

**MINUTES OF THE BOARD OF TRUSTEES  
OF BARADENE COLLEGE OF THE SACRED HEART  
MEETING HELD MONDAY 21 JUNE 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, Eva Cornforth

**1. PRAYER**

**2. Faculty Report – Director of Sport – Catherine Ratcliffe**

Catherine introduced the mission statement for sport at Baradene (participate, grow, enjoy, achieve, Cor Unum). Last year during COVID19 focus was to keep students active – community supportive. Affected participation and achievement at all schools in NZ. 2021 participation rates outlined (students playing a sport and representing Baradene). Year 7&8 high - 89%. Goal for Year 7 to 13 is 70% (Auckland girls' schools - 55%). Lower participation at Year 12 (some students are coaches). Baradene offers 31 sporting codes and 979 students play sport. Great sporting achievements. 27 Baradene students were NZ Reps in 2019 and a current Year 13 student is in the White Ferns. A number of students are in the US on Scholarships. Baradene has a high calibre of coaches (mix of paid coaches, parents, students and staff). BEST programme involves specialised training for elite athletes. Hockey turf has been a fantastic facility and contributed to increase in participation. Excited about the new gyms. Appreciate support of Sandy, Senior Leadership and BOT.

**3. John Mooney – Reflection/Formation Session**

John gave a reflection on the Sacred Heart and what this meant to St Madeleine Sophie Barat. St Madeleine saw two realities of the Sacred Heart co-joined – the divine (God) and the human (heart). Discussed the importance of contemplation and then action. John led the board in exercises to silently consider moments in the day which displayed each person's goodness; and a moment when an action had been taken that had required thought to come to a decision. John asked each board member to think of 2 characteristics for each board member that reveals God through their goodness. Other questions to consider were the skills that each person brings to the table and how those skills might be used in action for an agenda item. John talked about the importance of discerning the Holy Spirit. The session finished with St Madeleine Sophie Barat's prayer.

**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**

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

**Choral Connection.** Great initiative - meets Annual Plan targets on collaborating with other Catholic schools.

**Special Character Review Report.** The initial draft of the report from the Special Character Review is looking positive. Final report still to come.

**Marcellin College:** Sandy has been asked to visit Marcellin and make suggestions.

**Counsellors Meeting:** Counsellors from Catholic Colleges had a meeting hosted by Baradene to enhance collaboration and support for one another.

**SPANZ Conference:** Discussion around the NCEA changes. A lot to consider and school initially talking to Heads of Faculty and staff before going to the community. Changes will be effective from 2023.

**Vaping:** Principals were interested in vaping increase and dangers. Asked Ashley Bloomfield for a video on vaping illustrating the dangers.

**Border Openings.** Indications that border openings possible with some countries in Dec/Jan depending on the level of control of COVID in those countries.

**Mathematics:** Huge concern about Maths results. Times tables and basic facts are an area for improvement. 30 contributing primary schools. Sandy to approach primary schools. Declining trend evident for some years. We have started streaming in Maths to give support to students. Learning coach is fantastic at helping students with maths strategies. Data shows that by time students get to Year 11 that there is a great improvement.

**STEM Report:** Discussion. Data difficult to analyse as no National figures and nothing to compare with other schools.

**Personnel:** Reviewed. Noted that some great appointments have been made including a Technology teacher.

**Budget:** Document reviewed. Looking possible that school may receive funding for maintenance in line with public schools, brought about by work done at the Catholic Education Office to initiate court action.

**EOTC:** Sandy gave details of each of the trips as per the Principal's Report. Sandy gave details on accommodation arrangements and noted that professional guides are used on the Hillary trip.

