

**MINUTES OF THE BOARD OF TRUSTEES
OF BARADENE COLLEGE OF THE SACRED HEART
MEETING HELD MONDAY 11 NOVEMBER 2019
AT 6:00PM IN THE PARLOUR**

PRESENT: Gill Chappell (Chair), Eva Cornforth, Richard James, Edmund Lawler, Sherna Matta, Rob McDonnell, Liz O'Neil, Sandy Pasley, Catherine Ryan, Sister Elizabeth Snedden, Michael Stowers

1. PRAYER

2. REPORT – Sian Evans – Commerce

Sian gave a presentation on the Commerce Faculty. She outlined the teaching programmes and results relating to Accounting and Economics. Sian gave details on Maori and Pasifika achievement. She outlined ideas for change to help improve outcomes for all students. Questions asked on the Financial Literacy programme and Sian explained that it runs in Years 7/8, 10 and 13. Resources required, professional development for the faculty and careers integration were also outlined.

3. REFLECTION

Catherine showed a video on Laudato Si (Pope Francis' letter on caring for creation). It is an expression of responsibility for the planet. Catherine also shared an article that highlights how we are all part of the planet and how we live impacts all of nature. Important to practice compassion for all living species.

4. ADMINISTRATIVE MATTERS

4.1 Present: See above.

4.2 Apologies: Ashleigh Munapeyi

5. REVIEW

5.1 Principal's Report: Sandy Pasley

General: Sandy highlighted points from her report and advised that her current focus is to staff the college for 2020 to ensure the best possible teachers are employed. Sandy advised that a Personnel sub-committee meeting was required at the end of the Board meeting to discuss a leave request. Richard noted the grants listed in Sandy's report and the possibility for other groups to take advantage of grants. Sandy verbally gave an additional assurance that the school's emergency planning is current and items listed had been actioned (practice of emergency procedures, emergency kits, contacts etc). Sandy thanked Edmund for the draft of a letter regarding the maximum roll that will be sent to Janet Schofield. Sandy advised that the Goals Report would be tabled at the next meeting in December.

EOTC: Upcoming EOTC trips were summarised as per the list in the Principal's report. Sandy listed the staff and parent helpers attending the trip and is satisfied with the support provided for these trips.

Sandy proposed that the listed the EOTC Rowing trips are approved. Seconded by Catherine. All in favour.

Sandy proposed that the listed the EOTC Surf and Athletics trips are approved. Seconded by Eva. All in favour.

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 Overseas Educational Experiences Policy

The special character sub-committee had approved the Overseas Educational Experiences policy, but further discussion around the number of trips per year arose. Sandy listed the number of trips from the past years. It was decided that 3 trips per year (including the language trip) would be the general guideline. Richard also requested that the statement was changed to indicate that the trips should be endorsed by the Principal before reaching the BOT for approval. It was also suggested that trips are presented to the BOT at the same time each year to assist with the process. The carbon emission point from the special character sub-committee meeting was noted.

Gill proposed that the word "endorsed" replaces "discussed" in item 1 of the Guidelines section of the Overseas Educational Experiences Policy. Seconded by Richard. All in favour.

Gill proposed that the word "risk" is included in list of considerations and the number of curriculum trips be increased from one to two (i.e. 3 trips including a language trip) in item 2 of the Guidelines section of the Overseas Educational Experiences Policy. Seconded by Richard. All in favour.

The process for approving policies will involve the sub-committee reviewing the policy, board members can comment online prior to the board meeting through SchoolDocs. Policy can then be approved (or otherwise) at the board meeting.

5.4 Education – Complaint – In committee

The Board resolved to go into Committee under Section 48(1) of the Local Government Official Information and Meetings Act 1987 to discuss a matter raised from a parent complaint. Out of committee: The complaints policy was reviewed and it was noted that if a Board Member is approached regarding a complaint, the complaints policy on the website should be referred to for guidance.

5.5 Student report - None

5.6 Finance Committee Report –Edmund

The 2020 budget will be presented for approval at the December meeting as some minor items to be clarified. There were no material issues from the budget proposed. Edmund highlighted items from the 2020 Operating Budget. The increased costs due to additional staffing requirements were highlighted.

5.7 Health & Safety – Rob McConnell

Rob summarised the Health and Safety minutes and highlighted the changes to each of the policies which are detailed in the Health and Safety minutes (8.11.2019)

Rob proposed that the changes to the policies detailed in the minutes from 8.11.2019 are approved. Seconded by Edmund. All in favour.

5.8 Special Character Meeting – Catherine

Catherine summarised the Special Character Meeting minutes. Appreciation to BCL for the sound system and the high standard of music at the Mass was noted. Catherine advised that preparations for the Special Character Review are underway.

5.9 Property Committee – Michael

Michael summarised the Property Minutes. The tennis court surface was discussed. The remaining life of the surface has previously been investigated and thought not to need any further work with the building of Gyms a higher priority. Auditorium roof work will not be completed before the Opening Mass. The playground will not be completed until the April 2020 holidays.

6. ADMINISTRATION

6.1 Confirmation of Minutes

Gill proposed that minutes of the previous meeting held on 16 September 2019 are approved as a true and correct record. Seconded by Richard. All in favour.

6.2 Matters Arising – None.

6.3 Correspondence

Correspondence taken as read. In regard to the letter from the Bishop, BCL will discuss the priority criteria suggestions to determine appropriateness for Baradene.

Action: Preference priorities to be presented at a future Board meeting to promote understanding.

6.4 Agenda Items for next meeting – None

6.5 Catherine Ryan was congratulated and presented with a bouquet for her recent appointment as Vicar of Education for the Auckland Diocese.

7. CLOSING PRAYER

Meeting finished at 8:35pm. Next Meeting: 2 December 2019.

Gill Chappell
Chair