# CARMEL COLLEGE

# MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 15th JUNE, 2026

**PRESENT:** Sarah Kemble, Julie Scott (PM), Tiana Miocevich, Peter Lim, Sam Pasley, Stuart Houliston, Melanie Kenrick, Penny Macdonald, Katie Pidgeon, Bernadette Stockman, Annabella d'Lima

**Apologies:** Michael Drumm

Meeting opened at 5.30 pm

**1. OPENING**

**Karakia** – Anabella D'Lima

**2. ADMINISTRATION**

**2.1 Board Attendance:**

**Resolved** that the Attendance List for 15 June, 2026 be received. **JS/SK Carried**

**3.0 [2026 Action Items]**

**4.0 BUSINESS**

**4.1 Minutes of Previous Meeting:**

**Resolved** that the Minutes of May 4th, 2026, be taken as read and confirmed as a true and accurate record. **JS/SP Carried AD abstained**

**4.2 Principal's report:**

**Noted that:**

- Attendance reports are released at the end of each term.
- SK commented that schools are still getting used to the new attendance reporting system.
- Concerns were raised about the assessment conditions for learning support students. SK commented that this was a work in progress with NZQA.
- The SMART assessment tool is at a trial stage. Carmel opted to trial the SMART assessment with some classes in Y7-8 and all of Y9 as e-asTTLe is being phased out at the end of 2026.
- Reminder to give expressions of interest to Sk regarding the Catherine McAuley Symposium.
- Roll Return: Submitted
- Annual Implementation Plan update: Acknowledged

**Resolved that:**

- The Principal's report be approved and the updated Annual Implementation Plan be received.
- Amendments to the Schedule of Delegations for Acting Principal, removing R Fouhy and adding T Ferens and, pending a correction to the removal of A O'Farrell's name, be approved. **JS/AD Carried**

**4.2.1 International Students Report**

**Noted that:**

- The war in the Middle East has affected the plans of a couple of groups.
- There is significant tracking and support for the students in the school.
- Social badminton at school is well attended by international students.

**ACTION:** Review of the rationale for the fee structure for various groups of international students.

**Moved that:**

- The International Students Report be received and taken as read.
- An increase of $6,000 to the international department marketing budget be approved to enable SK to travel to Italy to attend presentations, visit schools and meet with agents with whom we are establishing a cultural

exchange. **JS/BS** Carried

**4.3 Property Committee Meeting Minutes:**

**Noted that:**

- The new school reporting format has been well received.

**Resolved that:** the Property Minutes and the reports for March, April and May be approved. **JS/TM Carried**

**4.4 Finance Report:**

**Noted that:**

- SH reported a surplus in the accounts and a positive YTD result.
- The filing of the accounts has been delayed while waiting for the auditors to complete their work.

**Moved that:**

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

**4.5 Health & Safety Report:**

**Noted that**:

- Expressions of interest from Year 8 students upward for the proposed hockey trip to Australia in April 2027 will be sent out pending BOT approval.
- There is an attendance requirement of 80% to be eligible.
- JS commented about the advantages of the football and hockey teams going at the same time.
- KP commented on the difficulties for teachers and students managing internal assessments around these absences, particularly in the first term. Discussion held - ultimately SLT's recommendation re timing appropriateness of school trips.
- TF is reviewing an option for the training aspect of H & S requirements for staff.

**Moved that:**

- The Health and Safety report is received, and information is noted.
- Final approval given to the Level 3 Geography trip to Rotorua, 30-31st July 2026.
- Approval in principle for the hockey and football trips to Australia in April, 2026, pending SLT decision re timing of the trip.
- Approval in principle for expressions of interest to be sought for the netball trip to Samoa in April 2026

**JS/SP Carried**

**ACTION:** Feedback to the H & S Committee that the BOT would appreciate more detail around the trips to be approved.

**ACTION:** SK to finalise trip dates for the hockey trip to Australia.

**4.6 Risk Register Review:**

**Noted that:**

- 16.0 and 17.0 were reviewed.
- 16.0 CO is actively managing matters of insurance in the school portfolio.
- 17.0 JM is actively managing enrolment applications to ensure selection processes follow the policy laid down by the Auckland Diocese.
- Acceptance under 5.4 is now determined by a panel rather than individual priests.
- There is ongoing tracking of the increasing rolls in the feeder schools.

**4.7 Special Character Report**

- Noted that this is the final report from R Fouhy.

**Moved that:** the Special Character Report be taken as read and information noted. **JS/SK Carried**.

**5. BUSINESS**

**5.1 CORRESPONDENCE**

**Resolved** that the Correspondence is received and information noted. **SJS/SH Carried**

**6.0. In committee**

**Moved that:** the Board move into the Publicly Excluded Committee at 6.44 pm to protect personal privacy. **JS/SK Carried**

**Moved that:** the Board move out of the Publicly Excluded Committee at 6.49 pm. **JS/SK Carried**

**7.0 Master Plan**

**Noted that:**

- The draft Master Plan was presented to the Board by SK
- Objectives:
  - to improve the physical education and sporting facilities
  - to provide a large multi-purpose space that the entire school can gather in
  - to provide a pastoral care and support centre
  - to improve teaching spaces
  - to explore car parking and vehicle circulation
  - to grow the roll to 1300
  - to enhance the environment.
- SK commented that it is essential that the school roll doesn't increase until the school is well-ready to accommodate them as one community.
- Whanau Mercy has completed a building condition report for the school.
- SK explained the characteristics of Options 1 and 2.
- BS explained the complexity around the Whanau Mercy involvement.
- JS reiterated that she will inform the Board when the next steps in the master plan process are confirmed and share the updated information with them.

**Karakia –** Sarah Kemble

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

Julie Scott
Presiding Member Date:

The next meeting will be on 3rd August, 2026.