

MINUTES OF THE BOARD OF TRUSTEES MEETING

HELD ON 3rd August 2026

PRESENT: Sarah Kemble, Julie Scott (PM), Tiana Mioceovich (5.50 pm), Michael Drumm, Peter Lim, Sam Pasley, Stuart Houlston (by Zoom), Melanie Kenrick, Penny Macdonald, Katie Pidgeon, Bernadette Stockman, Annabella d'Lima

IN ATTENDANCE: Karen Mitchell (speaking rights granted), Anna O'Farrell, Graham Atkinson, Toni Ferens

Meeting opened at 5.30 pm

1. OPENING

Karakia - Michael Drumm

2. ADMINISTRATION

2.1 Apologies: None

2.2 Board Attendance:

Resolved that the Attendance List for August 3rd, 2026, be received. **JS/SK Carried**

2.3 Moved that: Jane Meurant be appointed as Returning Officer for the Student Representative election
JS/SP Carried

3.0 Student Achievement Update

Noted that:

- GAT presented the student achievement update, noting the transition from the E-asttle system to the SMART tool.
- GAT discussed the challenges faced with the SMART tool, including lengthy testing times and issues with AI-marked writing assessments.
- A decision as to which tool will be used going forward will be made later in the year, noting that E-asTTle is no longer an option after 2026.
- GAT highlighted the progress of various year groups, noting improvements in literacy and numeracy scores and commented that the Year 11 programme was robust.
- Weekly data is tracking the progress of students in achieving credits and identifying any specific areas needing intervention in Years 12 and 13/Levels 2 and 3 respectively. Tracking is more difficult in Year 11 after moving away from NCEA.

4.0 Pastoral Support Data/Trends

AOF and TFE noted that:

- The implementation of a full-time teacher aide has significantly improved the functioning of the learning hub.
- There has been an increased use of the learning hub by neurodiverse students and the intention is for more senior students to assist during lunchtimes.
- There has been a significant increase in Year Seven students seeking help with friendship issues and anxiety in the counselling report. The counsellors are looking at possible programmes for Year Sevens in terms of building skills for navigating friendships.
- The team is planning to run a friendship intervention group for Year Sevens and adjust the Travellers

programme accordingly.

- There are challenges in managing counselling workloads and the roll-on effects of external agencies' waitlists.
- There is an overall increase in attendance and a slight decrease in chronic absenteeism.
- The use of attendance services for additional support was discussed, and the positive impact of formalised meetings with families.
- The positive impact of Wellbeing Wednesdays and the use of follow-up with the wellbeing checkups was discussed.
- The Student Leadership Team is encouraged to visit the Counsellor as a proactive measure.
- The possibility of running Parent workshops, particularly at Year 7 level, to prepare parents for the issues their daughters might face and discuss ways to navigate these.

5.0 [2026 Action Items](#)

6.0 BUSINESS

6.1 Minutes of Previous Meeting:

Resolved that the Minutes of June 15th, 2026, be taken as read and confirmed as a true and accurate record.

JS/ADL Carried

6.2 Principal's report:

Noted that:

- The importance of maintaining communication with parents about changes to the Health curriculum and ensuring alignment with the school's Mercy values and Catholic Character is emphasised.
- The PE and RE departments work closely together with the Health curriculum and all PE teachers will have completed the 'Having Life to the Full' course before the end of the year.
- The Religious Education & Special Character Advisor at the AKL Diocese is developing a new course for HODs of other curriculums. The first is for English and Social Sciences. The content focus of Te Oranga o te Katoa will be on Catholic Social Teachings, NZCBC's Te Kahu o te Ora and Pope Leo's "Magnifica Humanitas".
- The Board discussed the need for a clear understanding of key cyber risks and the controls in place to manage them. MD suggested that an expert in this field be invited to update the Board on these risks.
- Carmel's Consent to Assess was confirmed following NZQA's Managing National Assessment (MNA) review.
- The new Curriculum for years 7 - 10 will be published on 9th September and there is an expectation of radical changes. SK discussed the impact of the new curriculum on staffing and the need for additional time for planning and professional development.
- SK highlighted the potential increase in homework expectations and the need for clear policies to manage student workload.
- KM introduced the PTFA main fundraiser for the year.
- Annual Implementation Plan update: Acknowledged

Resolved that:

- The Principal's report, including all associated documents, be approved and information noted.

JS/TM Carried

6.2.1 Assurances:

- **Terms of Reference / Delegations: Carmel College Finance Committee:**

Resolved that:

- The wording of this delegation should be amended to read: ***The quorum for the committee shall be two trustees of the Board. The Principal and any non-Board members present do not count towards the quorum.***

JS/BS

Carried

6.3 Property Committee Meeting Minutes:

Resolved that: the Property Minutes be taken as read and information noted. **JS/SP Carried**

6.4 Finance Report:

Noted that:

- The YTD finances are in a strong position.
- The auditor's report was discussed, with recommendations being clarified for expediency.

Moved that:

1. That the Finance Committee report is received, and information noted.
2. May'26 accounts are accepted.
3. Annual Accounts 2025 and audit report noted and approved
4. Principal's Travel, increased budget – Italy, Hong Kong Sept 2026 – noted and approved

SH/MD Carried

6.5 Health & Safety Report:

Noted that:

- The HSC Connect platform is ceasing operation, and a new platform is being sought by TFE.

Moved that:

- The Health and Safety report is received, and information is noted.
- Final Approval is given to the Winter Tournament teams: Equestrian, Hockey, Football and Netball.
- Final Approval is given to the AIMS Games teams: Basketball, Individuals, Netball and Waterpolo.
- International trip update noted.
- Updates to H/S, EOTC, Training and Personal, Traffic and Emergency Planning are noted and accepted.
- The Police vetting procedure and risk assessment documents be approved.

JS/MK Carried

6.6 Risk Register Review:

Noted that: 18.0 and 19.0 will be reviewed in September.

7.0 Master Plan Update:

Noted that: SK presented the preferred final Master Plan proposal to the Board.

8.0 CORRESPONDENCE

Resolved that the Correspondence is received and accepted.

JS/BS Carried

9.0. In committee

Moved that: the Board move into the Publicly Excluded Committee at 7.40 pm to protect personal privacy.

JS/SK Carried

Moved that: the Board move out of the Publicly Excluded Committee at 7.52 pm. **JS/SK Carried**

1-.0 Karakia – Penny Macdonald

There being no further business, the meeting concluded at 7.54 pm



Julie Scott
Presiding Member

Date: 14 September, 2026

The next meeting will be on 14th September, 2026.