

**MINUTES OF THE BOARD OF TRUSTEES
OF BARADENE COLLEGE OF THE SACRED HEART
MEETING HELD MONDAY 23 MARCH 2020
AT 6:00PM REMOTELY USING Microsoft Teams**

PRESENT: Gill Chappell (Chair), Edmund Lawler, Sandy Pasley, (together with Donna Francis, all in Sandy's office); Michael Stowers, Ashleigh Munapeyi, Gabrielle Smyth, Eva Cornforth, Catherine Ryan, Richard James, Rob McDonnell, Liz O'Neil (signed in using Microsoft Teams)

1. PRAYER

2. Report – No Report from Library due to illness.

3. REFLECTION

Eva shared a reflection with emphasis on the current Coronavirus situation. She included a prayer from Archbishop Jose H. Gomez (Archbishop of Los Angeles) that reminds us of our common humanity, importance of family, our faith and how we can respond at this time. A prayer card was included of Holy Virgin of Guadalupe. Eva also included reflections from Walker Percy and how people react at times of crisis.

4. ADMINISTRATIVE MATTERS

4.1 Present: See above

4.2 Apologies: None

4.3 Declarations of Interest: None

5. REVIEW

5.1 Principal's Report – Sandy Pasley

The Principal's Report was taken as read. Sandy highlighted the sections from the Principal's Report including the importance of Level 1 NCEA and how it prepares students for Level 2 NCEA. She invited board members to send feedback to the Government using the link on p. 22. The Year 13 Equity in STEM data and analysis was reviewed and Sandy advised that strategies are in place going forward. Regarding personnel, Sandy advised that the Head of Faculty – Science (Hannah Reeves) had resigned for a senior leadership position at St Kentigern College. Overseas trips had been cancelled and Sandy expressed thanks to Gill for support during the process and attending the parent meetings. Parents had lost money with trip cancellation due to insurance policies. Looking into student trip insurance policies for future trips.

Action: A letter to the community to be sent out from the Boards and Sandy to be organised.

Sandy proposed that the Principal Report be accepted including the policies stated (no changes to polices). Seconded by Gill . All in favour.

5.2 Items arising from the Annual Plan. None.

5.3 Coronavirus Update: Japanese students to go home on 28 March, also remaining exchange students will go home. School is open until Wednesday for workers of essential service. Staff to come to school Tuesday, then teach remotely from Wednesday according to normal timetable. School holidays begin on 30 March to 14 April. Remote teaching again from 15 April. Not expected for staff to teach for the full lesson, just available at the beginning of the lesson. Rob commended Sandy on the preparedness of the school for remote teaching. Sandy advised that pastoral care, nurses, counsellors and IT support is available for booking online. The staff have all been tremendous during this time. Discussion followed with board members and included verifying students have access to technology, support for staff, international homestays and site maintenance over the lockdown period. Sandy advised that leaving the school unattended is similar to the Christmas school holiday period, processing/monitoring of payments/payroll would continue and admin staff can work offsite. Staff will continue to be paid as normal. Auditorium roof repair would halt. Sandy reported that all enrolments for 2021 had been completed today. Gill expressed thanks to Sandy and the leadership team on their handling of the Coronavirus situation.

5.4 SchoolDocs. Reviewed above as part of the Principal's Report.

5.5 Student Report – Ashleigh

Ashleigh reported on the student achievement in sport (including Waka Ama, rowing). Students very disappointed in the cancellations of events. Year 12 students visited the Mosque in RE and enjoyed the opportunity to engage with the Muslim community. Over 3000 cans were collected for the St Vinnie's can drive. With the Coronavirus situation, students are communicating via MS teams and are prepared, confident and excited about online learning. Ashleigh reported that social media will help keep students connected over this time.

5.6 Finance Committee Report – Edmund

Edmund advised that as it is early in the year, there is not much to report regarding the finances. The impact of COVID-19 had been discussed at the committee meeting and was summarised. Advised that 2nd term invoices would be sent out in the next couple of days and expecting slow payment. Thanks to the careful management of the budget by Sandy over the past years, the school will be able to ride through the financial situation, though a

deficit is expected. Sandy will be analysing the budgets with Rex and stop any non-essential expenditure so that the school is in the best position possible. Discussion followed from board members regarding the timing of sending invoices on parent community at this difficult time. Suggested that financial stress is acknowledged in the letter from the Boards.

5.7 Health & Safety – Rob

Rob summarised the Health and Safety minutes and acknowledged the school's great efforts in handling the Coronavirus situation.

5.8 Special Character – Catherine

Catherine reviewed the Special Character minutes and reported on the success of the Opening Mass and that work on the 2020 Focus Goal had got off to a very good start with many opportunities. Catherine reported on the excellent number of tagged staff members at the college (41). It was reported that the availability of a virtual Mass from the Bishop had been communicated to the students. Trips to Australia for the Province Orientation and Chapter meeting had not gone ahead.

5.9 Property Committee – Michael

Michael highlighted the main points from the Property meeting including the playground, LED lights and swimming pool and status of painting. The playground will not be able to be started in the April holidays as planned.

6. ADMINISTRATION

6.1 Confirmation of Minutes

Gill proposed that minutes of the previous meeting held on 17 February 2020 are approved as a true and correct record. Seconded by Catherine. All in favour.

6.2 Matters Arising – Sandy reported that the staff appraisal process had changed dramatically and also includes a conversation with the observer around professional standards for teacher registration. Changes had been communicated to staff at a meeting. Regarding the cyber-security audit, Sandy reported that Microsoft were unable to help and would be in touch with the Ministry of Education regarding this.

Action: Sandy to investigate further with the Ministry of Education regarding cyber-security audit possibilities.

6.3 Correspondence - Correspondence discussed. Board members to email Donna if anyone has an interest in suggesting a candidate for the NZSTA elections.

6.4 Agenda Items for next meeting – Noted that the May meeting would go back to the **original date of 18 May 2020** as the SPANZ conference has now been cancelled. Please email Gill with any items to be added to agenda.

6.5 Evaluation – Feedback invited regarding the effectivity of the remote meeting. Headphones suggested for clarity and suggested that a speaker is used if multiple people in the room. Please email any further feedback to Donna.

6.6 General Business

Everyone was wished well for the current COVID-19 situation. Sandy was asked if she had enough support and reported that there was great support from the Senior Leadership Team and Staff. Gill finished with a prayer.

7. CLOSING PRAYER

Meeting finished at 7:42pm. Next Meeting: **18 May 2020**.

Gill Chappell
Chair