

**MINUTES OF THE BOARD OF TRUSTEES
OF BARADENE COLLEGE OF THE SACRED HEART
MEETING HELD MONDAY 17 MAY 2021
AT 6:00PM IN THE BARADENE BOARDROOM**

PRESENT: Gill Chappell (Chair), Sandy Pasley, Michael Stowers, Sister Elizabeth Snedden, Catherine Ryan, Gabrielle Smyth, Richard James, Liz O'Neil, Rob McDonnell, Sam Daly, Mary Anne Shanahan

1. PRAYER

2. Reflection/Special Character – Catherine Everitt

Scripture and gospel values influence our role on the Board. This is a time to reflect on our experience at Baradene and consider how we are progressing and living out our Catholic identity. We live out Sacred Heart goals and traditions and live these through the Catholic traditions. Board members participated in an exercise on how specific activities of the board are reflected through gospel values. We are all made in the image of God and recognise every person's dignity and the opportunity to be the best that they can be. As board members we are compelled by the gospel to live this way and care for others.

3. ADMINISTRATIVE MATTERS

3.1 Present: See above

3.2 Apologies: Eva Cornforth

3.3 Declarations of Interest:

Catherine Ryan absences herself for any matters relating to the Special Character Review.

Mary Anne Shanahan notes a declaration of interest as she is part of the Catholic Education Service.

4. REVIEW

4.1 Principal's Report – Sandy

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

Feast of St Madeleine Sophie Barat: Tuesday 25 May at midday. Board members are invited to the Mass.

Special Character Review: Board members are scheduled to meet the Special Character Review Team on Wednesday 26 May 3pm to 4pm. Let Sandy know if you can attend (Richard, Michael, Sister Elizabeth). Sandy outlined the Special Character documents in the board papers, including our progress since the last review. Sandy outlined how reviews are carried out internally (p.40). The declaration document was distributed which outlines the purpose of Catholic Schools. Sandy handed out a document outlining the 4 dimensions of the Special Character Review and areas covered - Spiritual Dimension, Growth and Knowledge, Christian Witness and Stewardship/Governance. Sandy and Gill have signed the attestation (p.41). Opportunity for discussion/questions followed. Sandy explained that tagged teachers have a special responsibility to support other staff in Catholic character and that they have a deep understanding of being a Catholic.

Cross Country Year 7/8: Students have raised an amazing amount of money. Shows the strong level of support from the community.

Heads of Faculty Meetings: Meetings took place to look at last year's achievement, what went well, what can be done better and what support can we put in place. Concern raised around the Level 1 achievement standard changes (e.g. Economics and Accounting won't be available at Level 1). Concern that this will create a lack of preparation for Level 2 and uncertainty of what will be needed for Level 3. The school may need to make decisions around Level 1. Some schools have already dropped Level 1.

Teacher Only Day: Literacy and Numeracy will not be part of NCEA Level 1, 2, 3. Numeracy/Literacy will be able to be achieved at other year levels. Will have common assessment tasks set by NZQA (with input from universities).

MNA (Monitoring National Assessment): Audit on our NCEA processes will take place in Term 3, this happens every 4 years. Involves checking papers, checking processes, interviewing Heads of Faculty and looking at policies and procedures.

Special Character/Religious Education Policies: Suggested changes to the policies were reviewed. Mary Anne suggested a change to the order of the headings in the Catholic Special Character Policy (1. Spirituality 2. Values 3. Evangelisation, 4. Social Justice 5. Stewardship and Leadership 6. School Culture 7. Partnership 8. Worship 9. Service).

Gill proposed that the order of the headings in the Catholic Special Character are changed as suggested above. All in favour.

Gill proposed that the board adopts the Catholic Special Character and Religious Education policies. All in favour.

Personnel: Connor McFadyen is now staying until the end of the year. Interviews for School Nurse are underway. We have good applicants for the Head of Faculty Commerce role.

Health and Safety – The school had been contacted by the Alcohol Licensing Inspector and an objection has been submitted (see Correspondence). This would go before the objection panel and there will be an opportunity to speak on behalf of the school.

EOTC: Sandy gave details of each of the trips as per the Principal's Report. All trips have parents attending. **Sandy proposed that the EOTC Trips listed in the Principal's report are approved. Seconded by Liz. All in Favour.**

Enrolments: Enrolments for 2022 noted. Only able to accept 12 Year 9 students. Attendance rate of 90.1% noted and similar to previous years. We are still managing to get a few international student enrolments (due to parent's jobs bringing them to NZ) including the first international student from the US.

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

4.2 Items arising from the Annual Plan. No comments.

4.3 School Docs. Special Character and Religious Education policies covered above in the Principal's Report.

4.4 Student Report – Sam

Sam reported that at the start of Term 2 there was a return to winter sport. Baradene sport advertised via Instagram. Students are receiving assessment results. Baradene students performed in the Sacred Heart production and students are looking forward to Baradene's Legally Blonde production. The teacher only day was welcomed last week with a long term ahead and a focus on wellbeing through the winter months.

4.5 Finance Committee Report – Gill

Noted the Finance policies that had changed and one bullet point (refer to Finance Minutes in papers p.77) had been omitted from the Managing Income and Expenditure Policy.

Gill proposed that we go back to Schooldocs and ask for the bullet point to be included. Seconded by Liz. All in favour.

April Accounts: Noted the positive variance, finances are tracking well against budget, College income is healthy and a gain reported with the sale of the van. International student numbers are also tracking well. A little down on the canteen sales which is due to the lockdown earlier in the year.

Michael asked for more detail on the figures and Gill suggested that Michael would be included on the circulation list for the Finance Papers.

4.6 Health & Safety Committee – No Meeting

4.7 Special Character Committee– Catherine

Catherine highlighted two points from the minutes (Item 5.3 – safeguarding policies and 6.6 Philosophy in the school. Sandy advised that a philosophical approach is used when teaching RE and a critical thinking approach is used across the curriculum. Students are leading Philosophy groups.

4.8 Property Committee – No Meeting

7. ADMINISTRATION

7.1 Confirmation of Minutes

Gill proposed that minutes of the previous meeting held on 29 March 2021 are approved as a true and correct record. Seconded by Catherine. All in favour.

7.2 Matters Arising – Richard reported on progress with the Gym. Plans are currently back with the architects finalising changes. Detailed design to be completed. Working towards construction starting early next year.

Action: Gym plans to be shown to the board at the next meeting.

Gym will have changing room facilities (not part of the hockey turf development). Richard explained the extensive level of planning that has gone into these developments. Top experts are consulted to ensure the best design.

Audit Report: Ongoing. Jolly Duncan and Wells (JDW) still haven't completed the 2019 Audit. Sandy has been communicating with the Auditor General's office. The final audit was due by Easter and continues to stall. This is a huge concern. New auditors cannot start the 2020 audit until the old auditors are finished. JDW are under peer review. Implication is that Auditor General's office will mention the school in Parliament. Sandy is keeping in touch with Auditor General's Office.

Action: Letter to be sent formalising concern to the Auditor General. Sandy/Gill to organise letter to be sent with input from Michael.

7.3 Correspondence – Correspondence was reviewed.

7.4 Agenda Items for next meeting – Richard to provide a Gym update/plans and update on TaxCredit Donations.

7.5 Evaluation – completed as part of the Special Character Review.

8. CLOSING PRAYER

Meeting finished at 7.41pm

Board members invited to Heart Space in Baradene Boardroom on Saturday 19 June 2-4pm. Lynette Toohey is the speaker.

Gill Chappell
Chair