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

**NZ Waterpolo Team.** 2 Alumnae of Baradene have been named in the NZ Waterpolo Team.

**International Students:** Marketing to Intermediate schools. Successful International Social held.

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

**5.2 Items arising from the Annual Plan.** Taken as read. No comments.

### **5.3 School Docs.**

Protected Disclosure and Visitors –generic SchoolDocs policies complying with current legislation. Term 2 policies listed in Principal's Report have been sent to staff and community for feedback. Comments go back to SchoolDocs who look at comments and make adjustments. Gill noted that the Visitors Policy is a good example of the advantage of SchoolDocs including legislation automatically. Other policies for review in Term 2 are Reporting on Student Progress/Achievement and Recognising Student Achievement. No comments on policies from Board Members.

### **5.4 Student Report – Sam**

Sam reported that this year saw changes for FOSH. School was able to raise over \$9000 for SHIFT charity. The FOSH concert was enjoyed, and students were very supportive of one another. The School Production has sold out. Winter sports teams including football, basketball, swimming had had incredible results which were anticipated and deserved.

### **5.5 Finance Committee Report – Liz**

Summary papers included in board papers. Noted that on track for income and a better surplus than planned. Reliever costs are down due to less flu. Finances are on track and well managed by Sandy and her team. The funding application was outlined to board and noted that the Finance Committee support the application and resolution.

***Liz proposed that the BOT of Baradene College of the Sacred Heart apply for funding to North and South Trust for a grant of \$14,411.12 to contribute towards the travel costs (flights, accommodation and vehicle transport) for Baradene's Cycling Club to attend the New Zealand Secondary Schools National Championships in Timaru in September/October 2021. Secoded by Catherine. All in Favour.***

### **5.6 Health & Safety Committee – Rob**

Rob noted the Health & Safety items covered in the Principal's report. There had been no gap between nurses and staff had been advised of implications of travel to Australia. Hazard register used comprehensively in the school. Discussed financial implications of Health & Safety and residual fatigue from COVID19.

**Action:** Next meeting to hear from Sam regarding Wellbeing Wednesday initiative. Sandy noted that travel intentions for staff would be requested and pay/leave implications from Ministry resent prior to holidays.

### **5.7 Special Character Committee– No Meeting**

### **5.8 Property Committee – Gill**

Minutes taken as read. Noted the discussion on new gym. List of new maintenance items included and special mention of point 4.3 which indicates an additional 278 smaller items are attended to in the same period.

### **5.9 Gym/TaxCredit Update – Richard**

**Gym:** Planning for the new Gym continues. Sandy, SLT and members of Sport/PE Dept involved. Concept plan complete and refinement of spaces in progress. Meeting planned to discuss cost of project. Building to begin next year.

**TaxCredit:** This is moving forward. Only outstanding issue is determining where the money will finally end up as to go back to entity that received the donation in the first instance. Anticipate will roll out in background to community in next 3-4 weeks and then again next year. Will start with BCL then Growing Heart Donations in the future.

## **6. ADMINISTRATION**

### **6.1 Confirmation of Minutes**

Minutes reviewed and no amendments required.

***Gill proposed that minutes of the previous meeting held on 17 May 2021 are approved as a true and correct record. Secoded by Sister Elizabeth. All in favour.***

### **6.2 Matters Arising**

**Action:** Gym plans to be shown to the board at the next meeting - Richard

**Auditor General Letter:** Following an email to both auditors and OAG, the 2019 final accounts were received later the same afternoon. School has missed 2020 audit deadline of end of May, school is not compliant but no fault of the school. Email from OAG indicated that a note advising no fault of the school for 2019.

**Action:** Letter to be sent formalising concern to the Auditor General regarding 2020 Annual Report.

### **6.3 Correspondence – Correspondence was reviewed.**

Silent retreat in Sydney recommended. If planning to attend, let Donna know.

### **6.4 Agenda Items for next meeting – please let Gill know.**

**6.5 Evaluation – review of Formation session with John Mooney. Recording of session suggested.**

## **7. CLOSING PRAYER**

Meeting finished at 8:14pm

Gill Chappell  
Chair