

**MINUTES OF THE BOARD OF TRUSTEES
OF BARADENE COLLEGE OF THE SACRED HEART
MEETING HELD MONDAY 16 SEPTEMBER 2019
AT 6:05PM IN THE PARLOUR**

PRESENT: Gill Chappell (Chair), Nicky Burnett, Eva Cornforth, Richard James, Edmund Lawler, Sherna Matta, Rob McDonnell, Valentina Serrano, Sister Elizabeth Snedden, Michael Stowers

1. PRAYER

2. REPORT - Nino Sloser – Head of Music

Nino gave a presentation that included the benefits of learning music, details of the music department structure, academic results showing excellent achievement against national and similar decile schools. Nino also spoke of the benefits of the new music facilities and the extra-curricular programmes and music events and competitions offered to students. There has been great achievement at the competitions for Baradene students. He acknowledged the wonderful support from 'Friends of Music' and the Growing Heart Foundation.

3. REFLECTION

Gill began with a prayer on discernment and then shared a video from the Society of the Sacred Heart Formation on "Cultivating Kinship through Compassion, Courage and Contemplation". Discussion on the video followed in relation to how this relates to the role of the board. Rob suggested that this is an important aspect when considering those that the board serves. Gill gave an example of the board weighing up the importance of enabling students to connect to the world while being mindful of the health and safety issues associated when granting approval for the East Timor trip earlier in the year.

4. ADMINISTRATIVE MATTERS

4.1 Present: See above.

4.2 Apologies: Catherine Ryan, Sandy Pasley [*Nicky Burnett Acting Principal*], Liz O'Neil [*Remote connection unsuccessful*]

5. REVIEW

5.1 Principal's Report: Nicky Burnett – Acting Principal

General: Nicky gave a report of the items contained in the Principal's report and included some additional sporting results. Nicky re-iterated that there are no cases of measles at the college and that the college was as prepared as it could be.

EOTC: Upcoming EOTC trips were summarised as per the list in the Principal's report. A late addition to the list is a trip for Senior Basketball Tournament team (Sep 29 - Oct 5 2019) to Palmerston North

Sherna proposed that all the listed EOTC trips and additional Basketball Tournament trip are approved. Seconded by Edmund. All in favour.

Overseas Trips: Nicky explained the need for the already approved **Social Sciences** trip [*Italy/Croatia originally approved for July 2020*] to be delayed to 2021.

The new **2021 USA Performing Arts** trip was discussed, and points raised including the cost, pressure on parents and extra cost of using a tour company. Sister Elizabeth highlighted that a trip has not occurred previously in the Performing Arts subject area.

The **East Timor** trip (initially approved for 5 years), requires approval for 2020, Nicky explained that there are low numbers of interested students.

It was suggested that consideration for approval is delayed to the next meeting. Gill suggested that a framework is prepared by the school's senior leadership team regarding parameters for approval of overseas trips.

Gill proposed that the Social Science trip above is approved to be deferred until 2021. Seconded by Sherna. All in Favour.

Gill proposed that consideration of the USA Performing Arts Trip and the East Timor Trip be deferred to the next meeting in November. Seconded by Richard.

Gill proposed that the Principal's report be approved and accepted. Seconded by Richard. All in favour.

5.2 Items arising from Annual Plan. None.

5.3 SchoolDocs - Nicky

Nicky explained that policies are available online for both board members and general public. Gill raised the question regarding the mechanism on how the updates/review to policies will occur. It was suggested that school management would look at policies first and highlight suggested amendments before submitting to the appropriate sub-committee (the Special Character committee being the default committee), policies would then be presented at a board meeting (even if no changes required) for approval.

Action: Board members to logon to view policies and review schedule.

5.4 Enrolment Scheme Update - Edmund

Edmund highlighted the correspondence to date regarding enrolment scheme consultation. A small change in relation to Parnell School has been suggested to the Ministry. The enrolment scheme proposal is currently with the Ministry. Discussed detail of the proposed boundaries and the current scheme boundaries which draws more extensively from West and South geographical areas. Richard thanked Edmund and Gill for their work in composing the extensive letters.

Action: Donna to send map of existing and proposed enrolment scheme boundaries to board members.

