

**MINUTES OF THE BOARD OF TRUSTEES  
OF BARADENE COLLEGE OF THE SACRED HEART  
MEETING HELD MONDAY 7 DECEMBER 2020  
AT 6:00PM IN BARADENE BOARDROOM**

**PRESENT:** Gill Chappell (Chair), Edmund Lawler, Sandy Pasley, Michael Stowers, Sister Elizabeth Snedden, Samantha (Sam) Daly, Gabrielle Smyth, Richard James, Liz O'Neil, Rob McDonnell, Eva Cornforth

**1. PRAYER**

**2. Faculty Report – None**

**3. REFLECTION – Sandy**

Sandy shared a reflection on Advent with an example highlighting that we cannot always see what is right in front of us.

**4. ADMINISTRATIVE MATTERS**

4.1 Present: See above

4.2 Apologies: Catherine Ryan

4.3 Declarations of Interest: None

**5. REVIEW**

**5.1 Principal's Report – Sandy**

The Principal's Report was taken as read. Discussion included:

**Te reo Funding:** We unfortunately missed out on the PLD funding for te reo. The school is still planning to have PD with consultants and the Languages Faculty have PD organised with other Catholic schools.

**Science:** The Science project (sensors) with University of Auckland is a great opportunity and encourages students to think outside the square. Baradene was selected due to a contact between one of our Science teachers and the University.

**NCEA Changes:**

The Accord Day was held on 19 November. The subjects not included at Level 1 are concerning, but two Science specialist subjects have remained. No Latin in any school. There is concern that this will have ramifications in the future.

There is an emphasis on vocational training which does not particularly suit Baradene as 96% of students attain University Entrance.

Level 1 NCEA will continue at Baradene as good preparation for Level 2 & 3 NCEA. Without Level 1, the timeframe until Year 12 for formal assessment is prolonged.

NCEA Credits– students will need to gain 60 credits in all 3 levels and Literacy/Numeracy qualifications will sit outside NCEA Level 1,2,3 and can be achieved at any year level.

Other significant NCEA changes ahead and more Accord Days are planned to look at these changes.

**Annual Plan:** No comments

**Teacher Trainees:** Baradene has gained 3 Teacher Trainees for 2021 (instead of 2), an additional trainee was gained due to the breadth of experience. Cost of \$15K for each trainee is covered in the budget.

**EOTC:** Sandy gave details of each of the trips as per the Principal's Report. The Year 13 Outdoors Camp will be one night instead of two nights. A question was raised on whether lifeguards are present at the camp and it was verified that surf coaches are also lifeguards.

**Sandy proposed that the EOTC Trips listed in the Principal's report are approved. Seconded by Gabrielle. All in Favour.**

**Rowing:** There had been a rowing incident and one of the boats was in an accident. All students were unharmed. An insurance claim to be lodged for the boat.

**Attendance Rate:** It was noted that the attendance rate was 91.5% for the year to December 2020.

**Roll Prediction Guide:** This document was discussed. 1310 students are currently enrolled for 2021, which includes a small buffer as some students will leave before the beginning of the year. There are many students on the waiting list.

**International Students:** The International Attestation has been carried out and sent to the ministry. 48 students have paid for 2021 and expecting to meet the budget of 50 International Students.

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

**5.2 Items arising from the Annual Plan. None**

**5.3 ANZNET Focus Goal Report.** Both formats of the report have been sent to Baradene College Ltd and Sophia Education Ministries.

**5.4 Strategic Plan Review:**

**Gill proposed that the changes to the Strategic Plan (p.51-53 in papers) are accepted. Seconded by Michael. All in favour.**

**5.5 Student Report – Sam**

Sam reported that NCEA exams had gone well and reinforced the idea that Level 1 NCEA is an important learning step to become independent learners and prepared for Year 12. Well prepared for exams with resources from the school.

**5.6 Finance Committee Report – Edmund**

There was no December Finance Meeting.

Edmund highlighted items from the Finance reports in the papers.

**Accounts:** Accounts are showing a surplus. Staff costs are down due to COVID. The Government had given funding for hand sanitiser, masks, extra cleaning, International Student payment and this contributed to a surplus in the budget.

**MOE Judiciary review:** State integrated schools are expecting a payment for property maintenance as per state funded schools.

**Audit Review:** No feedback yet. Auditor General's Office were aware that we hadn't received feedback and they were looking at this. No deadline. Our auditors are being reviewed by the Auditor General's Office.

**Edmund proposed that the Finance Reports are accepted. Seconded by Gill.**

## **5.9 Health & Safety Committee – No Meeting**

## **5.10 Special Character – Gabrielle**

Gabrielle summarised the items from the Special Character meeting including the special events, RE Scholarships, Deanery Meeting. Sandy spoke of the Catholic Secondary Principal's Conference she attended. Error noted from the Special Character Minutes 4.1 – should be signing not singing.

## **5.11 Property Committee – Michael**

Michael summarised the items from the Property Meeting including - general maintenance work and holiday maintenance. The recommissioning of the Science labs will occur during the holidays

## **6. ADMINISTRATION**

### **6.1 Confirmation of Minutes**

**Gill proposed that minutes of the previous meeting held on 2 November 2020 are approved as a true and correct record. All in favour.**

### **6.2 Matters Arising – None**

### **6.3 Correspondence – Noted the dates of the Province Retreats coming up in 2021 & 2022.**

### **6.4 Agenda Items for next meeting – Email suggestions to Gill.**

### **6.5 2021 Board Dates. Action: Donna to send electronic calendar invites to everyone.**

### **6.6 Evaluation – Not covered.**

Gill thanked everyone on the Board for their work and support during the year and especially to Sandy. Gill was thanked as Board Chair.

## **7. CLOSING PRAYER**

Meeting finished at 7.02pm

Gill Chappell  
Chair