

CARMEL COLLEGE



MINUTES OF THE BOARD OF TRUSTEES MEETING

HELD ON 21st OCTOBER 2024

PRESENT: Sarah Kemble, Michael Chinnery, Catherine Mackisack, Stuart Houliston, Julie Scott (Presiding Member), Bernadette Stockman, Sophie Nehemia, Andrew Blewden, Tiana Mioceвич, Pravina Singh, Jo Redfern-Hardisty

IN ATTENDANCE: Karen Mitchell, Chelsea Brown (with speaking rights)

Meeting opened at 5.35pm

1.0 OPENING

Karakia – Sophie Nehemia

Welcome to Sophie Nehemia, newly elected Student Representative.

2. ADMINISTRATION:

2.1 **Apologies:** Kerry Jones,

2.2 **Resolved** that the Attendance List for 21st October be received. **JS/CM Carried**

2.3 **Moved:** Approval of Mercy Student leaders trip in retrospect (email motion) **JS/SK Carried**

Moved: Approval of formation of discipline committee in retrospect (email motion) **JS/SK**

JS/SK Carried

2.4 Confirmation of the 9th December as being the date of the final meeting this year. BS suggested that the BOT and the CCAL Board join together for a dinner in the future.

3.0 **MATTERS ARISING:** As per [Matters Arising document](#) (live)

4.0 BUSINESS:

4.1. **Confirmation of previous minutes:**

Resolved that the Minutes of 9th September, 2024 be taken as read and confirmed.

JS/MC Carried SN abstained

4.2 **Principal's report:**

Noted that:

- Staff vacancies are gradually being filled.
- Discussion emphasised that leave applications during term should be the exception rather than the rule - to protect reliever pool and for student outcomes. Staff to be advised of expectations.
- Three sabbaticals were awarded: two from the BOT and one from CCAL. No study grants were applied for. Will be awarded at senior prize giving.
- BS commented on the high quality of the applications.
- Five IT proposals were received. Subcommittee to be formed to make recommendations to the Board. This committee will be composed of SK, AB, CM, SH and Graham Atkinson. Rationale: Risk associated with IT infrastructure and networks. Cost of contract.

- Two proposals were received for the photocopiers. CO's recommendation is to stay with the current provider.
- NCEA Level 1 will not be assessed with NCEA credits next year following a significant review process with the SLT and HODs. Preparedness for Level 2 is paramount and the new NCEA Level 1 assessment framework is not matching up with current Level 2 which will not be revised until 2028. In addition, the changes reflect the Strategic goal of prioritising well being of students and teachers.
- A teacher-only day on November 15th will be used by departments to determine the final level 1 programme for 2025. After this, there will be communication with the wider community.
- The Board recognises that the communications to all areas of the wider community will be a vital piece in the overall understanding of the changes, in particular that the curriculum will remain the same but the method of assessment will change in line with the requirements of Level 2.

Moved that: Leave request be granted for J Nair. **SK/JS Carried BS abstained**

Moved that: the Board approves two sabbaticals for 2025 **SK/JS Carried**

Moved that: a Sub-committee be formed (as above)

1) to review IT service proposals and approve a provider for a three year period and

2) to approve a contract for photocopier services **JS/SK Carried**

RESOLVED that: The Principal's Report be taken as read and accepted with the rewording in 2.1

SK/JS Carried

4.3 Special Character Report: to be presented next meeting

4.3.1 Special Character External Review

Noted that:

- The Board commented on the very positive outcome of the Review
- Tickets to the Leavers Dinner on 31st October are available through Rosanna Fouhy.

Moved that: the Catholic Special Character Review be taken as read and accepted. **JS/MC Carried**

4.4 Property Report:

Noted that:

- AB discussed with the Board that it was jointly proposed that Project Management / Capital Works (PM/CW) services would cease at the end of the current contract in Feb 2025. This has been supported by CCAL.
- Property Committee will shortly issue an RFP to evaluate alternative partners for PM/CW. A timeline for this is being developed. Given current market conditions, it is expected to attract competitive applications.
- Discussion around the proposal that Watershed continue with the maintenance contract for a variety of reasons including institutional knowledge.
- Some low level asbestos in the school mostly in the cladding and soffits. One area to be dealt with by CCAL. Either no or minimal risk at present time.
- Furniture budget for the staffroom renovation is being finalised with Claudia.

Moved that: Watershed continue with the maintenance contract and renew the contract in February,

2025

AB/JS Carried

Resolved that: the Property report be received, and information noted.

