

**MINUTES OF THE BOARD OF TRUSTEES
OF BARADENE COLLEGE OF THE SACRED HEART
MEETING HELD MONDAY 18 MAY 2020
AT 6:00PM IN Baradene Boardroom**

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

1. PRAYER

2. Reports

2.1 Library – Claudine Crabtree (Library Manager) outlined the school library setup and use (English classes, subject classes, information literacy, meetings, book clubs). Claudine outlined how the library supports achievement and the current goals for the library. Claudine spoke about the online information databases available to students. Claudine reported that one of the main challenges is to improve the perception of the library. Claudine commented that the library is well supported and resourced by Sandy and the school.

2.2 Principal's Appraisal

Michael Leach from EdsolNZ attended the start of the meeting to report on the Principal's Appraisal.

Sandy left the meeting and the Board resolved to go into Committee under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the Principal's Appraisal.

3. REFLECTION

Ashleigh participated in a video for the BBC on the experience of young people during the lockdown. Ashleigh loaded the video on the MS Teams page for the Board of Trustees to view.

https://www.youtube.com/watch?v=0MR2cqXzj_8&t=1s&fbclid=IwAR3QKCqfE_uPc8ayq3v_Pb_Xfhw_EhF4jBF1tBwjzjIP68c0umjUi9wQDvoY

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 structure of teaching during the COVID-19 lockdown and the importance to keep the same timetable structure in place. Sandy is very proud of the staff and students' achievements during this time. Teachers embraced the online learning environment and some teachers had to come up to speed very quickly with technology that they were not familiar with. Parent feedback is very good and appreciative of the online teaching and support.

Gill proposed that the Board provide lunch accompanied by a letter as a thank you to staff for the work during lockdown. All in favour.

NCEA dates had changed with lockdown. Students and staff supported the ISO competitions and Baradene had come second in one competition and won the distance competition, the community spirit had attributed to this success. Question raised around assessment deadlines extensions that other schools had adopted, and Sandy confirmed that extensions had been given in some cases, but deadlines had remained in place to be fair to all students. Asked if anything would have been done differently with online learning and Sandy advised no significant changes, but more time to adapt to technology would have been helpful. Good feedback from students around the online learning. Sandy appreciated the help from Gill and Anna Stone gaining refunds for cancelled trips. For future trips, better student insurance will be investigated. Sandy is conscious of the budget and the school is working towards reducing expenses in any upcoming events. Events have been adjusted accordingly (e.g. end of year award ceremonies and combined graduation dinner/ball). International students' income is likely to be affected by COVID-19 with a best and worst-case scenario highlighted. Playground construction has commenced, and a tennis court surface issue has been raised.

EOTC trip was reviewed. ***Gill proposed that the Duke of Edinburgh tramp to Pinnacles in September is approved subject to any Government limitations. Seconded by Liz. All in favour.***

Sandy reported that sport training and games had restarted with Baradene students participating only and coaches/managers in attendance (no parents). Students participating in training bubbles of 10 people (e.g. cycle and orienteering training outside of the college).

Action: It was suggested that businesses that have supported Baradene are supported further.

Sandy reported that a PTA meeting was planned this week and due to a full calendar the Art Show may take the place of the planned Father/Daughter breakfast event.

Gill congratulated Sandy on an excellent appraisal report.

Gill proposed that the Principal's report is accepted. Seconded by Edmund. All in favour.

5.2 Items arising from the Annual Plan. Not included - Annual report will be reviewed at next meeting.

5.3 Coronavirus Update: Reviewed above as part of the Principal's Report.

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

Action: Two policies (Documentation and Self-Review & Employer Responsibility) for board members to review and comment on by logging on to the SchoolDocs website (instructions in Principal's report).

5.5 Student Report – Ashleigh

Ashleigh reported on how students had handled online learning in the lockdown. Student representatives had checked in on students. Feedback from students was positive and generally no issues. Some senior students found it more difficult to work online and get the instant help that was normally available in the normal classroom environment. Recording of lessons was useful. Students preferred the learning environment at school. Today was the first day back and students received information on the procedures and using hand-sanitiser. Students are thankful for the support from the Senior Leadership Team, Deans and Teachers and reported that very good checking of students had occurred.

5.6 Finance Committee Report – Edmund

Edmund advised that the full effects of COVID-19 had not yet fully registered. The forecast scenarios (pg. 40) were explained with the main difference in the 3 scenarios being a drop in income for international students and contributions. Parent contributions collection for Term 2 had remained on track at this stage. It was reported that finances are in a healthy state, and previous surplus budgets ensured the College is in a sound financial position even assuming worst case forecasts. Costs will be trimmed where possible without adversely affecting teaching and learning.

Edmund raised the question of whether the detail of financial reporting was necessary in board papers as it is already addressed by the Finance Sub-committee.

Action: In future a financial statement summary will be included in the board papers without the full details of the accounts, such as invoices paid.

5.7 Health & Safety – Rob

Rob summarised the health and safety minutes and advised that Sandy had fully briefed the committee on the procedures for when staff and students returned under Alert Level 2.

5.8 Special Character – No meeting

5.9 Property Committee – Michael

Michael highlighted the main points from the property meeting and advised that only essential work had been carried out during lockdown. Painting has been postponed in the meantime.

BCL: Edmund reported that outstanding items on the Music Building/Hockey Turf were now complete with a new covered walkway and landscaping planned. The auditorium roof had been delayed but was on track for completion (June?). Tennis court issue to be investigated.

Action: Edmund advised that in future an ongoing list of items attended to by BCL would be produced for the property committee.

6. ADMINISTRATION

6.1 Confirmation of Minutes

Gill proposed that minutes of the previous meeting held on 23 March 2020 are approved as a true and correct record. Seconded by Catherine. All in favour.

6.2 Matters Arising – None

6.3 Correspondence - Correspondence noted and an additional letter from Kincoppal Rose Bay College was included. Other correspondence advised - the Baradene community had sent a café voucher to Marist college and received a thank you.

6.4 Agenda Items for next meeting – None.

6.5 Evaluation – Not covered.

6.6 General Business

A COVID-19 Diary has been created and will be forwarded to archives for future information. Sandy had recorded a radio interview that will also be archived.

7. CLOSING PRAYER

Meeting finished at 8:20pm. Next Meeting: 22 June 2020.

Gill Chappell
Chair