

MINUTES OF THE BOARD OF TRUSTEES MEETING

HELD ON 9th JUNE 2025

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

The meeting opened at 5.30 pm.

1. OPENING

Karakia – Catherine Mackisack

2. ADMINISTRATION

2.1 Apologies – Pravina Singh,

2.2 In attendance: Karen Mitchell, Hanyi Xu

3. [2025 Action Items](#)

4. BUSINESS

4.1 Confirmation of previous minutes of

Resolved that the Minutes of 9 May, 2025 be taken as read and confirmed as a true and accurate record.

JS/SK Carried KJ abstained

4.2 Principal's Report

Noted that:

- **SK** explained the programme of Careers Counselling organised by Lois Bruce.
- SK reported that ideas are underway to increase interaction with Pasifika parents at the school.
- Unlike previous years, the role is increasing slightly as 2025 progresses. SK commented on the increased interest from Filipino families.
- KM commented that the PTFA is enthusiastic but the numbers are small.
- e-asTTle testing is being phased out this year and the school is looking at PATs. SK commented that the government has put out a tender searching for other standardised testing tools.
- Carmel College is participating in a Maths trial for Structured Numeracy and has just received funding for PLD in the Structured Literacy area for Years 7-8..
- JS commented that the progression data shows promising improvement so far this year.
- SK commented that there is some discrepancy between the primary schools' assessment of students' ability and their performance during their first year at Carmel. Standardised testing from Year 3 might help alleviate this.

Resolved that: **The Principal's Report**, including:

- Pastoral Data and Trends Report
- 7-10 Learning Progress Report **be taken as read and accepted.** **SK/JS Carried**

4.3 Implementation Plan progress:

- The implementation plan is in progress as per the report.
- SK is in discussion with Gabrielle Wall regarding the next three-year plan, working with the newer members of the SLT, and the possibility of a confirmative community consultation instead of a large community consultation deep dive, as this was completed in 2023.

- Sk commented that there were some good examples of student leadership development ideas from schools that attended the recent Australasian Mercy Secondary Schools Association Conference.

4.4 Property Report:

Noted that:

- The notes from the April and May meetings are included.
- There are no Health and Safety issues.
- Replacement found for the property manager position. Sign-on to occur this week.
- Some projects going forward will depend on the Master Plan.

Resolved that:

- The Property report be accepted and the information noted.
- That the BoT actions are progressed by the assigned owner/s. **KJ/JS Carried**

4.5 Finance Report

Noted that:

- The committee reviewed the March and April 2025 Management Accounts.
- Overall, the accounts showed a YTD Net Surplus.
- The committee confirmed all monthly compliance reconciliations and reports have been completed and approved.
- Claudia Officer advised that the audit has been completed. The Audit Letter was filed with the Ministry of Education on the 3rd of June.
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- The audit will be reviewed at the next committee meeting before the final accounts are presented to the Board for approval.

Resolved that:

- the Finance Committee report is received, and information noted.
- March '25 and April '25 Management Accounts are accepted. **MC/JS Carried**

4.6 Special Character Report

- The Board commented on the informative nature of the report.

Moved that:

- The Special Character Report is received and the information noted. **JS/CM Carried**

4.7 Health & Safety Report:

Noted that:

- JS requested that there be a 90% target for staff completion of H & S units and PLD session times be used for this purpose.
- The position of health co-ordinator will be monitored for effectiveness for three months.

Resolved that:

- The Health and Safety Committee Report is received and information noted.
- The trip approvals as referenced in the report be approved. **JRH/JS Carried**

4.8 Policy and Risk Management Committee

Noted that:

- Process of reviewing policies reviewed - outcome: reviewer to make direct comment on the School Docs portal. Suggested changes are collated by School Docs.

- JS commented that the policies in School Docs should be fit for purpose as is the purpose of using School Docs; however they need reviewing to ensure they relate directly to Carmel College and, when reviewing policy, it is important to also ensure the procedures are in place and fit for purpose.

Resolved that:

- That the Policy and Risk Report is received, and the information noted.
- That the Actions are assigned and actioned by the due date. **AB/JS Carried**

ACTION: TF and AO to review and prioritise the updating/creation of required Procedures.

ACTION: SK to review options for the review of procedures and confirm a central Procedures Repository.

ACTION: SK to ensure that an invitation to the School Community to review the Policies in School Docs is in future Newsletters.

4.8.1 Risk Register:

- Julie Scott reported on her review of Risks 11 and 12 on the register.
- Sarah Kemble reported on her review of Risk 15 re insurance.
- AB proposed that people responsible for risk would review them regularly.

ACTION: Risk review to be added to the agenda as a recurring item (1-2 risks per meeting).

ACTION: BS to include Special Character to the Risk Management Register

5.0 General Business:

5.1 NZ School Boards Association 'Creating a Difference' Conference 2025

Resolved that:

- BoT approves attendance for SK and 3 other Board members **JS/BS Carried**

6. CORRESPONDENCE

Noted that:

- The Correspondence is received and information is noted **JS/CM Carried**

7. 7.0 In committee

Resolved that: the Board move into the Publicly Excluded Committee at 6.56 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 – Andrew Blewden

There being no further business, the meeting concluded at 7.23 pm



Julie Scott

Presiding Member

Date: 28 July 2025

The next meeting will be on 28th July 2025

