

## **MINUTES OF THE BOARD OF TRUSTEES MEETING** **HELD ON 28th July 2025**

**PRESENT:** Sarah Kemble, Catherine Mackisack, Stuart Houliston, Julie Scott (Presiding Member),  
Sophie Nehemia, Andrew Blewden, Jo Redfern-Hardisty, Michael Chinnery, Kerry Jones

The meeting opened at 5.35 pm.

### **1. OPENING**

**Karakia** – Sophie Nehemia

### **2. ADMINISTRATION**

**2.1 Apologies** – Bernadette Stockman, Tiana Mioceвич, Pravina Singh (5.45 pm)

**2.2 In attendance:** Aaron Clark, Sarah-Jane Rewiti, Racquel Dukic

**2.3 Confirmation of the appointment of Jane Meurant as Student Election Returning Officer** **JS/JRH Carried**

**2.4 Report on NZSTA conference:**

- Erica Stanford discussed attendance, Boards, funding of special needs students, and curriculum changes.
- Ellen MacGregor-Reid, Secretary to the M of E, discussed attendance.
- Kathryn Berkett, a neuroscientist, discussed the importance of the feelings of safety and belonging in learning.
- A variety of workshops were held throughout the three days.
- JS noted the Institute of Directors membership offer, which includes reduced rates and a student representative membership. To be taken to the finance committee for consideration for 2026 (budget development).

**2.5 Noted that:** a disciplinary committee was formed for 25th July and confirmed by the Board by email.

**JS/JRH Carried**

### **3. 2025 Action Items**

### **4. BUSINESS:**

**4.1 Confirmation of previous minutes of**

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

**JS/SH Carried**

**4.2 Principal's Report**

**Noted that:**

- SK noted that the SLT meeting with G. Wall to begin the review and planning for the 2026-2029 Strategic Framework was very productive.
- One member of staff was baptised recently.
- Year 13 attendance remains a concern.
- Additional numeracy support classes have been instigated for the year 10 students who need extra support.
- SK notes low attendance at parent-teacher interviews. SLT will be reviewing all the attendance data from the recent year 12/13 parent/teacher interviews to inform future planning.
- SK commented on the huge success of various community events which have taken place both within the school and in the outer community, as outlined in her report.

**4.2.1 International Students' Report**

**Noted that:**

- Trudy Freeman is keen to retain the short-term and term stays, particularly in the European markets. This can have the effect of encouraging these students to return for the year programmes.
- Discussion recognised that diversification in the international student body is important.
- A business plan, including revenue and staffing needs, should be ready by the end of term 3 in time for the budget decisions.

#### **4.2.2 Maori Student Focus Report**

##### **Noted that:**

- Matua proposed a new course, Te Ao Haka, which is a Maori Performing Arts Course, and SK is awaiting to see numbers from the option choices.

**ACTION:** to investigate the possibility of moving the date of the next Whanau Hui from Winter Tournament week.

**ACTION:** to investigate increased funding for Tikanga as per KM's proposal over the next three years.

#### **4.2.3 Computer Security and Cybersecurity Assurance**

##### **Noted that:**

- Isometrics is looking at cloud integration costings. This will be presented to the committee at the beginning of September in readiness for the October budget decisions.
- SK commented that the school is now producing guidelines for the use of AI, and emphasis is on fact-checking and academic integrity.

**Resolved that:** **The Principal's Report**, including the International Students' Report, the Maori Student Focus Report and the Computer Security and Cybersecurity assurance, be taken as read and accepted. **SK/JS Carried**

**4.3 Term 3 Assurances:** Student attendance, Reporting on student progress and achievement, Searches, surrender and retention of property, Minimising physical Restraint, Stand down, suspension and exclusion, School Records retention and disposal, Safety and welfare for students on work experience, Food and nutrition.