AB/JS

Carried

4.5 Finance Report:

Noted that:

- For the August period, the revenues are ahead of budget. YTD is in surplus.
- NZ Uniforms to remain as the as uniform providers for Carmel.
- Cleaning contract: Recommendation from CO that Jani King be contracted.
- Discussion around the cost benefit of 2 new school vehicles which has been approved by the Finance Committee.
- Discussion around acquiring sponsorship for the cars.
- The Finance Committee was not satisfied with the performance of Crowe Auditors in the 2023 audit process.

Resolved that:

1. the Finance Committee report is received, and information noted.
2. the August 2024 accounts are accepted.
3. the 2023 Audit Management letter be received,
4. Uniform and Cleaning contracts are ratified.
5. Purchase of two school SUV vehicles be ratified in principle.
6. Fees for 2025 be ratified.

MC/CM Carried

ACTION: Claudia Officer to research the possibility of sponsorship for the school vans.

4.5 Health and Safety reports:

Noted:

- The Spirit of Adventure trip is well known to Carmel.
- The Blue Light Leadership Camp is a new initiative for Carmel.
- No Waterwise will occur in term 4.

Resolved:

- That the Health and Safety Committee Report is received and information noted.
- That the Spirit of Adventure and Blue Light Leadership Camp be approved

JRH/MC

Carried

5.0 General Business:

5.1 TOR - Risk management and policy committee

Noted that:

- The terms of reference was updated based on feedback from the previous Board meeting.
- PS and AB reviewed a number of policies due for renewal under the School Docs calendar.
- PS explained how the new system around reviewing the School Doc policies and she suggested that an added step should be that any necessary changes be sent to the Board for review before submitting in School Docs.

- AB explained the draft template for the risk register. He commented that there is a lot more work to be done to finish the register.
- It was recognised that the Board subcommittees presently all manage risk at Carmel through the use of policies and procedures and the delegations.
- Discussion occurred around the definition of a risk from the different points of view of management and governance. It is advised that school management should have an overarching risk registrar as well as the BOT.
- The purpose of any risk management document is to create cohesion and alignment while being cognizant of the boundaries between governance and management.

Moved that: The Draft Policy and Risk Committee Terms of Reference document be received and information noted. **AB/JS Carried**

ACTION: to add at least one additional member to the risk management subcommittee.

ACTION: The Policy and Risk subcommittee will amend the draft policy following the Board discussion and will create an Action Plan for the Board to consider.

ACTION: PS to email members of the Board a document with the track changes of the policies stated above for approval.

ACTION: School Management to create an overarching risk register.

5.2 Pastoral Care report

Resolved that: The Learning support and Pastoral Care reports are received with one correction, and information noted. **JS/SK Carried**

5.3 Year 7 - 10 curriculum report

Noted that:

- Staff have been focused on the Level 1 curriculum issues so there has not been as much traction on the junior curriculum.
- Progress is being made, particularly in the year 7 and 8 areas with regard to structured literacy and numeracy.
- Work is also in progress in the years 9 and 10 curriculum areas to address literacy requirements.

Resolved that: The Year 7-10 curriculum report is received and information noted. **JS/SK Carried**

5.4 Sports report: In folder for Board perusal. A Yearly report will follow.

5.5 BOT Excellence Award recipient was confirmed.

5.6 Congratulations to Chelsea Brown on her appointment as Head Girl 2025.

6.0 Correspondence:

Noted that:

- Siobhan Cooper's passing is acknowledged by the Board and the Board has sent its condolences to Nixon and the Rosmini community.

Moved that:

- The Correspondence be received and information noted **JS/JRH Carried**

7.0 In committee

Resolved that: the Board move into Publicly Excluded Committee at 7.28 pm for the purpose of protecting personal privacy.

Resolved that: the Board move out of Publicly Excluded Committee at 8.04 pm. **JS/SK Carried**

8.0 CLOSING:

Karakia – Sarah Kemble

Meeting closed at 8.06pm



Julie Scott
Presiding Member

21st October 2024

Next meeting will be held on 11th November, 2024

3.0 ACTIONS ARISING FROM MEETING :

Task	Responsible	Due Date
ACTION: Claudia Officer to research the possibility of sponsorship for the school vans.	SK/CO	Ongoing
ACTION: to add at least one additional member to the risk management subcommittee.	JS	Nov
ACTION: PS to send a summary of the changes proposed to the Policies reviewed in Term 3, to the Policy and Risk Sub-Committee for endorsement and submission to SchoolDocs. Agreed changes will then be Informed to the BoT at the Dec meeting. This approach aligns with the Policy Review and Approval process agreed at the Nov Policy and Risk Sub-Committee meeting.	PS	Ongoing
ACTION: School Management to create an overarching risk register.	SK	Ongoing