

MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 9th February, 2026

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

IN ATTENDANCE: Karen Mitchell, (speaking rights granted)

Meeting opened at 5.30 pm

1. OPENING

Karakia – Sarah Kemble

2. ADMINISTRATION

2.1 Elect Presiding Member

Resolved that: Julie Scott be elected Presiding Member for 2026 **SK/TM Carried**

2.2 Apologies: Bernadette Stockman

2.3 Board Attendance

Resolved that the Attendance List for 9th February, 2026, be received. **JS/SK Carried**

2.4 Board meeting leave request:

Moved that: the leave requests from JS and MD for the March 16th BOT meeting be approved
SK/TM Carried (to be confirmed: possible Zoom.)

2.5 Confirmation of sub-committees: Subcommittees to remain as per 2025. Any change requests to JS.

2.6 Board induction review:

Noted that: 2 responses to the survey, positive feedback. 1x recommendation from JS for future induction is to include Google Drive induction, particularly for non-Google users.

2.7 Conflict of interest and Code of Conduct renewals: completed with members present, BS to complete.

3.0 [2026 Action Items](#)

4.0 BUSINESS

4.1 Minutes of Previous Meeting

Resolved that the Minutes of 1st December, 2025, be taken as read and confirmed as a true and accurate record **JS/TM Carried SH abstained**

4.2 Principal’s report:

Noted that:

- Carmel is now working with the Teachers Training Institute (TTI).
- SK explained the variety of reasons that students are involved with Learning Support and emphasised that this is not always for academic reasons.
- It was noted that the improvement in academic performance has occurred alongside the ongoing focus on wellbeing and belonging within Carmel.
- School roll is full at all levels. Currently, 20 over maximum roll is largely due to difficulty in predicting leavers, expected to reduce throughout the school year.

- A discussion was held around the meaning of 'student performance' in the Implementation Plan.
- SK explained that 'student performance' was multifaceted and that the first step in this process was to create a longitudinal tracking plan from the collected data.
- SK explained that a gap in the data that needs to be rectified is taking into account the individual goals of the students, and a goal is to have this information accessible on the student management system, and then realistically work towards achieving those goals with each student.
- KP commented on the value of 'no surprises' in the overall student achievement, and that is one measure of the success of the school's understanding of individual students.
- JS raised a concern that improving Pasifika achievement was not a specific goal despite data supporting this as an area of concern across the school. The purpose of having a specific goal is to allow the necessary resources to be provided by the BOT to achieve the goal. SK responded that Pasifika student achievement sits under the Achievement goal, focused on monitoring and tracking student progress, with the expectation that under-performing students are identified early and have documented intervention plans. As identification includes analysis by ethnicity, no separate goal is required in the implementation plan.
- The Board would like to thank Jane Meurant for her excellent work on the Enrolment Data document.

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

The Term 1 Policy Assurances document

The Implementation Plan Progress.

JS/SP

Carried

4.3 Master Plan Subcommittee:

JS explained the purpose of this subcommittee, emphasising the importance of having the BOT represented. She asked for expressions of interest to be emailed to her within 48 hours of this meeting.

4.4 Property Report:

Noted that:

- 15 Heat Pumps have been added to the Science, Maths, Harkins and library buildings.
- Asbestos was found under the old linoleum in one classroom and has been cleared out and carpeted.
- Painting completed in the Year 7 block and downstairs toilet block.
- Asphalt refinished under the main Canopy.
- Two classrooms were refurbished.
- Several dead oak trees on the oak tree lawn were removed as per health and safety requirements.
- The Watershed Cyclical Maintenance contract finished on 31st January and the school property team will manage the cyclical maintenance of the school based on the 10 year property plan

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

4.5 Finance Report and Draft Budget 2026

Noted that:

- There is a YTD surplus in the November accounts.
- AD joined the committee.

Moved that:

1. That the Finance Committee report is received, and information noted.
2. October & November 2025 accounts are accepted.
3. That the BOT ratifies the Finance Committee decision not to renew the Watershed Cyclical Maintenance Contract.
4. The 2026 Budget is confirmed as final.
5. The OAG report is noted.

SH/JS Carried

4.6 Health & Safety Report

Noted that:

- The final information for all trips to be approved has been received.
- KP explained the Service nature and the scope of the proposed Samoa trip. The H& S committee supports

this proposal and further discussion will be held on the teacher numbers and other details once student numbers are confirmed.

- **Carmel EOTC Safety Management Plan reviewed**
- **Noted that:** This Plan is a Board-owned document which has been developed by a Carmel Deputy Principal who is in charge of the Health and Safety portfolio.

Moved that:

- The Health and Safety report is received, and information is noted.
- The Carmel EOTC Safety Management Plan is received and approved.
- BOT Final Approval of EOTC trips, following the receipt of all relevant information, was confirmed:
 - Year 8 Camp
 - Year 12 Camp
 - NISS Rowing
 - Pegasus Cup equestrian
 - Level 3 Surfing Tawharanui
 - Level 3 Rafting Trip Wero
 - Samoa Trip (Approval in Principle) **JS/MD Carried**

4.7 Risk Register Review:

Noted that:

- 10.0 and 11.0 were reviewed.

4.8 Delegations

Noted that: The following were added/amended to the Schedule of Delegations document:

Delegations retained by the Board:

- **2a** The approval of the annual implementation plan.
- **9** The approval of any and all international trips, including student trips and school-funded international travel for staff.

Delegations retained by the Principal:

- Engagement/disengagement of contractors to a value of \$50,000 per annum, provided it is included in the annual budget and within the terms of the contract.

Moved that: the Schedule of Delegations document with the amendments be approved **JS/SH Carried**

ACTION: JS to add in a clause re an annual review cycle under Approval

5. CORRESPONDENCE

- JS alerted the Board to the correspondence from the Auckland Regional Executive Election and invited anyone interested in participating to reply to the address in the correspondence.

Resolved that the Correspondence is received and accepted. **JS/TM Carried**

6.0. In committee

Resolved that: the Board move into the Publicly Excluded Committee at 7.23 pm to protect personal privacy.

JS/SK Carried

Resolved that: the Board move out of the Publicly Excluded Committee at 7.38 pm. **JS/SK Carried**

Karakia – Katie Pidgeon

There being no further business, the meeting concluded at 7.39 pm



Julie Scott
Presiding Member

Date: 16th March 2026

The next meeting will be on 16th March, 2025