



MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 12th FEBRUARY 2024

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

IN ATTENDANCE: Karen Mitchell

Meeting opened at 5.30pm

1. OPENING

Karakia – Sarah Kemble

2. ADMINISTRATION:

2.1 Election of Board Chair:

Moved that: Julie Scott retain the position of Presiding Member **PB/MC Carried**

Moved that: Jo Redfern-Hardisty retain the position Deputy Presiding Member **JS/PB Carried**

2.2 Board Training: NZSTA BoT Delegates Conference 6-9 June in Wellington Open to all delegates who are encouraged to participate. Reminder that there are excellent training modules on NZSTA website. Let Jenny know when you have completed any.

2.3 Declaration of Conflict of Interest: Chelsea Brown signed. There was discussion around new requirements for this declaration. JS to investigate. See action below

Code of Conduct: Chelsea Brown signed

2.4 Apologies – All present

2.5 Board Attendance

Resolved that the Attendance List for 12th February be received. **JS/CM Carried**

3.0 Matters arising from last meeting:

- Request by SH for the final Strategic plan including the annual plan to be distributed to board members 1-2 weeks before the March meeting.

Task	Responsible
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
ACTION: Board to discuss the structure for reporting back on elements of the strategic plan	JS When the plan is finalised: March meeting
ACTION: ACTION: To line up the workplan with Strategic Plan	SK
ACTION: To look at the format of the HOD Quality Assurance report	SK This discussion will come out of the

	Strategic Plan
<p>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.</p> <ul style="list-style-type: none"> ● School docs is reviewing the questionnaire from Carmel re the policies. Once the school has access to the site, this work will review the policies and send them out to the community. Work is being done on the procedures. ● JS emphasised that the Board is responsible for all the policies and the procedures despite this particular work being outsourced to School Docs. The Board will review them all and ensure they are fit for purpose. ● The Board is particularly interested in how the policies and procedures are converted into actions. ● SK will contact School Docs for an update on when to expect the documents for review. ● The Board commented on the efficacy of a spreadsheet with names of people designation to review each policy. ● JS asked for interest in taking on the supervision of the Risk Management register. Andrew Blewden agreed to take on this responsibility. 	SK Ongoing

BUSINESS

4.1. Confirmation of previous minutes:

Resolved that the Minutes of 11th December, 2023 be taken as read and confirmed as a true and accurate record with the correction of attendance.

JS/MC Carried

4.2 Principal's Report

Noted that:

- Due to staffing issues, there are 6, not 7, Year 9 classes. This highlights the difficulty many schools are having finding suitable staff.
- Some helpful discussion with union around the number of students in classes.
- The school has become an accredited employer for a work visa.
- After this process is completed, the school can apply for the Overseas Finders Fee.
- Conversations with HODs are occurring around the issue of teacher workload.
- Discussion around the importance of supporting the well being of teachers around issues such as leave applications.
- Year 13 NCEA results followed the pattern of the cohort from year 11.
- This pattern was also obvious in scholarship results.
- Numerous factors contributed to scholarship results - student burnout, specific cohort, teacher pressures etc.
- Changes happening to NCEA levels over the next few years and this could also happen to scholarship.
- Discussion around the support for students that could have been, should have and want to get scholarships. Is Carmel giving them this support?
- Discussion around the uncertainty with funding under the new equity system. No notifications yet about Carmel's funding for next year.
- Numbers of international students are projected to decrease in the next few years although Trudy is putting in place some alternative programmes.
- Cell phone policy is having a mixed reception but overall is running smoothly.
- Some unintended consequences for not being able to use phones in class and Chelsea commented that there needs to be a blanket rule for when phones can be used e.g. to photograph work on the board.
- Significant problems with some buses were discussed and the difficulty acknowledged that the school has

very little jurisdiction over the situation

- Recognition was made that the canopy is excellent for protecting students waiting for buses. Thanks to KM for her organisation.

Resolved that

- The Leaves without pay for Sandy Ashenden and Sarah Kemble be approved **JS/AB Carried**

Resolved that

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

4.3 Property Report:

Noted that:

- The Board will enter into a new one-year contract with Watershed, to be reviewed at six months.
- Some discussion occurred around project exclusivity and it was confirmed that this is one of the questions still under discussion with Watercare.
- 10YPP is still to be finalised because of some questions still be discussed with Watershed.
- JS reminded the Board that its responsibility is to determine what buildings the school needs based on discussions with the school and wider community, and adherence to the Strategic plan.
- The Master Plan process gives the Board the opportunity to be bold and this plan is waiting on the Strategic Plan coming shortly.
- JS to discuss the process with Judy at CCAL.

Resolved that

- the Property report be received, and information noted.
- The Draft 10 Year Property Plan is approved in principle pending changes during next month.

KJ/JS Carried

4.4 Finance Report: No report this month

4.6. Special Character: Service report

Noted that:

- There was an increase in numbers completing the Service programme.

ACTION: to send a note of thanks to Sarah Cox, the Service Programme Co-ordinator for her excellent work.

4.7 Health & Safety Report:

Noted that:

- 4 trips to be approved: Year 8 camp, Rowing NISS, World Challenge 2024 practice trip, Year 12 Camp
- Jo Redfern-Hardisty reiterated that it is important to do the H&S/EOTC review as detailed in the H & S report.
- Toni Ferens has taken on the responsibility of updating personnel training.

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.

JS/MC Carried

4.8 Delegation policy:

Moved that the discussion around the Delegations Policy be referred to March meeting. **JS/AB Carried**

ACTION: SK to contact School Docs to move forward their completion of the Delegations policy.

ACTION: JS will make the necessary personnel changes to the standing document while waiting for the updated document from School Docs.

5 School Traffic Management plan:

- It was acknowledged that there are a number of difficulties related to restricting vehicle access in the school.
- Moved that: Approval in principle for Grant to further investigate the plan and present a comprehensive School Traffic Management plan with the purpose and rationale for all the changes and any details around funding. **JS/CM Carried**

6. CORRESPONDENCE:

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

7 IN-COMMITTEE:

Resolved that: the Board move into Publicly Excluded Committee at 7.42 pm for the purpose of protecting personal privacy **JS/MC Carried**

Resolved that: the Board move out of Publicly Excluded Committee at 8.00pm **JS/SK Carried**

8. CLOSING: There being no further business, the meeting concluded at 8.03pm
Karakia – Stuart Houlston



Date 11 March 2024

J Scott
Presiding Member

The next meeting will be on March 11th, 2024

Opening Prayer/Karakia: Karen Mitchell

Closing Prayer/Karakia: Julie Scott

ACTIONS ARISING FROM MEETING

Task	Responsible	Due Date
ACTION: Send out details on upcoming board training conference in June to see if anyone is interested in attending.	JS	March
ACTION: Send out details of revised Declaration of Conflict Interests requirements regarding declaring conflicts.	JS	March
ACTION: SK will contact School Docs to move forward their completion of the policies.	SK	
ACTION: to send a note of thanks to Sarah Cox, the Service Programme Co-ordinator for her excellent work.	JS?	
ACTION: JS will make the personnel changes to the Delegations standing document while waiting for the updated document from School Docs.	JS	
ACTION: To send a letter of thanks in appreciation of the hard work from the PPTA on the Christmas market.	JS	