

**MINUTES OF THE BOARD OF TRUSTEES
OF BARADENE COLLEGE OF THE SACRED HEART
MEETING HELD MONDAY 20 MAY 2019
AT 6:00PM IN THE PARLOUR**

PRESENT: Gill Chappell (Chair), Sandy Pasley, Ann Turnbull, Mark O'Carroll, Michael Stowers, Sister Elizabeth Snedden, Sherna Matta, Edmund Lawler, Catherine Ryan, Valentina Serrano, Richard James

1. PRAYER

2. REFLECTION – Sandy Pasley

Sandy gave a presentation on the history of the college and the significant events. The period from when Sister Anne O'Rourke was Principal was highlighted and a quote from Sister Elizabeth's book on her first insight to Sacred Heart education completed the reflection.

3. REPORTS

3.1 Joshua Goddard (PE Teacher) – Indonesia Trip Information

Joshua gave a presentation on a potential trip to Indonesia for science students. His report outlined the timeframe, opportunities, risks and structure of the trip. Board members received the RAMS report. Joshua is seeking board approval so that the next steps can be put into motion.

3.2 Alice Gallagher (Social Sciences Teacher) & Amanda Kirkham – (Social Sciences Teacher/International Dean) – Teacher Exchange Experience

Alice (Atherton, San Francisco) and Amanda (Vienna) presented on their teacher exchange experiences. They shared the insights, benefits and inspiration gained from the experience.

4. ADMINISTRATIVE MATTERS

4.1 Present: See above.

4.2 Apologies: Nathalie Watson

5. REVIEW

5.1 REPORT FROM Sandy Pasley - Principal

Principal's Report:

The principal's report was discussed and accepted by the Board of Trustees.

General: Sandy summarised each section from her report. In particular, the school leavers' data highlighted our students reported as well above average. The NCEA changes were discussed and an accompanying information booklet given to all board members. Discussion on the impending strike. Sandy supports Alison Burke's request for study leave and it was proposed that Alison be given board approval to apply for study leave. Proposed by Gill, seconded by Sister Elizabeth. Motion Passed.

Sandy noted concern that the furniture/fit-out grant of approx. \$180,000 had not yet been received (\$110,000 is committed with a further \$40,000 for IT equipment). The scoreboard for the hockey turf has not yet been purchased.

The non-compliance of financial liabilities outside of the 10% limit causing Baradene to be named in parliament was discussed and it was noted that while this is not ideal the assets of the School are such that the increase above the limit is not a risk. Sandy noted that she has contacted the Ministry to seek an exemption.

EOTC –Upcoming trips reported. Sandy proposed the trips are approved. Seconded: Gill. Motion Passed.

Asia Trip Marketing Report – Sandy reported that the marketing trip to Asia had been successful and Baradene's reputation is very good with no shortage in enrolments. Discussion around our international student fee and Sandy indicated that Baradene's international student fee is on the high side in comparison with other public schools (but not a deterrent).

Focus Goal Letter. Sandy commented that the letter from Sophia Education Ministries indicated that they were pleased with the 2018 Focus Goal Report on "A personal and active faith in God" and there were no recommendations.

PTA Wishlist. PTA had requested a wish list for the funds they would like to distribute. A playground has been on the list for some time and previous concept developed, but not gone ahead due to cost. Sandy seeking board support before going to the PTA. Discussion around the positives of the introduction of the playground for students with special reference to promoting community and supporting anti-bullying.

Gill proposed that the opportunity is explored to construct a new adventure playground in conjunction with PTA/BCL including development of a concept plan and other approvals for commencement of project. Seconded by Catherine Ryan. Motion Passed.

The coffee machine is much appreciated by staff. Thank you to the board.

Indonesia Trip. Feedback and comments around the Indonesia trip were discussed. Confirmed that this trip does not overlap with the East Timor trip, as it is a science based trip. It was suggested an overview of all trips passed be supplied in future to help with approval. Risks of trip discussed, in particular - rabies and scuba diving risks. General support for the trip. Gill proposed that the trip to Indonesia presented by Joshua Goddard goes ahead subject to NO scuba diving and all students/staff having all vaccinations including rabies. This was seconded by Sherna. Motion passed.

