CARMEL COLLEGE

MINUTES OF THE BOARD OF TRUSTEES MEETING
HELD ON 4th MAY, 2026

PRESENT: Sarah Kemble, Julie Scott (PM), Tiana Miocevich, Michael Drumm, Peter Lim, Sam Pasley, Stuart Houliston (arrived at 5.50 pm), Melanie Kenrick (by Zoom), Penny Macdonald, Katie Pidgeon, Bernadette Stockman

IN ATTENDANCE: Karen Mitchell (speaking rights granted)

Meeting opened at 5.30 pm

1. OPENING

Karakia – Bernadette Stockman

2. ADMINISTRATION

2.1 Apologies: Annabella D'Lima

2.2 Board Attendance:

Resolved that the Attendance List for 4th May, 2026, be received. **JS/SK Carried**

2.3 BOT Award Advertising:

ACTION: The advertisement will be updated and placed on the website and other usual channels.

3.0 2026 Action Items

4.0 BUSINESS

4.1 Minutes of Previous Meeting:

Resolved that the Minutes of March 16th, 2026, be taken as read and confirmed as a true and accurate record. **JS/TM Carried MD abstained**

4.2 Principal's report:

Noted that:

- Varying levels of attendance at parent teacher interviews across year groups. SLT reviewing data and potential future approaches to meet needs.

4.2.1 Assurances:

ACTION: SK to research international students' host-family police vetting requirements and thresholds (including statute of limitations and acceptable offences) and prepare a proposal for the Health and Safety Committee on adjusting the current policy if required.

4.2.2 Annual Implementation Plan update:

- The Board commented on the ease of access to information in the document.
- SK noted that the review of Catholic Character is yet to begin.

4.2.3 Annual Report:

Noted that:

- The University Entrance data was very positive. HODs are reviewing the data regarding the Level 3 Merit and Excellence endorsements.
- SK commented on the ongoing challenges with the new curriculum rollout.

4.2.4 Special Character Compliance Attestation:

ACTION: To amend the information in point 12 of the SC document.

Moved that: the Principal's Report and all associated reports (as above and including the attendance report Term 1) be taken as read and accepted..

Moved that: the 2025 annual report be approved **JS/MD Carried**

4.3 Master Plan Steering Committee Minutes:

Noted that:

- There have been several variations of proposed plans looking at the whole school to date.
- JS believes that the next set of plans will be close to a complete master plan.
- The possibility of revenue-earning facilities was discussed.

4.3.1 Property Committee Meeting Minutes:

Noted that:

- The extension to the car park will take approximately 7 to 8 weeks.

ACTION: A property report is to be presented to the BOT at each meeting to replace the previous Watershed reporting, alongside the Property Committee meeting minutes.

ACTION: Install appropriate warning signs in the classrooms where ceiling remediation is needed and ensure they remain in place until the remediation is complete.

ACTION: To contact the CCL board chair to follow up on communicating the car park extension and subdivision plans to the community before construction starts.

Resolved that: the Property Minutes be taken as read and information noted.

4.4 Finance Report:

Noted that:

- SH reported that there was a surplus accounts and a positive February YTD result.

Moved that:

1. That the Finance Committee report is received, and information noted.
2. The February 2026 accounts are accepted. **SH/JS Carried**

4.5 Health & Safety Report:

Noted that:

- EOTC policies are being reviewed by T Ferens.
- The school is working on the amendment to the reporting of the Emergency Management Scheme to bring it up to date for compliance to be registered. JS noted that the school is compliant but, due to a technicality, this has not been recorded.

Moved that:

- The Health and Safety report is received, and information is noted. **JS/SP Carried**

4.6 Risk Register Review:

Noted that:

- 14.0 and 15.0 were reviewed.
- Discussion occurred regarding the need for the development of middle leadership and review of recruitment processes to optimise the applicant pool e.g. advertising.
- MD suggested redesigning the risk register template to include a post-implementation risk rating so that mitigations can be clearly assessed against the original risk level. This is to be considered when the policy

and risk management committee reconvenes.

4.7 Policy/risk update:

Noted that:

- JS explained how the policies are reviewed.
- Toni Ferens keeps track of any updates to the policies and ensures our procedures are current.
- Recent updated Board policies attached for review.

4.8 Te Tiriti O Waitangi: Whanau Hui Report

Noted that:

- The clash between Polyfest and the Summer tournament week in 2027 is creating concern**.**

Resolved that: the Whanau Hui Report is taken as read and information noted.

5. BUSINESS

5.1 Curriculum Overview: Health and Physical Education Report:

Noted that:

- The feedback given re facilities in this report has been referred to Jasmax and has been used in assisting on the development of the Master Plan.
- The increase in student numbers in this department has been significant.

Resolved that: the Health and Physical Education Curriculum Overview Report be taken as read and information noted.

ACTION: JS to thank Kathy Giles on behalf of the BOT for the interesting and informative Curriculum Report.

5.2 BOT Self Review:

Noted that:

- The BOT Self-Review is a live document updated each year with information based on Board members' responses.
- JS reiterated the boundaries between governance and management roles.
- JS gave explanations to the various queries in the latest Board members' responses.

ACTION: JS to send out information to Board members for the 2026 NZSTA conference.

ACTION: To research the process of becoming a member of the Director of Institute.

6. CORRESPONDENCE

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

7.0. In committee

Moved that: the Board move into the Publicly Excluded Committee at 7.20 pm to protect personal privacy.

JS/SK Carried

Moved that: the Board move out of the Publicly Excluded Committee at 7.36 pm. **JS/SK Carried**

Karakia – Melanie Kenrick

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

Julie Scott

Presiding Member

Date: 15th June 2026

The next meeting will be on 15th June, 2026.