

# CARMEL COLLEGE



## MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 10 JUNE 2024

**PRESENT:** Sarah Kemble, Michael Chinnery, Joanna Redfern-Hardisty, Catherine Mackisack, Stuart Houliston, Julie Scott (Presiding Member), Bernadette Stockman, Chelsea Brown, Andrew Blewden, Tiana Mioceovich, Pravina Singh, Kerry Jones

Meeting opened at 5.35pm

### 1. OPENING

**Karakia** – Kerry Brown

**Welcome** to Pravina Singh

### 2. ADMINISTRATION:

#### 2.1 BOT Self review

- JS reported on the collated results of this review and answered the queries raised.

#### 2.2 Apologies: No apologies

#### 2.3 Board Attendance

**Resolved** that the Attendance List for 10 June be received.

**JS/CM Carried**

#### 2.4 **Michael Chinnery was** nominated to be acting presiding member for when JS and JR-H away

#### 2.5 Moved that:

- The disciplinary subcommittee is approved in retrospect (email motion)

**JS/JHR Carried**

**PS Abstained**

### 3.0 MATTERS ARISING:

Task	Responsible	Due Date	
<b>ACTION:</b> That each report denotes whether it is information only for the Board or whether a decision or action is required from the Board e.g. To include a red/amber/green status within the document	<b>SK/Report writers</b>	<b>Ongoing</b>	<b>2/4/24</b>
<b>ACTION:</b> to improve the property reporting so that the BOT has a better summary of what it is responsible for and how those particular works are progressing.	<b>Property committee</b>	<b>Ongoing</b>	<b>3.4.24</b>

<b>ACTION:</b> Strategic Plan to be presented to the wider community SK and JS have written a communication covering Strategic Plan, Annual Plan and School Docs to go out to the whole community. Some work to be finalised. See ACTION below	JS/SK	Ongoing	8.4.24
<b>ACTION:</b> To review the Annual Report for submission on the 31st May and report to the Board. This report is still with the Auditors but the report has been submitted in draft form.	SK/JS	Ongoing`	9.4.24
<b>ACTION:</b> To update the implementation plan with one person responsible for an action and support resources annotated separately.	SK	Completed	11/4/24
<b>ACTION:</b> the advertising for this award in various media should start now	SK	Completed	1/5/24
<b>ACTION:</b> to develop a plan for retention and disposal with a schedule attached.	Jane Meurant	Completed	2/5/24
<b>ACTION:</b> to form a policy audit and risk management subcommittee which would be delegated to review and provide assurances of compliance of policies and to make necessary changes. AB has agreed to form this committee. Pravina Singh added to subcommittee. See ACTION below	JS	August	4/5/24
<b>ACTION:</b> to submit the compliance report to CCAL	SK	Completed	6/5/24
<b>ACTION:</b> report from the finance committee re Carmel College insurances	Finance Committee	Completed	7/5/24
<b>ACTION:</b> to review the Analysis of Variance at next board meeting	SK	Completed	8/5/24
<b>ACTION:</b> to review the Staff/SLT structure at the next board meeting	SK	Complete	9/5/24

### WORKPLAN 2025

<b>ACTION:</b> To add a BOT attestation to CCAL to the workplan on a yearly basis. This is an annual affirmation that there have been no previously unreported incidents of staff or student disciplinary action. Format on CCAL website.	JS	Ongoing	7.4.24
<b>ACTION:</b> To include a fit-for-purpose review in the 2025 Workplan, a year after the adoption and implementation of new policies.	JS	Ongoing	10/4/24
<b>ACTION:</b> to create a yearly standing order on the workplan to approve the retention and disposal plan	JS	Ongoing	3/5/24

**ACTION: to review all sub committees at August meeting**

**4.1. Confirmation of previous minutes:**

**Resolved** that the Minutes of 13th May 2024 be taken as read and confirmed as a true and accurate record.

**JS/AB Carried KJ and PS abstained**

**4.2 Principal's report:**

**Noted that:**

- There is a high level of applications for entry into the school for 2025. Sk will be requesting intentions from present families about their plans for next year so that she can ascertain potential vacancies.
- The Board will need to review the Enrolment scheme for the future if present trends continue.
- BS suggested a that a conversation with Catholic Education re zones might be useful.
- SK explained the rules around international students.