5.2 SchoolDocs. The contract has been signed and Sandy is in the process of the time-consuming task of tailoring the document. Policies have not been reviewed recently as waiting for the implementation of SchoolDocs.

Special Character Review. Preparation has started for the 2020 Special Character Review. Catholic Social Teaching Inquiry has been selected and preparation has begun.

5.4 No comments on Annual Plan.

5.6 Update on Election Progress by Returning Officer. Nominations have been called for and to date 4 parent representative nominations and 2 staff nominations. The elections have been advertised in the paper and newsletter and through leaflets. Nominations close at noon this Friday 24 May. Gill proposed that the election date is Friday, 7th June. Seconded by Anne. Gill proposed that Freepost envelopes are used for return of voting forms. Seconded by Michael. Motions Passed.

5.7 Student report

Valentina reported on student news. Students who had attended the China trip had enjoyed this trip very much and reported on an improvement in their Mandarin and a desire to study harder. Year 12 students had enjoyed the retreats and thought them to be well planned and engaging. The Pink Shirt Day (anti-bullying awareness) mufti day had gone well.

5.8 Finance Committee – Edmund

Edmund highlighted items from finance minutes including the Financial Reporting Compliance (as previously mentioned in Principal's report). Surplus from the financial reports was noted. Audited accounts included in papers. Discussion around the auditors not supplying the audit letter in time for approving accounts at this board meeting for submission to Ministry. Suggested a letter from the Board Chair and a follow-up meeting with auditors regarding this issue. Edmund proposed that once the audited report is received from auditors that a motion is circulated to Board proposing that the accounts be submitted to the ministry by 31 May 2019. This was seconded by Richard. Motion Passed.

5.8.1 Credit and Charge Card Policy. Discussion around the policy and incorporating the \$5000 limit. It was proposed by Ann that there be a limit of \$5000 for the 2 staff members under the credit and charge card policy. Seconded by Michael. Motion Passed.

5.9 Health and Safety Committee – Mark

Mark reported no issues from the building project and new staff have been through induction process. Nurse report is now only once per term. A first aid box has been installed in staffroom so staff can access instead of visiting nurse.

5.10 Special Character Committee – Mark

No meeting.

5.11 Property Meeting – Michael

A list of minor work is listed in the minutes. Water fountain is installed. Big items include Duchesne painting and pool painting. Waiting on a few more quotes. Waiting on quotes to change lighting to LED. Gill asked regarding handrails on stair well and this is still subject to the consenting process.

5.12 BCL Property Report/Foundation Report – Edmund/Richard

End of last year previously reported. Target specific projects. Reported a surplus in the fund and projecting to build fund close to \$500,000 by end of year. The annual plan will be supplied for next papers. Focus is to have all past students in database which will be easily accessible by all. Opportunities identified through donor meetings with individual donors.

5.13 Induction for New Trustees

Discussion around best times for induction sessions (before meetings/weekend) for new members and topics to include. Organise tour of school.

6. ADMINISTRATION

6.1 Confirmation of Minutes

Gill proposed that minutes of the previous meeting held on 18 March 2019 are accepted as a true and correct record. Seconded: Ann. Motion passed.

6.2 Matters Arising – None

6.3 Correspondence

Noted the letter to Taskforce. Question raised over Banked Staffing letter. Sandy explained surplus had arisen from previous year and is paid back retrospectively.

6.4 Agenda Items for next meeting. Update on Enrolment Scheme (mentioned that Gill, Edmund and Sandy had attended a meeting with MOE and good progress was being made).

6.5 Evaluation.

Gill thanked all board members for their work on the board and committees, with particular acknowledgement and thanks to those for whom it would be a final meeting. Sandy presented a thank you gift [box of biscuits] to board members from the College.

7. CLOSING PRAYER

Meeting finished at 8:45pm

Next Meeting: 17 June 2019

Gill Chappell
Chair