



MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 1st DECEMBER, 2025

PRESENT: Sarah Kemble, Julie Scott (Presiding Member), Tiana Mioceвич, Bernadette Stockman, Annabella D’Lima, Michael Drumm, Peter Lim, Sam Pasley, Melanie Kenrick, Penny Macdonald, Katie Pidgeon

IN ATTENDANCE: Karen Mitchell, Sophie Nehemia, Claire Magness, Claudia Officer (speaking rights granted)

Meeting opened at 5.30 pm

1. OPENING

Karakia – Bernadette Stockman

2. ADMINISTRATION

2.1 **Apologies:** Stuart Houliston

2.2 Board Attendance

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

2.3 **Board meeting leave request:** BS for February 2026

3.0 Finance Report and Draft Budget 2026

Noted that:

- Re budget: The HODs are submitting their own budgets for consideration and approval rather than working within a school-directed budget. This has been a change in budgeting method and appears to be working well.
- C Officer explained the role of the auditors.
- JS reiterated that the Finance committee is delegated to manage school finances and to report back to the school board with the recommendations. Any Board members are able to access the school financials - suggestion to meet with the business manager, CO, if this would be useful.

Moved that:

1. That the Finance Committee report is received, and information noted.
2. September’25 accounts are accepted.
3. 2026 Draft Budget is approved **JS/SK Carried**

4.0 2025 Sports Report and Sport AOV

Noted that:

- C Magness commented on the extensive support she received from BOT and SLT.
- 2x new sports co-ordinator positions have been filled for 2026
- Positives from 2025 - increased participation in formal sport and growing participation in lunchtime sports activities.
- The challenges include the increasing cost of levies from sporting organisations and the need to hire external fields for training.
- Goals for 2026 include increasing focus on inclusivity and competitiveness, encouraging international

students to become involved in sport, increasing baseline skill level of yr 7 students and combining with other Mercy schools and/or Rosmini to create mixed teams.

- CM commented that teachers are involved in a wide range of extracurricular activities, not just sports.
- KP commented that Atawhai teachers are not included in the Year level Google classrooms where students receive notifications of activities, so they miss out on information that could be beneficial in encouraging student participation.
- The Board thanked CM for an outstanding report.

Moved that: the Sports Department 2025 report be accepted and the information noted JS/SK Carried

2025 Action Items

5. BUSINESS

5.1 Confirmation of previous minutes:

Resolved that the Minutes of 20th October 2025, be taken as read and confirmed as a true and accurate record
JS/MD Carried

5.2 Principal's Report

Noted that:

- SK reported that no asbestos related to the recall of Magic Sand was found in the areas of concern in the school.
- There are no staffing deficits for 2026 at the time of this meeting.
- The Strategic Plan has been refined by the SLT in the light of further information from the Ministry around School Boards, with the focus being on achievement and attendance.
- SK explained that the outcomes for the year from the Implementation Plan are included in the Annual Report which will be sent to the Ministry by the 31st May, along with the audits and the Analysis Variance around results. This will then all be posted on the website.

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

The draft Strategic Framework
The Term 4 Policy Assurances document
The Implementation Plan Progress.

SK/JS Carried

5.3 Attendance management plan

Noted that:

- Newly developed attendance management plan presented
- The government's goal is that 80% of students attend school 90% of the time by 2030.
- MK commented that this might be an opportunity to integrate information on health promotion into this document.
- MD commented that there is no distinction between justified and unjustified absences in terms of the attendance target.

ACTION: SK to investigate the inclusion of wording around health advocacy with the SLT.

Moved that: The Attendance Management Plan is approved by the Board with the potential for the inclusion of wording around health advocacy.
SK/JS Carried

5.4 Special Character Report

Moved that: the Special Character Report be taken as read and accepted. JS/BS Carried

5.5 Property Report

Noted that:

- Further water-tightness investigation is being carried out on the gym roof.
- Work will commence during the holidays to paint the Year 7 and 8 block and refurbish two other classrooms. This work is funded by the Property Maintenance Grant of \$44,553.23 that was allocated by the Ministry of Education at the end of September and must be used by the end of Term 1, 2026.

