



## MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 11th March 2024

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

**IN ATTENDANCE:** Karen Mitchell

Meeting opened at 5.30pm

**1. OPENING**

**Karakia** – Karen Mitchell

**2. ADMINISTRATION:**

**2.1 Board Training: Reminder of NZSTA** BoT Delegates Conference 6-9 June in Wellington

**2.2 Conflict of Interest:** Current policy reviewed and stands. Reminder to tell Jenny M about any conflicts as they come up.

**2.2 Apologies – Peter Beckett**

**2.4 Board Attendance**

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

**3.0 Matters arising from last meeting:**

Task	Responsible	Due Date
<b>ACTION:</b> Send out details on upcoming board training conference in June to see if anyone is interested in attending.	JS	Completed
<b>ACTION:</b> Send out details of revised Declaration of Conflict Interests requirements regarding declaring conflicts.	JS	Completed
<b>ACTION:</b> SK will contact School Docs to move forward their completion of the Delegations document. The anticipated date is 18th March.	SK	Completed
<b>ACTION:</b> to send a note of thanks to Sarah Cox, the Service Programme Co-ordinator for her excellent work.	JS?	Completed
<b>ACTION:</b> JS will make the personnel changes to the standing document while waiting for the updated document from School Docs. The latest delegations document is in draft form on the drive and Board members are asked to comment beside the document if required which will then be shared with Board members and finalised in April.	JS	Completed
<b>ACTION:</b> To send a letter of thanks in appreciation of the hard work from the PPTA on the Christmas market.	JS	To be completed

## **BUSINESS**

### **4.1. Confirmation of previous minutes:**

**Resolved** that the Minutes of 12 February, 2024 be taken as read and confirmed as a true and accurate record with the correction of details on Matters Arising. **JS/MC Carried**

### **4.2 Principal's Report**

**Noted** that:

- SK was impressed with the quality of staff feedback to the Strategic Plan.
- Implementation plan due around the end of this month.
- JS explained the blurring of the line between Governance and management responsibilities for the Strategic Plan.
- Discussion around the further use of Gabrielle Wall with Sarah and the SLT.
- SK reported on the significant shortage of teachers and the difficulties for all schools appointing suitable applicants. Comment made that Teacher Training courses are not full.
- Due to potential disruptions with staff sickness and / or teacher shortages, SK has spoken to Graham Atkinson about having an online timetable ready and SLT is looking at various solutions for minimising student disruption especially with the winter terms coming up.
- Carmel has 3 teacher trainees starting this month and that is hopeful for the future.
- SLT delegated responsibilities are still under review and will be shared with Board when completed.

**Resolved** that

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

### **4.3 Property Report:**

**Noted** that:

- Comment was made on the excellent space that the canopy has created both for recreation and for teaching.
- The Watershed Agreement has been received and we are working through a few clauses before finalising.
- The Watershed fee for 2024 will be split between CCAL and BOT.
- The 10 Year Property Plan (10YPP) has been finalised with the only change from last month being the cost for provision of lockers has changed from a CCAL to BOT cost.

**Resolved** that

- the Property report be received, and information noted.
- The 10 Year Property Plan change is approved. **KJ/JS Carried**

### **4.4 Finance Report:**

- The accounts are in a year end healthy position.
- A discussion was held around the various ways documents were archived and destroyed, the timeframes involved and whether Carmel College were meeting requirements.
- The Board recognises the need to minute the approval for destruction and any delegation of this approval and a process to be followed but, in the meantime, the following action:

**ACTION:** JS to study the School Records: Retention and disposal Schedule document more closely to get an understanding of the requirements and will report back to the Board.

- Recognition that there were a significant number of grants last year including grants for the increase in administrative staff salaries.
- Discussion was held around the use of surplus funds and whether they should be used up each year or rolled

over. Expectation is that if there is a need outside of the allocated budget, the SLT would need to present a case for funds for Board consideration. Priority of any budget excess would be allocation of funding to assist with the implementation of the strategic plan needs.

● **RESOLVED** that:

1. That the Finance Committee report is received, and information noted.
2. Nov and Dec (Interim) '23 accounts are accepted.
3. 10YPP plan accepted and cyclical maintenance provision approved
4. Writers Toolbox contract accepted

**MC/CM**

**Carried**

**4.5 Health & Safety Report:**

**Noted that:**

- Letter of recognition and thanks to staff for the excellent work organizing and supervising the Year 12 camp was received.

**Resolved that:**

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/MC**

**Carried**

**4.8 Delegations and Policies**

- Personnel on sub committees will remain the same.
- Policies are still with School Docs but will be shared with Board members for review once completed by School Docs.

**5. CORRESPONDENCE:**

**Resolved that** the Correspondence is received and accepted.

**JS/KJ**

**Carried**

**Resolved that** the Leave without pay request for Bonnie Sommerville be approved

**JS/KJ**

**Carried**

**7 IN-COMMITTEE:**

**Resolved that:** the Board move into Publicly Excluded Committee at 6.34 pm for the purpose of protecting personal privacy

**JS/KJ**

**Carried**

**Resolved that:** the Board move out of Publicly Excluded Committee at 6.58pm

**JS/SK**

**Carried**

**8. CLOSING:**

**Karakia – Julie Scott**



Date 8/04/ 2024

J Scott

Presiding Member

The next meeting will be on April 8th, 2024

Opening Prayer/Karakia: Peter Beckett

**ACTIONS ARISING FROM MEETING**

<b>Task</b>	<b>Responsible</b>	<b>Due Date</b>
<b>ACTION:</b> to check that the front page of the Strategic Plan is on the school website with fixed typos	<b>SK</b>	<b>April</b>
<b>ACTION:</b> JS to study the School Records: Retention and disposal Schedule document more closely to get an understanding of the requirements and will report back to the Board.	<b>JS</b>	<b>April</b>
<b>ACTION:</b> The latest delegations document is in draft form on the drive and Board members are asked to comment beside the document if required which will then be shared with Board members and finalised in April.	<b>All members</b>	<b>April</b>
<b>ACTION:</b> To send a letter of thanks in appreciation of the hard work from the PPTA on the Christmas market.	<b>JS</b>	<b>To be completed</b>