

MINUTES OF THE BOARD OF TRUSTEES MEETING **HELD ON 10th MARCH 2025**

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

The meeting opened at 5.30 pm.

1. OPENING

Karakia – Michael Chinnery

2. ADMINISTRATION

2.1 Apologies – Pravina Singh

2.2 Board self-review: JS reminded members that the review document should be completed by the 14th of March.

2.3 Board Attendance

Resolved that the Attendance List for 10 March be received. **JS/JRH Carried**

2.4 Board meeting leave request, if any, please email J. Scott.

2.5 PCT presentation

Presented by Anna O'Farrell DP and Graham Atkinson DP

Noted that:

- Current attendance rate: 75% of students attend 90% of the time, with a goal of 80% by 2030.
- There is an explicit focus on attendance in every pastoral care meeting. Atawhai teachers are given sheets of attendance codes every week and they are expected to have conversations about any discrepancies in attendance or a pattern of being away more often than students should be.
- A stepped approach has been adopted with strategies including pastoral care meeting attendance analysis, consolidating attendance codes, communication to whanau of attendance expectations, letters to parents of any students with less than an 80% attendance rate, and dean conferencing with students.
- The school faces challenges with coding attendance for sports and cultural activities, proposing to use the Q code.
- Year 13 students with study lines impact attendance, with a proposed solution to mark attendance based on actual time in class. The board discussed the need for clear policies and procedures for attendance coding.
- Strong pastoral focus on Pacific student attendance for 2025.

ACTION: Graham Atkinson and Anna O'Farrell to explore options for marking attendance for year 13 students with study lines to ensure they are counted as present.

ACTION: GA and AOF to develop a procedure for the "Q" attendance code, including a list of likely events to be approved by the board.

3. [2025 Action Items](#)

4. BUSINESS

4.1 Confirmation of previous minutes of

Resolved that the Minutes of 10 February 2025 be taken as read and confirmed as a true and accurate record.

JS/JRH Carried BS abstained

4.2 Principal's Report

Noted that:

- Disposal and Retention Plan is being developed currently by JM - procedure to reflect legal requirements.
- There has been some movement of students both leaving and joining the school.
- ERO is to visit 12th and 13th March. First visit since 2019.

Resolved that

- the Principal's Report be taken as read and accepted.

JS/MC Carried

4.3 Te Tiriti O Waitangi: Māori Student Focus

- SK explained that the Carmel College Māori Improvement Plan is a work in progress.
- The Board complimented the authors on the progress thus far.

4.4 Property Report:

Noted that:

- School-led projects are almost complete and handed over to the new provider.
- CO and KM are working on a new maintenance contract with Watershed for 12 months from March 2025.
- 10 heat pumps are being installed this week.
- SK explained the history of agreements between TNK and Whānau Mercy Ministries concerning the Master Development Plan. There is currently consideration for one company to undertake the process for all schools. This is opposed by CCAL.
- A key consideration for the BOT is the risk associated with a delay in a master plan and the potential for additional and/or unnecessary spending.
- BS proposed a motion that the Board formally supports CCAL's application to have a separate RFP for the master plan development project.

Moved that: the Board supports the process that CCAL is undertaking in terms of a separate RFP for the Master Plan

BS/JS Carried

Moved that:

1. the Property Report is received, and the information noted.
2. the BoT actions are progressed by the assigned owner/s.

AB/KJ Carried

ACTION: CO to cross-check numbers for the maintenance costs for the integrated buildings in the 10-Year Property Plan (10YRPP) for the 2025/26 FY. Karen Mitchell to confirm.

4.5 Finance Report

Noted that:

- The committee focused on December P&L as it was year-end. MC confirmed that these numbers are still provisional and subject to change if there are any possible audit adjustments.
- Year-to-date numbers are ahead of budget.
- From a cash perspective, there is a cash surplus against the budget.
- The new school vehicles are being well utilized by various teams within the school and the crests/advertising look smart.

Resolved that:

- the Finance Committee report is received, and information noted.
- Nov'24 and Dec'24 accounts are accepted. **MC/JS Carried**

4.6 Special Character Report:

Resolved that the Special Character Report is accepted by the Board with the correction to the Year 12 camp description.

JS/SH Carried

4.7 Health & Safety Report:

Noted that:

- There was excellent communication between SK and LW, the teacher in charge of the school camp when the Year 12s could not attempt the Tongariro Crossing because of poor conditions.
- JHR explained the circumstances of the Year 7 Surfing and Beach education activity and the L2PS Rafting activity. BS suggested that it would be helpful to the Board to have the details of the external providers included in these trip approval applications.

Resolved:

- That the Health and Safety Committee Report is received and information noted.
- That the trip approvals as referenced in the report be approved.

JRH/MC Carried

4.8 Policy and Risk Management Committee

Noted that:

- The meeting took place by email only.
- Reminder to Board members to check the risk register regularly.

Resolved that:

1. That the Policy and Risk Report is received, and the information noted.
2. That the Actions are assigned and actioned by the due date.

AB/TM Carried

4.9

The Schedule of Delegations: The Schedule of Delegations is updated with a list of subcommittee members and Terms of Reference for the Policy and Risk Management Committee.

5.0 General Business:

5.1 Curriculum Reporting Template

Noted that:

- The template will be placed on a formal letterhead and the HODs are aware of it and understand they will be reporting back on a 3-yearly cycle.
- Languages will be the first department to report to the Board.
- The Goals of each department should be linked to the Strategic Plan.
- In their reports, the Board should be made aware of the challenges each department faces and any proposed actions to mitigate these issues.

5.2 The International Students business plan is pushed back to May.

5.3 Carmel Event Calendar was included for Board reference. It was noted that the Mercy Day Mass date may change due to the celebration of the 175 years of the Mercy Order in NZ.

6. CORRESPONDENCE

Noted that:

- The date for Carmel College Board elections is 17th September. Board members are encouraged to tell JS of their plans with regard to standing again.

ACTION: SK to advertise Election year to the community to encourage people who might be interested to come to a meeting - details later

ACTION: JS to research online or paper voting rules

Finalisation of 2025 implementation plan:

Not reviewed at this meeting.

ACTION: to re-review and finalise the implementation plan at the next Board meeting.

7. 7.0 In committee

Resolved that: the Board move into the Publicly Excluded Committee at 7.06 pm to protect personal privacy.

JS/JRH Carried

Resolved that: the Board move out of the Publicly Excluded Committee at 7.10 pm. **JS/JRH Carried**

Karakia – Stuart Houlston

There being no further business, the meeting concluded at 7.11 pm



Julie Scott
Presiding Member

Date: 5 May 2025

The next meeting will be on 5th May 2025