- An architectural firm has been awarded the contract as lead architect to undertake the work on CCAL's school Master Plan. This process involved four architects submitting tenders. There was a robust evaluation and interview process involving CCAL, BOT and school representatives.
- Watershed's contract expires in February and this will be discussed with the Property committee in the next few weeks.

Resolved that: the Property report and the Watershed report be taken as read and accepted. JS/SP Carried

5.6 Health & Safety Report

Noted that:

- JS explained the process of approving any trip by the Health and Safety Committee by showing an example of how the Year 10 Camp proposal was approved.
- BS questioned the process for public events held on school grounds. KM reiterated that the H and S responsibilities are covered by a Safety Action Plan.

Moved that:

- The Health and Safety report is received, and information is noted.
- BOT Approval of the following EOTC trips was confirmed by email:
 - Year 10 camp - November
 - Year 9/10 volleyball champs, Auckland - November
 - Volleyball International to Australia - December
 - Waterpolo International to Australia - January. **JS/MK Carried**

5.7 Risk Management and Policy Committee report and Risk Register Review:

Noted that:

- Three new draft versions of risk, 8.0, 18.0 and 19.0 were added to the register.

ACTION: SK to review 8.0 for any additional items to be added to the action plan.

- 7.0 and 9.0 were reviewed.

Moved that:

- The Risk Management and Policy Committee report for November 25th is received and information noted.
- That the three additions to the Risk Register be approved.
- That the Actions are assigned and actioned by the due date. **JS/TM Carried**

6.0 GENERAL BUSINESS

6.1 Careers Report:

Noted that:

- BS raised the possibility of reviewing the Career Department's vision statement to align more closely with the Strategic Framework and the ever-changing world of careers that our young women will embark on.
- BS enquired about how the Year 12 programmes, e.g. Catalyst programme, are evaluated.
- BS questioned whether encouraging the Year 13 leavers to publish their email addresses in the leavers' booklet is within the privacy policy of the school. SK replied that she is comfortable with this practice and, as a matter of course, the wider issue of privacy with photos etc. being available to the community will be discussed at SLT meetings.
- Lois Bruce invites alumnae to speak to the girls about their careers and their experiences. KP commented that the universities used to provide updates on their graduates from our alumnae and this was extremely useful information. SK replied that this doesn't happen anymore.

Moved that: the Career Report is received and information noted. JS/BS Carried

6.2 Draft Work Plan 2026

Moved that: the Draft Work Plan be approved for 2026 JS/SK Carried

6.3 Student Achievement Update

- E-Asttle data from 2025 will be included in the Annual Report.
- MK enquired about how much work is being done with feeder schools to address the gaps in learning that impact students on arrival at Carmel. SK reported that 50% of our new students do not come from feeder schools. Transition information is received for these students; currently, there is no feedback to the schools from Carmel.
- Maori student achievement is excellent, but Pasifika student achievement is of concern. TM asked whether this is being addressed. SK replied that 3 students in Year 7 identify as Pasifika and, while the numbers in the school are not huge, there is ongoing work to identify ways to increase Pasifika achievement. An example of this is collaboration with Rosmini, looking at their homework centre, for example. MK commented that Pasifika underachievement is common throughout North Shore schools. SK reported that there is the beginning of an active parent committee to support the Pasifika space, and there is a Pasifika teacher on staff now.
- Discussion included suggestions from various Board members, including the connection btw sport and achievement, student mentoring, and the development of arts and culture.
- JS advised that the implementation plan is the correct place for this area of work to sit (SLT).

Moved that: The Student Achievement Update be received and information noted. **JS/TM Carried**

6. CORRESPONDENCE

Resolved that the Correspondence is received and accepted.

JS/TM Carried

7.0. In committee

Resolved that: the Board move into the Publicly Excluded Committee at 7.18 pm to protect personal privacy.

JS/SK

Carried

Resolved that: the Board move out of the Publicly Excluded Committee at 7.29 pm. **JS/SK Carried**

8.0 CLOSING:

JS thanked Sophie Nehemia for her work as student representative for the last 15 months and wished her the very best for her role as Head of Council in 2026.

Karakia – Sophie Nehemia

There being no further business, the meeting concluded at 7.32 pm



Julie Scott
Presiding Member

Date: 9th February 2026

The next meeting will be on 9th February, 2025