fund and CCAL.

Strategic Planning update:

- SK commented on the useful leadership of Gabrielle Wall of D&G Consulting in the meeting with SLT.
- Meeting concentrated on breaking down the four main areas as well as teaching and learning.
- KM commented on the value of understanding that this was a 3 year plan and it was important to draw out what was manageable for 2024.
- Some constraints identified were staff capacity for change, particularly with regard to NCEA Level 1, the unknowns around a new Minister of Education, staffing, student needs.
- JS commented that there is much work to be done before the document is completed but it must be completed by the 1st March, published on the website and sent to the Ministry by the 31st March.
- Discussion was had around the importance of keeping the goals achievable and mitigating any risk factors with implementing changes including effect on workloads and budget constraints.
- Discussion was held about the development of a risk register as discussed at earlier BOT meetings. JS commented that this will happen more easily once the Strategic Plan documents are completed. **See Action point**

Resolved that

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

SK/JS

Carried

4.2.1 Sports Report term 4:

- Update: the Futsal team won the North Harbour secondary schools competition for the first time and the Volleyball team came second in Australia.
- Discussion was held around the gymnasium roofing issues. **See Action point**
- Discussion around the prioritization of funding requests.
- JS commented that a new sports strategic plan was due to be written in 2024 alongside a business plan which should include funding priorities and data around the achievements of and participation in the six main sports.

4.3. Special Character

Noted that:

- The report has been received by the Board

4.4 Property Report

Noted that:

- As per the report, there is a significant amount of work to be done over the holidays including the finishing of the canopy, painting of the intermediate block, reroofing, resurfacing the netball courts, building a wall in the computer room.
- There is a leak in the water main pipe which has been fixed temporarily. Property committee will be looking at a more permanent solution in the new year.

Resolved that the Property report is received and information noted.

KJ/JS Carried

4.5 Finance Report

Noted that:

- Very healthy YTD surplus.
- No changes in the depreciation rates from previous years.

Resolved that

1. That the Finance Committee report is received, and information noted.
2. October'23 accounts are accepted
3. Depreciation rates for 2023 are accepted

MC/JS Carried

4.5.1 Budget 2024

Noted that:

- Because of the strong balance sheet, there is room for structured funding of any new programmes and increasing staff support that aligned with the new strategic plan.
- Claudia Officer summarised the late inclusions in the Budget which covered areas such as additional funding for support and administrative staff areas, health and safety areas and an increase and name change to the wellness and sabbatical fund.
- It was noted that there has been a period of underspending in the last few years which is a result of COVID restrictions and teachers being mindful of time spent out of the classroom for PD etc.
- SK noted that the equity index is now in place of the decile system and Carmel may be feeling the effects of this by 2025.
- Discussion was held around the risks associated with the Budget and some of these areas are staff leaving and reliever costs, the movement in the roll and the collection rate.
- Fluctuation around property costs is covered in the 10 year property plan which is adjusted each year.
- There was discussion regarding the sports department budget for replacing sports equipment.
- There was discussion around the reasons for and use of a school car.
- SK is to have a meeting to finalise details about Education Perfect or similar programmes for supporting the students.
- AB wanted confirmation of money in the budget for addressing digital issues such as parent online experience. This was confirmed.

Resolved that:

- Budget 2024 is accepted

- CAPEX 2024 is accepted

MC/JS Carried

Noted: BOT thanks to Claudia Officer for her excellent work on the budget.

4.6 Health & Safety Report

Noted that:

- All 2023 school trips completed and programme for 2024 trips is being written.
- Management looking at streamlining how information is made available to the H & S committee.
- JR-H and JS spoke in detail about information in the subheadings H & S Framework and EOTC updates.
- One trip approved: the NZ Beach Volleyball champions (Parent-led)

Resolved: 1. That the Health and Safety Committee Report is received and information noted.
2. That the trip approvals to date for 2024 be accepted. **JRH/AB Carried**

5.0 Workplan

Noted that:

- The 2023 workplan was taken as the base structure.
- Strategic plan references are deleted on the 2024 plan
- Policies references are deleted on the 2024 plan because they will be on School docs with their own review structure.
- Dates of meetings align with school holidays
- Special character report could be once-a-term and following SC committee meetings.
- Copy of workplan to be sent to all those required to write a report in order to have advance notice
- Request for subcommittee dates to be included and reports to the Board to be aligned with these dates.
- Work to happen on aligning the workplan to the school calendar.
- Board to discuss the structure for reporting back on elements of the strategic plan
- Discussion around the need for aspirational plans going forward with all areas of digital and information technology.
- Workplan to line up with ERO review and Special Character review

ACTION: To line up the workplan with Strategic Plan

ACTION: To look at the format of the HOD Quality Assurance report

6.0 General business

ACTION: The BOT to write to the PTFA acknowledging and thanking them for the work on the Christmas market which raised approximately \$15,500.

7. Correspondence

- Leave requests from Angela Stevens, Grant Julius and Anne-Marie Davis was approved by the Board.
- Resignation of Henry Whipp noted

Resolved that the Correspondence is received and accepted.

JS/KJ

Carried

8.0 In committee

Resolved that the Board move into Publically Excluded Committee at 7.01 pm for the purpose of protecting



personal privacy. JS/SK Carried

Resolved that the Board move out of Publically Excluded Committee at 7.06pm JS/KJ Carried

CLOSING:

Farewell and thank you to Hannah Macdonald who will be Head Girl 2024.

Thank you from Hannah for the support she received from the Board.

Karakia – Karen Mitchell

There being no further business, the meeting concluded at 7.10 pm

Signed 
J Scott

Date 12 February 2024

The next meeting will be on 12 February 2024

Opening Prayer/Karakia: Sarah Kemble

Closing Prayer/Karakia: Stuart Houliston

ACTIONS ARISING FROM MEETING

| Task | Responsible | Due Date |
|--|-------------|----------|
| ACTION: The BOT to write to the PTFA acknowledging and thanking them for the work on the Christmas market which raised approximately \$15,500. | JS | February |
| ACTION: Board to discuss the structure for reporting back on elements of the strategic plan | JS | Ongoing |
| ACTION: ACTION: To line up the workplan with Strategic Plan | SK | February |
| ACTION: To look at the format of the HOD Quality Assurance report | SK | Ongoing |
| 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 produce a risk register once the Strategic plan has been finalised | JS | Ongoing |
| ACTION: JS will have a meeting with CCAL in the new year around the physical restraint policy | SK | December |
| ACTION: Property committee to do an assessment looking at the prioritization and | Property | Ongoing |

CARMEL COLLEGE



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| feasibility of fixing the gymnasium roofing issue | Committee | |
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