

**MINUTES OF THE BOARD OF TRUSTEES  
OF BARADENE COLLEGE OF THE SACRED HEART  
MEETING HELD MONDAY 17 AUGUST 2020  
AT 6:00PM REMOTELY USING MS TEAMS**

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

**1. PRAYER**

**2. Faculty Report – Visual Art – Amanda Bade**

Amanda shared a presentation that included samples of student art from each year level and included samples from the following courses: Art, Design, Photography, Painting & Art History. Amanda explained how the faculty had incorporated technology into the curriculum (digital outcomes and computational thinking) and used various apps and programs. Some strategies used during the initial COVID-19 lockdown had continued once school returned. Amanda explained the 2019 results including achievement for Maori and Pasifika students. The faculty were pleased with the improved course endorsement results that had resulted from a change to the assessments offered.

**3. REFLECTION**

Michael shared a reflection from an address and blessing by Pope Francis at the beginning of the lockdown period. Pope Francis reminded us of all being in the same boat and experiencing fear as Jesus' disciples had in Mark 4:35-41. Pope Francis called us to seize the time of trial, to examine what is important to each of us, to rely on God and find our hope in the cross.

**4. ADMINISTRATIVE MATTERS**

4.1 Present: See above

4.2 Apologies: Eva Cornforth

4.3 Declarations of Interest: None

**5. REVIEW**

**5.1 Principal's Report – Sandy Pasley**

The Principal's Report was taken as read.

**Events:** Sandy advised that the Assumption Mass had not taken place due to the Alert Level 3 lockdown. Cultural Diversity Week and Matariki events were wonderful events for the college.

**Playground:** The new playground has been a huge success – thank you to the BOT for this facility.

**Teaching Coalition Scheme:** This scheme allows student teachers the opportunity to gain hands-on training at a school while studying. This would have a financial implication for the school and would need to be allowed for in the budget. It would be worthwhile and would also give alumnae the opportunity to train at the school.

**SPANZ Conference:** Sandy reported that the SPANZ conference was excellent and the opportunity to talk to colleagues was very valuable. A principal at the conference had shared their experiences of a school cyber-attack. Sandy highlighted Baradene's cyber security document & insurance document in the papers.

**UE Ranking:** Sandy showed a table recently published in the NZ Herald showing UE rankings for school leavers. Baradene is performing above expectations and is ranked near the top of the table.

**SchoolDocs** policies for Board members to logon and make comment. Board approval follows some time after review period once all schools feedback received and incorporated into generic policies.

**COVID-19:** Online learning has resumed. It was encouraging to see students collecting their items from school during their lunch break to avoid missing any teaching.

**EOTC** trips were reviewed, unlikely all will go ahead with Alert Level 3. ***Sandy proposed that the EOTC trips are approved subject to Alert Level changes. Seconded by Gill. All in favour.***

**International Students:** Sandy reported a drop in international students this year due to short-term students and those starting mid-year unable to arrive in NZ. The Government has indicated that no international students will arrive until mid-2021 and those are likely to be PhD or University students over 18 as first priority. A concern as NZ could miss out if international students have an option to go to Australia instead.

**Spanish Language Assistant:** The Languages Faculty have asked for a native speaker to help with senior students. Cost approx. \$8400 per year. Sandy supports this request, a language assistant has been used before and is of benefit to students. Sister Elizabeth commented that they had used language assistants many years ago when she was Head of Languages.

***Sandy proposed that the Principal's report is accepted. Seconded by Liz. All in favour.***

**5.2 Items arising from the Annual Plan.** No comments.

**5.3 SchoolDocs.** As above in the Principal's Report. A reminder to Board Members to logon to the SchoolDocs site and look at policies.

#### 5.4 Approved Amended Enrolment Scheme

There are two schemes involved (The Maximum Roll Increase accompanied by the Enrolment Scheme). The board papers include details of both. Final approval for Maximum Roll and Enrolment Schemes including changes has been received from the Ministry. The final document incorporating the approved Enrolment Scheme changes has not yet been received. The board is required to approve the Enrolment Scheme and publish on the website. This cannot be done until the final document is received and BCL has approved the Maximum Roll Increase scheme. It was clarified that these schemes relate to 2021 enrolments onwards. Gill suggested that the approval would be deferred until the document received and the approval would be done by email resolution. **Action:** Approval of Enrolment Scheme by the Board of Trustees

#### 5.5 Student Report – Ashleigh

Ashleigh reported that the Playground was being enjoyed by the students. Matariki was a special event to remember those who were no longer with us and look forward to the coming year. Students were able to showcase their cultures during Cultural Diversity Week. The Careers Evening was enjoyed and gave students and their parents an opportunity to look at different careers. Students and families attended the combined House Masses for Amiens, Erskine, Loreto and Philippine.

#### 5.6 Finance Committee Report – Edmund

**International Students:** A drop in International Students in 2020 (approx. 5 students below original 2020 budget) and a considerable drop expected in 2021 which will affect the budget. Funding from the Government is expected for the additional students covered by the maximum roll increase, this will help to counter the drop in International Students. BCL expect a 1% increase, instead of 3% increase in parent contributions. This will be considered at their September meeting.

**Playground:** An issue was raised by Auditors regarding the Playground funding from the PTA. The income had come into the school accounts then transferred to BCL. Auditors advised this could not be handled in this way and was outside approved capital expenditure. The school has received an approval letter for the playground from the Ministry (included in board papers) and PTA funds have been transferred back to school accounts and recorded as income.

**Sports Groups:** Baradene Rowing/Cycling raise a lot of funds that sit outside the school accounts, prompting a question that these groups should be GST registered to comply. The Finance Committee proposes to address this issue going forward by bringing finances for these groups into the school's accounts. Rex de Lille will provide a document for the next Finance Meeting on how this will be handled.

**General:** Accounts remain financially strong and collection rate also remains good with community support. Careful consideration required when creating next year's budget. No half-year report as additional reporting already occurred in relation to COVID-19.

#### 5.7 Health & Safety – Rob McDonnell

Rob reported that the response to Alert Level 3 for COVID had been immediate with good communication and systems in place rapidly. Appreciation to the college for the quick response. The Auckland Transport meeting and new nurse recorded in the Health & Safety minutes was noted. A question was raised regarding what school would do if a positive COVID case is detected. Sandy advised that Baradene would be contacted by Auckland Regional Health and given guidelines on communication, cleaning requirements and the school would be shut for 48 hours initially. The procedures are well set out.

#### 5.8 Special Character – No Meeting

#### 5.9 Property Committee – No Meeting

### 6. ADMINISTRATION

#### 6.1 Confirmation of Minutes

**Gill proposed that minutes of the previous meeting held on 22 June 2020 are approved as a true and correct record. Seconded by Sister Elizabeth. All in favour.**

#### 6.2 Matters Arising – None

#### 6.3 Correspondence – No comments regarding the Correspondence.

**6.4 Student Trustee Election – Gill proposed that the board approves the Student Representative Election date for Wednesday 23 September 2020 and appoints Donna Francis as the Returning Officer for this election. Seconded by Catherine. All in favour.**

#### 6.5 Agenda Items for next meeting – None. Email suggestions to Gill.

#### 6.6 Evaluation – Not covered.

**6.7 General Business –** The Art Show is going ahead online with the opportunity to purchase art. The committee have worked very hard to get the show online. **Action:** A letter to be sent to the PTA thanking them for their efforts,

### 7. CLOSING PRAYER

Meeting finished at 7.32pm

Gill Chappell  
Chair