**Draft Annual Report:**

**ACTION: to create a bullet pointed Executive summary of the plan with an explanatory table of acronyms in publishing the report on the school website.**

**4.2.1 Implementation Plan 2024**

- SK commented on the importance of celebrating successes, or getting feedback from students after events to quantify added value.
- Discussion was held around the purpose of the colour coding and how that would regularly relate to board reporting. It was noted that quite a lot of significant areas are being achieved.
- Discussion was held around the possibility of having a timeliness indicator on the summary.

**4.2.2 Year 7 - 10 Learning progress report 2023**

- KM explained that the majority of students who are below level at entry in year 7 will be at level by the end of year 10.
- The change from decile ratings to equity index has implicated on the trends this year but should sort out in the next three years.
- SK and KM explained the role, structure and various funding of the Learning Support department.
- SK explained the transition from feeder schools into year 7.
- Discussion was held around the trends being seen in the development of learning in years 7 - 10 and work that is being done to analyse these trends which show that the level of improvement across the years in 7 - 10 is lower than expected. Is this the same as as previous years or a new trend? Graham Atkinson is analysing this data as well as considering adding the feeder schools and origin schools as part of the analysis.
- JHR commented on the success of the school haka in promoting inclusion and leadership among the girls.

**4.2.3 Pastoral Care Report**

- Discussion was held on the Pasifika attendance rate and the concentration on the Year 13 attendance rate.
- It was suggested that the Board would appreciate feedback from student peer mediators about how this programme is progressing.

**ACTION: CB to report back to the Board on data from the peer mediators.**

**4.2.4 Staff/ SLT appraisal assurance:**

**Noted that:** There are no outstanding professional growth cycle summaries.

**4.2.5 SLT Structure document:** It was noted how well the SLT structure was aligned with the Strategic Plan.

**4.2.6 School Docs update:**

**Noted that:** In process of updating the policies from feedback and will then go live.

**Resolved that:**

- the Principal’s Report be taken as read and accepted.
- The Annual Report be accepted with typo corrections.
- 2024 Implementation Plan be taken as read and accepted.
- The Year 7-10 Learning Progress report 2023 be taken as read and accepted.
- The Pastoral Care report be taken as read and accepted.
- The SLT Structure document be taken as read and accepted.

**JS/MC Carried**

**4.3 Property Report:**

**Noted that:**

- Canopy Code of Compliance Certificate has arrived.
- The upgrade of the staffroom has been moved to December/January due to consenting issues.
- Hall kitchen will come in over budget.
- The Watershed agreement has been signed.
- Upgrade in the hall kitchen and a butler’s pantry for year 13s has been installed.

**Resolved that**

- the Property report be received, and information noted. **KJ/TM Carried**

**4.4 Finance Report:**

**Noted that:**

- For the March period, the variance is ahead of budget. YTD is in surplus.
- School Docs review is complete and waiting to be ratified by the Board.
- Annual audit update: Still waiting for the final review from the Auditors before receiving the signed final accounts.
- Relief costs will be monitored for trends and ramifications on future budgets.

**4.4.1 Noted that:**

- the Confirmation of Insurance Renewal and Insurance schedule 2023-24 has been received.

