

CARMEL COLLEGE



MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 11th NOVEMBER, 2024

PRESENT: Sarah Kemble, Kerry Jones (zoom), Catherine Mackisack, Stuart Houliston, Julie Scott (Presiding Member) (zoom at 1800), Bernadette Stockman, Sophie Nehemia, Andrew Blewden, Tiana Miocevich, Jo Redfern-Hardisty

IN ATTENDANCE: Chelsea Brown (with speaking rights)

Meeting opened at 5.35pm

1.0 OPENING

Karakia – Sophie Nehemia, Chelsea Brown

2. **ADMINISTRATION:** Meeting presided over by Jo Redfern-Hardisty

2.1 **Apologies:** Michael Chinnery, Pravina Singh, Karen Mitchell

2.2 **Resolved** that the Attendance List for 11 November 2024 be received. **JS/CM Carried**

2.3 **Board Meeting Leave request:** Bernadette Stockman for February 2025

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

4.0 BUSINESS:

4.1. Confirmation of previous minutes:

Resolved that the Minutes of 21st October be taken as read and confirmed with the changes to the Matters Arising **JRH/TM Carried Abstained KJ**

4.2 Principal's report:

Noted that:

- SK still in discussion with Trudy Freeman as to which platform the International Students Policy will be reviewed on.
- There are some challenges around filling an HOD maternity leave for next year.
- SK received confirmation from the Board that the approval for the unused funding for an additional person under the Auckland Schools Teacher Training programme can be rolled over in 2025. This is in addition to one person funded by the government.
- A Kahui Ako cross school leadership position has become available and this could impact on staffing at Carmel.
- The Board agrees to accommodate the request of at least one of the sabbatical recipients to change the parameters of the award this year.
- The Board acknowledges that more flexibility in the terms of the sabbatical awards could be considered next year.

- SK and the management team were congratulated on the excellence of organisation of all three of the major end-of-year celebrations.
- The roll for next year is filling from the waiting list.

RESOLVED that: The Principal's Report be taken as read and accepted with correction of numbers in 4.5.
JRH/AB Carried

4.3 Special Character Report:

- SK explained how the timetable worked with regards to the requirement of RE.
- Discussion occurred around the difficulties that different groups of students have in fulfilling the Service programme requirements.
- SK commented that the Board can expect a full analysis of the 2024 Service programme from Sarah Cox at the beginning of next year.

Moved that: the Catholic Special Character Report is received and information noted. **JRH/MC Carried**

4.4 Property Report:

Noted that:

- AB discussed the difficulties of short term planning without a finalised Master Plan.
- JS advised that CCAL are moving forward on the issue of a Master Plan.
- KM will confirm timeline of the 10YPP.

Resolved that: the Property report be received, and information noted. **AB/JS Carried**

4.5 Finance Report:

Noted that:

- For the September period, the revenues are ahead of budget. YTD is in surplus.

Resolved that:

1. the Finance Committee report is received, and information noted.
2. the September 2024 accounts are accepted.
3. Depreciation rates for the 2024 financial year end are accepted.

SH/JRH Carried

ACTION: SH to investigate why the prior-year income contributions were down on budget for the month, and on prior year for YTD income.

4.6 Health and Safety reports:

Noted:

- JRH commended management on the excellent preparation around documentation for trips.

Resolved:

- That the Health and Safety Committee Report is received and information noted.
- That Year 10 Camp and Year 7 and 8 pool trip be approved **JRH/BS Carried**

4.7 Sports Report 2024

Moved that: the Sports report be received, and information noted. **JRH/JS Carried**

5.0 General Business:

5.1 TOR - Risk management and policy committee

- Discussion was held around the timing or reviewing policies
- JS commented that the review schedule is in the Policies folder.
- AB proposed that the committee focus on Board level risk
- JS commented that while there is not a school based Risk Management register currently, risk is managed at sub committee level / by the delegation schedule / by SLT.

Moved that:

1. That the Policy and Risk Report is received, and the information noted.
2. That the Actions (**as posted below**) are assigned and actioned by the due date. **AB/JRH Carried**

6.0 Correspondence:

Moved that:

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

7.0 In committee

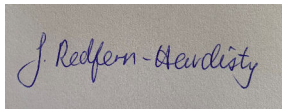
Resolved that: the Board move into Publicly Excluded Committee at 6.48 pm for the purpose of protecting personal privacy.

Resolved that: the Board move out of Publicly Excluded Committee at 6.57 pm. **JS/SK Carried**

8.0 CLOSING:

Karakia – Catherine Mackisack

Meeting closed at 7.00 pm



Jo Redfern-Hardisty
Deputy Presiding Member

11 November 2024

Next meeting will be held on 9th December 2024

3.0 ACTIONS ARISING FROM MEETING :

Task	Responsible	Due Date
ACTION: Andrew B to raise Risk in BoT Risk Register that decisions in the 10YPP will need to be made without having guidance of an overarching Master Plan.	AB	Dec
ACTION: Karen M to confirm timeline to complete 10YPP.	KM	Dec
ACTION: Finance and Property Sub- Committees to review the assigned policies and send proposed changes to Policy and Risk Committee.	Fin/Prop	Dec
ACTION: Policy and Risk Sub-Committee to: - endorse changes - submit to SchoolDocs	Policy and risk s/c	Dec
ACTION: AB to complete drafting all identified BoT risks, including risk action plans, and submit for BoT review.	AB	Dec
ACTION: Pravina S to distribute the proposed changes to the policies that were reviewed in Term 3 to the Policy and Risk Committee for endorsement, and then for submission to SchoolDocs.	PS	Dec
ACTION: School Management to create an overarching risk register.	SK	Ongoing
ACTION: SH to investigate why the prior-year income contributions were down on budget for the month, and on prior year for YTD income.	SH	Dec