**ACTION:** Term 3 Assurances to be completed by SK.

**4.4 Property Report:** There is no property report for this meeting.

#### **4.4.1 Master Plan:**

##### **Noted as feedback from CCAL Board Secretary, J Meurant:**

CCAL have contracted Rubix to complete the 'Request for Proposal' process on behalf of CCAL - architect selection. A key input in the RFP is an education brief to be completed by the school.

Rubix to select architects who will be invited to complete the RFP.

- CCAL to create an evaluation team to shortlist architects, interview and select.
- Someone from the school board to be part of the evaluation team.

The architects will present their capability to create a master plan.

The master plan process will start once an architect is selected.

**Suggested timeline:**

Draft RFP developed	End July
Education brief developed	Mid August
RFP issued	Mid August
Architects prepare response	End August
Interviews conducted	Early September
Evaluation complete	Mid September
Recommendation report complete	Late September
Architect engaged	Early October

- The timeframe for the education brief can be extended.
- Whanau Mercy Ministries has put out some guiding principles that they want the Mercy schools to follow when creating their master plan.
- SK commented that roll growth will likely be a consideration in master planning. Community use of facilities and income generation are to be a consideration in master planning.

#### 4.5 Finance Report

##### Noted that:

- The committee reviewed the May 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.
- CO presented the Audit Letter to the Committee and commented that she was pleased with the clean audit report.
- The committee approved an \$8,000.00 subsidy from the Wellbeing budget for teacher participation in the Auckland Marathon.

##### Resolved that:

- The Finance Committee report is received, and information is noted.
- The May '25 Management Accounts are accepted.
- The Auckland Marathon Contribution is approved.
- The 2024 Audit Management letter is noted and accepted.

**MC/JS Carried**

#### 4.6 Health & Safety Report:

##### Noted that:

- HSC Connect is no longer in business. There will be a review of how the online health and safety training for staff will be completed in the future.

##### 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**

#### 4.7 Policy and Risk Management Committee: There is no report this month.

##### 4.7.1 Risk Register:

- Sarah Kemble reported on her review of Risks 1.0 Technological on the register
- Michael Chinnery reported on his review of Risk 2.0 Financial on the register.

**ACTION: to review segregation of duties between responsible financial delegates/managers.**

**ACTION: The draft edition of the Special Character Risk analysis to be reviewed by the Risk and Policy subcommittee group.**

**ACTION: to include the date (13th August) of the next meeting of the Risk and Policy subcommittee on the calendar.**

**4.7.2 Policies for review Term 3:** Child protection, Abuse recognition and reporting, Safety checking.

- JS commented that changes are being made constantly to the Policies, and there is a need to spread the load for reviewing these changes among senior leadership and staff going forward to ensure that school-specific wording is retained in these changes.

**ACTION: JS/SK to establish a procedure for school staff to review policies, align procedures and report to the Board via the Policy and Risk committee termly.**

**5.0 GENERAL BUSINESS:**

**5.1 Curriculum Report Years 7 and 8**

**Noted that:**

- SK commented about the continuing difficulty in finding suitably qualified applicants for teaching positions.
- JS commented that the focus of improving Pasifika achievement, while analysed fully in the report, was not included in the overall goals.
- It was noted that the format of these triennial reports will probably be updated as expectations become clearer e.g. more emphasis on reviewing trends over the three years prior to the report.
- Carmel will be using PATs for standardised testing at present, primarily because it is New Zealand-based.
- SK is researching testing tools to get reliable benchmarks for incoming students at year 7 level and to identify barriers to their learning.

**6.0 CORRESPONDENCE**

**Noted that:**

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

**7.0. In committee**

**Resolved that:** the Board move into the Publicly Excluded Committee at 7.10 pm to protect personal privacy.

**JS/JRH Carried**

**Resolved that:** the Board move out of the Publicly Excluded Committee at 7.32 pm. **JS/JRH Carried**

**Karakia – Kerry Jones**

There being no further business, the meeting concluded at 7.35 pm



Julie Scott  
Presiding Member

Date: 8th September 2025

The next meeting will be on September 8th, 2025