

MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 16th March, 2026

PRESENT: Sarah Kemble, Julie Scott (by Zoom), Tiana Mioceovich (Chair),
Annabella D’Lima, Peter Lim, Sam Pasley, Stuart Houliston (by Zoom)
Melanie Kenrick, Penny Macdonald, Katie Pidgeon, Bernadette Stockman

IN ATTENDANCE: Karen Mitchell, Anna O’Farrell (both with speaking rights granted)

Meeting opened at 5.30 pm

1. **OPENING**

Karakia – Karen Mitchell

2. **ADMINISTRATION**

2.1 **Apologies:** Michael Drumm (approved leave)

2.2 **Board Attendance**

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

2.3 **Board meeting leave request:**

Moved that: the leave requests from **AD** for the May BOT meeting be approved **TM/SP Carried**

2.5 **Board self-review:** To be completed by all members for the May meeting

2.7 **Conflict of interest and Code of Conduct renewals:** completed.

3.0 [2026 Action Items](#)

4.0 **BUSINESS**

4.1 **Pastoral Care Data/Trends Report:**

Noted that:

- AOF reported on the increased pressure on the learning support department due to unidentified high needs in new students.
- AOF noted the positive impact of the Learning Hub on the well-being of the students as well as the increase in the number of students accessing counselling support, particularly in Year 7.
- AOF discussed the challenges of referring students for ADHD assessments
- AOF noted the positive reception of DBT STEPS- A (Dialectic Behaviour Therapy- Skills Training for Emotional Problem Solving for Adolescents) in the year seven and eight learning programme.

4.1.1 **Attendance Management Document:**

Noted that: The following changes have been made to the document:

- Atawhai Teachers are to be responsible for investigating any patterns of lateness that happen within a week.
- Requirements for Leave Requests during Term time, Representative Leave, Assessment forms during Leave.
- Regulations around Late Arrivals, Early Departures and Appointments
- Regulations around Sick Students, with particular emphasis on preventing students from contacting parents directly.
- Weekly Attendance Summaries to be sent out to all students and Whanau.
- For absences longer than five days, the school may request a medical certificate.

- Students with regular attendance below 80% may be ineligible to attend school camps - rationale explained and likely exceptional circumstances. Decisions regarding camp participation will remain at the discretion of the school leadership and staff.
- AOF will create a 'how-to' document for parents navigating the attendance website as it stands.

Moved that: The Attendance Management Document with suggested changes be approved. **TM/KP Carried**

4.2 Minutes of Previous Meeting

Resolved that the Minutes of 9th February, 2026, be taken as read and confirmed as a true and accurate record.

TM/AD Carried

BS abstained

4.3 Principal's report:

Noted that:

- A Teacher has been appointed in the Technology Department.
- Support staff will now receive a 2.5% increase in salaries.
- MOE's new stand-down and suspension document is finalised.
- There is a huge number of enrollment applications for 2027.
- The Strategic Framework is completed.
- SK noted that there hasn't been widespread consultation regarding the Health Curriculum because this curriculum is due to be reviewed. She assured the Board that the teaching content is made available to parents who have the choice to withdraw their daughters. The Health and PE department continues to consult with the RE department to ensure Catholic teachings are observed.
- SK reported with sadness the death of a former student who is also the daughter of a staff member.

ACTION: to send a condolence card from the Board to the staff member.

- Work is progressing on the Annual Implementation Plan as per the document.

Moved that: the Principal's Report and all associated reports be taken as read and accepted, including all supporting documents **TM/SP Carried**

4.3.1 Master Plan Steering Committee Minutes:

Noted that:

- The first meeting was held on 11th March to be followed by another in the next couple of weeks.
- Three options for discussion were introduced.
- The key principles that Jasmax are working with are:
 - 1. Movement and Legibility
 - 2. Curriculum and Education
 - 3. Ecology and Environment
 - 4. Special Character
- MK suggested that the Steering Committee could engage with the Council (Healthy Waters) regarding the proposed changes to the area around Carmel College as a result of Stage Two of the Wairau Blue Green Network.

4.4 Special Character Report:

Noted that:

- BS asked for expressions of interest in a combined Boards tour of St Mary's Ponsonby to increase understanding of Mercy heritage—this opportunity to be planned for Term 2.
- BS informed the Board that CCAL will provide funding to be used in the preparation of the Carmel College 75th Jubilee.

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

4.5 Property Reports:

Noted that:

- The Property Committee Meeting on 13th February concentrated on the 10YPP.

- The Property Committee Meeting on the 6th March was centred on a summary of the capital works achieved over the holiday period and those to be completed in the near future.

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

4.6 Finance Report

Noted that:

- There were small changes made to the December 2025 accounts.
- SH reported that there was a surplus in the YTD December accounts and a positive January YTD result.

Moved that:

1. That the Finance Committee report is received, and information noted.
2. December 2025 and January 2026 accounts are accepted.
3. Cyclical Maintenance provision is accepted

SH/MK Carried

4.7 Health & Safety Report

Moved that:

- The Health and Safety report is received, and information is noted.
- BOT Final Approval of EOTC trips, following the receipt of all relevant information, was confirmed:
 - NSSS Volleyball Champs, Palmerston North 22-27 March 2026

JS/BS Carried

4.7 Risk Register Review:

Noted that:

- 12.0 and 13.0 were reviewed.

5. CORRESPONDENCE

- The NZSBA conference will be held in Auckland. Anyone interested in going to contact JS.

Resolved that the Correspondence is received and accepted.

TM/SP Carried

6.0. In committee

Resolved that: the Board move into the Publicly Excluded Committee at 6.57 pm to protect personal privacy.

TM/SK Carried

Resolved that: the Board move out of the Publicly Excluded Committee at 7.03 pm. **TM/SK Carried**

Karakia – Peter Lim

There being no further business, the meeting concluded at 7.06 pm

Julie Scott
Presiding Member

4th May 2026