

MINUTES OF THE BOARD OF TRUSTEES MEETING **HELD ON 20th OCTOBER, 2025**

PRESENT: Sarah Kemble, Julie Scott (Presiding Member), Stuart Houliston, Tiana Mioceovich (5.50 pm), Bernadette Stockman, Annabella D'Lima, Michael Drumm, Peter Lim, Sam Pasley, Melanie Kenrick, Penny Macdonald, Katie Pidgeon

IN ATTENDANCE: Karen Mitchell, Sophie Nehemia (both with speaking rights)

Meeting opened at 5.30 pm

1. OPENING

Karakia – Sarah Kemble

2. ADMINISTRATION

2.1 Welcome to the new Board members: Annabella D'Lima, Michael Drumm, Peter Lim, Sam Pasley, Melanie Kenrick, Penny Macdonald, Katie Pidgeon.

2.2 Election of Board Presiding Member

Moved that Julie Scott be elected BOT Presiding Member **KP/MD Carried**

2.3 Apologies: All present

2.4 Board Attendance

Resolved that the Attendance List for 20th October 2025 be received. **JS/SK Carried**

2.5 Board meeting leave request: Stuart Houliston for the December meeting (may join by Zoom if able).

2.6 Subcommittees:

Finance - CO, SK, KM, Stuart Houliston, Julie Scott, Annabella D'Lima

Health and Safety - EOTC - TF, CM, SK, Julie Scott, Tiana Mihalevich, Penny Macdonald

Property - SK, KM, Peter Lim, Michael Drumm, CCAL

Policy and risk - SK, TF, AO, Michael Drumm, Melanie Kenrick, (JS maybe)

Special Character - CCAL, Bernadette Stockman, Katie Pidgeon, Rosanna Fouhy.

2.7 2025 Action Items

4. BUSINESS

4.1 Confirmation of previous minutes:

Resolved that the Minutes of 8th September, 2025, be taken as read and confirmed as a true and accurate record with the addition of the phrase 'out of the existing budget' to point 5.3.1

JS/SH Carried 6 abstained (New Board Members)

4.2 Principal's Report

Noted that:

- SLT have re-engaged with Gabrielle Wall from D&G Consulting to complete the 2026-2028 strategic plan due to her knowledge of the recent and extensive community consultation that was completed.
- The Education and Training Act is undergoing changes, affecting the development of the strategic planning framework and timeline.
- SK explained the new draft strategic framework's evolution, focusing on teaching and learning, Catholic character, Te Tiriti, and navigating change.
- SK explained that 'navigating change' was added because of the significant changes coming in the education sector, in the AI space and in the Master plan area.
- JS requested clarification around measuring and reporting of the other strategic areas - wellbeing, belonging and confidence - SK is uncertain at this point.

ACTION: The revised draft strategic framework will be presented to the Board for approval in December.

- The Board acknowledges Anna O'Farrell, Toni Ferens, Rosie Shanks and her associated staff for the excellent work in producing the data in the Learning Support report.
- BS suggested that a small longitudinal study of the progress of the Tier 3 students might be useful.

ACTION: SK to report suggestion back to pastoral support team

- SK commented that the coding system for attendance is still a work in progress, particularly in the coding for absences in period 1.
- A discussion was held around the benefits and difficulties of creating an alumnae association.

Staff Entitlement and Funding:

- **Staff entitlement data from the past 4 years presented - has increased to 5 Board-funded FTE over entitlement since 2021 - however, largely unused - most commonly due to inability to find suitable staff.**
- **Request made for 5FTE Board funded over entitlement for 2026**
 - The main intention is to eliminate split classes in years 9 and 10 and to suitably staff the large Year 12 cohort / new subject choices - media studies.
 - Expected effect of also reducing the relief budget.
 - Unused funds (as previously) can be re-allocated if required.
 - SH confirmed the draft budget supports this proposal

Moved that: Five over-entitlement staff be budgeted for the 2026 year. JS/SH Carried

Resolved that: the Principal's Report and all the associated reports be taken as read and accepted, including:

- 20 Oct Annual Planning Considerations
- 20 Oct Design Brief: Carmel College Strategic Plan 2026–2028
- Pastoral Care Data and Trends Report
- The updated Implementation Plan

JS/TM Carried

4.2 Property Report

Noted that:

- KM explained the differing roles of CCAL and the BOT with regard to property maintenance and development (for new Board members' clarification).
- The development and implementation of the new Master Plan is presently the major focus. Liaison person between Boards to be confirmed - potentially SH.
- KM explained that some of the larger projects that were started at the beginning of the year have been put on hold until the development plan has been completed. Minor projects are continuing.
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- CCAL, as the proprietors, is leading the master plan process. An RFP has been completed and 4 architect groups will be presenting their proposals to a combined CCAL / BOT evaluation panel. A request by CCAL for a BOT representative to attend this was tabled. **PL and possibly JS will attend on behalf of the Board.**

Action: JS to advise CCAL (PS) of BOT representative

- SK commented that research from the community has found that the facilities, and not necessarily classrooms, are an important factor in future development. KM explained the 10YPP and the use of Watershed.

ACTION: JS will send out to the Board an explanation of the background to the school proprietors/land use arrangement..

Resolved that: the property report be taken as read and accepted

KM/JS

Carried

4.3 Finance Report

Noted that:

- The draft budget is in process and will be presented to the Board for approval in December.
- One proposal for the Board to approve the fee increase for 2026.

Resolved that

- the Finance Committee report is received, and information noted
- the August 2025 accounts are accepted
- BOT Fees and Contributions for 2026 are accepted.

SH/BS Carried

4.4 Health & Safety Report

- No Health and Safety committee meeting this month.
- The Health and Safety BOT summary of the two-day facilitated workshop on EOTC with Karen Smith was received, and information is noted.
- There are two upcoming trips, the Year 10 camp and the Volleyball Australian Schools Cup, that will be approved at the Health and Safety meeting which will go to email resolution before the next BOT meeting because of the timing of those trips.

4.5 Risk Register Review:

Risks 5 and 6 were reviewed

- SK spoke to both risks

ACTION: Risk 6 will be reviewed further at the next policy committee meeting.

4.6 Social Sciences Triennial Review

Noted that:

- The BOT recognises the complexity of running a department with a large variety of subjects.
- The introduction of media studies is impacting Geography student numbers for 2026.
- Media studies introduction requires initial capital expenditure - this has been referred to the business manager, CO, for budget evaluation.

Resolved that: the Social Sciences Triennial Review is received, and information noted. **JS/SP Carried**

ACTION: JS to send a thank-you letter to James Hart on behalf of the BOT.

5.0 GENERAL BUSINESS

5.1 Sabbaticals - In committee

5.2 Induction follow-up: Action: JS to ask for feedback at the December meeting

5.3 Professional Learning Award Report

- KP reported on her outstanding experience in Samoa and referred to her proposal for a school trip for senior students that would provide a wonderful cultural experience embedded in the Mercy network for students from all Mercy schools.
- KP thanked the Board for the Award and was hopeful that other teachers would consider applying.

6. CORRESPONDENCE

Resolved that the Correspondence is received and accepted.

JS/SP Carried

7.0. In committee

Resolved that: the Board move into the Publicly Excluded Committee at 7.38 pm to protect personal privacy

JS/SK

Carried

Resolved that: the Board move out of the Publicly Excluded Committee at 7.48 pm. **JS/ SK Carried**

8.0 CLOSING

Karakia – Tiana Mioceovich

There being no further business, the meeting concluded at 7.50 pm



Julie Scott
Presiding Member

Date: 1st December 2025

The next meeting will be on 1st December, 2025