

MINUTES OF THE BOARD OF TRUSTEES MEETING **HELD ON 8TH SEPTEMBER 2025**

PRESENT: Sarah Kemble, Katie Pidgeon, Stuart Houliston, Julie Scott (Presiding Member), Sophie Nehemia, Andrew Blewden, Jo Redfern-Hardisty, Michael Chinnery, Kerry Jones, Pravina Singh, Bernadette Stockman, Tiana Mioceovich

The meeting opened at 5.00 pm.

1. OPENING

Karakia – Sophie Nehemia

2. ADMINISTRATION

2.1 Apologies: All present

2.2 In attendance: Karen Mitchell with speaking rights, Catherine Mackisack with speaking rights

2.3 Welcome to Katie Pidgeon, Staff Representative

2.4 Board Excellence Award has been completed.

ACTION: **Thank you letters to be sent to nominators of unsuccessful candidates and the nominated candidates will remain in consideration for the 2026 BOT Excellence Award.**

2.5 Student BOT Representation Election will be held on 19th September. There are six candidates.

2.6 Noted that: a disciplinary committee was formed for 1st August and confirmed by the Board by email.

JS/JRH Carried

3.0. In committee

Resolved that: the Board move into the Publicly Excluded Committee at 5.04 pm to protect personal privacy.

JS/JRH Carried

Resolved that: the Board move out of the Publicly Excluded Committee at 5.35 pm. **JS/JRH Carried**

4. 2025 Action Items

5. BUSINESS:

5.1 Confirmation of the previous minutes:

Resolved that the Minutes of 28th July, 2025, be taken as read and confirmed as a true and accurate record.

JS/MC Carried 4 Abstained

5.2 Principal's Report

Noted that:

5.2.1 Staff report: SENCO

Noted that:

- The Board recognises the excellent work being done by this department and the comprehensive report.
- SK reported that there will be an extra .66 Learning Support Coordinator in 2027.

5.2.2 Pou Manawa Report

Noted that:

- The Pou Manawa role is currently funded by Kahui Ako.
- The funding for the role for 2026 and other recommendations will be reviewed nearer the Budget.
- The Pou Manawa programme has a specific responsibility for the development of gifted students.
- The Board is interested in following the progress in this area.

5.2.3 Term 2 and 3 Assurances:

Noted that:

- The new staff induction is monitored by KM in a fortnightly meeting
- The School Records Retention and Disposal schedule is complete, and the schedule is in the Governance Manual Folder Part D.
- SK commented that many of the records from decades ago are beautifully preserved and she is reluctant to dispose of them at this point.
- The Board discussed the need for a policy on the use of AI and awaits an update from School Docs.

5.2.4 Policy Management Procedure

Noted that:

- This procedure document is in draft form and will be tested when the newly updated policies are published and reviewed by JS and TF.

Resolved that: **The Principal's Report**, including the SENCO Report, the Implementation Plan Progress, the Pou Manawa Report, the Agenda Items, Whanau Hui Report, and the Term 2 and 3 Assurances be taken as read and accepted.

SK/JS Carried

5.3 Special Character Report:

Noted that:

- The invitation to the Mercy Schools' Mass on 10th October at the Victory Centre.
- The 175th Anniversary of St Mary's College is to be celebrated on Labour weekend.
- Study awards are currently being worked on.
- CCAL and the BOT recognise the excellent achievement of Adam Middleton and wish Katie Pidgeon well on her sabbatical in Samoa.
- Katie reported that she will be carrying 100 kg of donated and bought books and school supplies to Samoa.

5.3.1 Heritage Project Proposal to CCAL

- CCAL have agreed to fund this out of the existing budget.
- Purpose of the project outlined.

Resolved that: the Special Character Report and supporting document be accepted and taken as read.

JS/BS Carried

6.0 Property Report: There were two property Meetings.

Noted that:

- Solar Energy proposal was explained by AB and has been approved by the committee on August 1st. No further response at time of this meeting from Solar Energy.

Updates from Sept 5th meeting:

- Chem Stores should be completed.
- The separation of fire alarms will occur during the school holidays.
- ASJ is collating a summary table of reports with recommendations for the gymnasium.

Resolved that: the Property Reports are taken as read and accepted.

KJ/PS Carr

6.1 Master Plan Update:

- CCAL hopes to have an architect identified and ready to proceed in February 2026.
- PS suggested that student voice might be valuable in the planning process.

- JS reiterated that the Education Brief is key to success with any of these projects, and it is vital that corners are not cut at this stage.
- KJ reported that ASJ has been doing considerable work around understanding the issues of the existing buildings.

Noted that: the Master Plan update is received and the information is noted.

7.0. In committee

Resolved that: the Board move into the Publicly Excluded Committee at 5.58 pm to protect commercial confidentiality. **JS/JRH Carried**

JS Moved that Karen Mitchell be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of Carmel College property. This knowledge is of assistance in relation to the matter to be discussed due to the extensive history surrounding school property ownership. **JS/SK Carried.**

Resolved that: the Board move out of the Publicly Excluded Committee at 6.20 pm. **JS/JRH Carried**

8.0 Finance Report

Noted that:

- The committee reviewed the June and July 2025 Management Accounts.
- Overall, the accounts showed a YTD Net Surplus at the end of July.
- The committee confirmed that all monthly compliance reconciliations and reports have been completed and approved.
- Depreciation rates for the 2025 Annual Accounts were approved and remain unchanged from previous years.
- Draft fees and contributions for 2026 were discussed. The committee budgeted an annual increase, with the final decision being made at the next meeting after CCAL have set its contributions.

Resolved that:

- The Finance Committee report is received, and information is noted.
- The June and July '25 Management Accounts be accepted.
- Depreciation rates for 2025 Annual Accounts be approved. **MC/JS Carried**

9.0 Health & Safety Report:

Noted that:

- HSC Connect is continuing in business. There will still be a review of how the online health and safety training for staff will be completed in the future.
- All actions on the report for upcoming trips have now been completed. Superb work by Toni Ferens.

Resolved that:

- The Health and Safety Committee Report is received and information is noted.
- The trip approvals as referenced in the report be approved.
- The French trip to Tahiti in 2026 be approved in principle. **JRH/JS Carried**

10.0 Policy and Risk Management Committee:

Noted that: there are no immediate Actions required to be completed.

Resolved that: the Policy and Risk Management report be taken as read and accepted. **AB/JS**

10.1 Risk Register:

- Risks 6 and 7 were reviewed.

ACTION: Owners to update risk register actions.

11.0 Policies for review Term 3:

- Policies for term 3 are currently out for review. Any updates will be advised in term 4.
- Term 2 and 3 policies are updated and awaiting publishing.
- JS explained the SchoolDocs review of the policy process. As mentioned above, a new school procedure will be tested to ensure the review of policies is streamlined.

12.0 Governance Procedures:

Noted that:

- The full set of governance procedures was open to the Board to review. Associated policies/procedures are still required to be appended to some procedure, but they are otherwise complete. These sit in the Governance Framework folder and are on 3-yearly review cycles.

13.0 CORRESPONDENCE

Noted that:

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

14.0 Closing and Farewell to retiring Board Members. Julie thanked Catherine Mackisack, Kerry Jones, Michael Chinnery, Jo Redfern-Hardisty, Pravina Singh, Andrew Blewden and Sophie Nehemia for their fantastic service to the Carmel Community. Sophie will stay on with the new Student Representative for the next two meetings.

Karakia – Julie Scott

There being no further business, the meeting concluded at 7.05 pm



Julie Scott
Presiding Member

Date: 20th October 2025

The next meeting will be on October 20th, 2025