**ACTION: To request that CCAL confirm that the buildings are covered under insurance.**

- **RESOLVED** that:
  1. the Finance Committee report is received, and information noted
  2. April 2024 accounts are accepted. **MC/JS** **Carried**

#### 4.5 Special Character report

##### Moved that:

- the Special Character Report be accepted and information noted **JS/PS** **Carried**

#### 4.6 Health and Safety reports:

##### Noted that:

- Considerable work is still continuing on the transition to School Docs.
- The HSC and monthly incident report indicate there are no specific trends to investigate and wrap-around support continues to be given to students who require it.
- French language trip scheduled to go to New Caledonia is no longer proceeding.
- It has been proposed that the trip be moved to Tahiti. Points considered:
  - Same dates, 16 students, two teachers and there will be some flexibility with the activities.
  - Health and safety documentation will need to be updated accordingly.
  - Staff in Tahiti will step in as extra adults if there is an emergency.
  - Students will stay on a school site with a formal programme.

**Moved that:** The Board gives permission for the trip to Tahiti to proceed with the proviso that all Health and Safety rules are in place around ratios and activities on the island - tbc by the Health & Safety committee.. **JS/JRH** **Carried**

##### Resolved:

- That the Health and Safety Committee Report is received and information noted.
- That the trip approvals to date for 2024 be accepted. **JRH/KJ** **Carried**

#### 4.7 Moved that:

- The Carmel College BOT Schedule of Delegations be approved **JS/SH** **Carried**

#### 5.0 General Business:

##### Staff professional learning awards proposal:

##### Noted that:

- **Purpose of this proposal:** Retention of staff, Acknowledging excellence, Promoting the culture of personal, professional learning and development.
- The award is broken into three categories: Sabbatical Catholic Character award, general sabbatical leave, and a Study grant.
- The current awards are based on 4 weeks leave, which impact learning and teaching time, and don't give recipients the ability to travel without a grant/ fund. Hence the proposal for a combination of a grant and time to attend conferences abroad.

Some points to consider:

- Relief cover (availability of relievers)
- Points from B Stockman:
  - Criteria – should it be that applicants must have had continuous service or not. This should not be required as it possible that staff may have been on maternity leave, study leave, etc. and in this work climate this should be seen as a barrier.
  - Money for course costs would be paid by the school or reimbursed on presentation of receipts – this is a question for Claudia regarding the accounting best practice.
  - Rather than the course etc needing to be completed in the calendar year there should be flexibility for courses that are semesterised across years.
  - Application process – a panel for making decisions.
  - Regarding the purpose: inclusion of a Mercy focus as a potential reason for applying and decisions criteria in the spirit of Catherine McAuley.
- It is important to consider the method of presenting these awards.
- It is important to make a connection back to how this award will benefit the school community as well as the recipient.

**Moved that:** the Board agrees in principle to the Staff professional learning awards proposal pending further development and discussion.

**JS/SK**

**Carried**

#### **6.0 Correspondence:**

**Noted that:**

- ERO will begin in July.
- Catholic Review will take place in August 6-8 August.

**Moved that:**

- The Correspondence be received and information noted

**JS/CM**

**Carried**

#### **7.0 CLOSING:**

**Karakia – Chelsea Brown**

Meeting closed at 7.32



Julie Scott  
Presiding Member

10th June 2024

Next meeting will be held on 12th August, 2024

Opening Karakia: Catherine Mackisack

Closing Karakia: Bernadette Stockman

### 3.0 ACTIONS ARISING FROM MEETING :

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<b>ACTION:</b> to review all sub committees	JS	August	1/6/24
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<b>ACTION:</b> to create a bullet pointed Executive summary of the Annual plan with an explanatory table of acronyms in publishing the report on the school website.	SK	August	2/6/24
<b>ACTION:</b> To request that CCAL confirm that the buildings are covered under insurance.	CO	August	3/6/24
<b>ACTION:</b> CB to report back to the Board on data from the peer mediators.	CB	August	4/6/24
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<b>ACTION:</b> to create a yearly standing order on the workplan to approve the retention and disposal plan	<b>JS</b>	<b>Ongoing</b>	<b>3/5/24</b>