5.5 Student report

Valentina reported on the recent sporting success at the winter tournament and AIMS games. Senior students are currently participating in senior assessment week. Exams were useful not only for derived grades but also for study preparation for final exams. Students reported that having exams in Jubilee was a great benefit. Gill thanked Valentina for her student reports and contributions to the board meetings over the past year and presented Valentina with flowers and cards on behalf of the Board of Trustees.

5.6 Finance Committee Report –Edmund

5.6.1 Funding Applications. Edmund presented the recommendations from the Finance Committee to the Board of Trustees regarding funding applications.

- **Edmund proposed that the Rowing Committee of Baradene College of the Sacred Heart apply for funding to New Zealand Community Trust for a grant of \$15,000.00 (exclusive of GST) to contribute towards travel and accommodation costs for Baradene College Rowers to attend the Maadi Rowing Regatta at Lake Ruataniwha in late March and early April 2020. Seconded by Richard. All in favour.**
- **Edmund proposed that the Rowing Committee of Baradene College of the Sacred Heart apply for funding to the Lion Foundation for a grant of \$15,000.00 (exclusive of GST) to contribute towards travel and accommodation costs for Baradene College Rowers to attend the Maadi Rowing Regatta at Lake Ruataniwha in late March and early April 2020. Seconded by Richard. All in favour.**
- **Edmund proposed that the Rowing Committee of Baradene College of the Sacred Heart apply for funding to North and South Trust Limited for a grant of \$4,400.00 (exclusive of GST) to contribute towards the cost of purchasing new sculling and sweeping oars. Seconded by Richard. All in favour.**
- **Edmund proposed that the Rowing Committee of Baradene College of the Sacred Heart apply for funding to Grassroots Trust Limited for a grant of \$4,400.00 (exclusive of GST) to contribute towards the cost of purchasing new sculling and sweeping oars. Seconded by Richard. All in favour.**

5.6.2 Camp Fee. Discussion around Item 8 in the Finance minutes regarding the camp fee. The finance committee recommend to the Board of Trustees that the camp fee is increased to \$475 from \$420 per student. Discussion around the difficulty in predicting camp costs in advance. While this is a large increase, the finance committee recommend it as necessary in light of rising costs passed on.

Edmund proposed that the Year 10 camp fee for the 2020 Parent Contribution be increased to \$475 per student. Seconded by Richard. All in favour.

5.6.3 Six Month Finance Report. Edmund spoke to the new six monthly finance report prepared by Rex with input from Liz O'Neil (the snapshot was appreciated by board members). The commentary items were highlighted. In particular it was mentioned that costs associated with the new building would be determined and presented by Rex de Lille. Overall a surplus of approximately \$200K predicted for the end of the year. Noted that the cash balance in the accounts is a prudent approach and deemed necessary in case of international student or parent contribution revenue dropping.

5.7 Health & Safety – No meeting

5.8 Special Character Meeting. Nicky reported on the outcome from the Special Character meeting where the goals criteria were reviewed. Sister Elizabeth suggested that the goals criteria be included as part of the Strategic Review meeting. The ethical stand survey was approved at the meeting and would be completed by Year 13 students at the end of the term.

Action: Sister Elizabeth to organise the goals criteria review discussion for the strategic meeting in November.

5.9 Property Committee – No meeting.

6. ADMINISTRATION

6.1 Confirmation of Minutes

Gill proposed that minutes of the previous meeting held on 19 August 2019 are approved as a true and correct record. Seconded by Sherna. All in favour.

6.2 Matters Arising – None.

6.3 Correspondence

Correspondence regarding the PPTA settlement was discussed. The clear advice from NZSTA was noted - i.e. that the Board is prevented from paying to non-union teachers the difference arising as a result of the negotiated "no passing on" clause for the benefit of union members additional to the one off payment of \$1500. To do so would cause an audit issue. NZSTA have also clarified that they do not consider any issue arises with respect to individual employment agreements.

. . Non-union staff members are waiting for a response from Ministry.

6.4 2020 Board Meeting Dates. The dates at the bottom of agenda have been fixed. Calendar invitations will be sent.

6.5 Agenda Items for strategic meeting (9 November 2019)

Strategic plan, goals criteria review, JPIC document discussion.

Action: Any other suggested items are to be emailed to Gill.

7. CLOSING PRAYER

Meeting finished at 8:35pm. Next Meeting: 11 November 2019.

Gill Chappell
Chair