

**MINUTES OF THE BOARD OF TRUSTEES
OF BARADENE COLLEGE OF THE SACRED HEART
MEETING HELD MONDAY 20 SEPTEMBER 2021
AT 6:00PM REMOTE MEETING via Microsoft Teams**

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

1. PRAYER

2. John Mooney

John began the presentation with images showing the Sacred Heart of Jesus. As Sacred Heart educators important to discern the Holy Spirit. Constitution 41 invites us to enter into Jesus' heart to discern the spirit. Discernment involves 5 elements (**HEART**) Hear & Listen, Evaluate, Attend, Respond, Tell the truth. As board members it is important to use discernment during the meeting. Three hearts are involved in discernment - the personal heart, human heart and discern Jesus' sacred heart. John led the board members in a prayer of discernment. Gill thanked John for attending the meeting remotely.

3. Reflection – Robert McDonnell

Rob reflected on what happens to faith and people attending church during a lockdown. Congregations have taken to connecting digitally - communications, services and continuing to practice in bubbles. Have been changes in congregation attendance. Rob shared an article on NZ Religious Communities responses to Lockdown - highlighting a shift to online worship. Four main challenges for religious communities - reassess worship practices, mitigate transmission, social distancing, and how to offer pastoral care. Noted the links to Catholic Diocese online events communicated in the weekly school newsletter.

4. ADMINISTRATIVE MATTERS

4.1 Present: See above

4.2 Apologies: None (all present)

4.3 Declarations of Interest: None

5. REVIEW

5.1 Principal's Report – Sandy

The Principal's Report was taken as read. Sandy highlighted items from her report including:

Sister Barbara's 100th birthday.

Initiatives: In lockdown, have been great student initiatives, sport challenges, faith resources to keep community informed and engaged.

Pastoral Care. Follow-up of attendance by the Deans. Parents asked to log any lessons if daughter away. Students/families identified early in the lockdown if had issues with devices. Sandy meets with student leaders and student councils every week and teachers are connecting constantly.

Class numbers: Sandy highlighted the changes to class numbers. Timetable driven by student option choice. Extra classes added in Technology and attributed to different approaches to these subjects than previously (e.g. Construction and Materials Technology no longer a sewing class – now looks at material design and use of electronics). New Health subject in Year 13 has created keen interest from students. Gateway not a UE approved subject, but students can gain credits and opportunity for workplace experience.

Statistics: Statistics showing UE (and other attainment) across all school have been difficult to get in past. Verified source from MOE/provided by schools. Excellent results for Baradene in UE, NCEA & Level 7 Degree. A credit to the teachers and students. The statistic showing completing a degree at Level 7 plus does not include students who go overseas to study and more Baradene students are going overseas to study. Baradene attendance good but noted the concerning national statistics.

Annual Plan: Gill asked if lockdown had had any effect on achieving the targets set in the annual plan. Sandy advised still on track to achieve with items moving ahead online. Running campaign for the maker-space not appropriate due to lockdown circumstances.

SchoolDocs: Policies had been reviewed. One small change to the complaint procedure suggested.

Personnel: More vacancies will be advertised once we identify timetabling requirements.

Property Maintenance Funding: Funding is based on school roll with a maximum of \$400K. BCL has consulted with the college. Work to be done in conjunction with the requirements and health & safety issues.

Cybersafety Report: Richard suggested that when high spec equipment installed for maker space that it meets the requirements for ICT security as specified in the NewERa report.

EOTC: Sandy gave details of each of the trips as per the Principal's Report. Year 8 Camp helpers to be confirmed, always a lot of parent support. Noted that deposits will be rolled over in case of COVID lockdown. Pirongia Camp will charge \$75 per activity if cancel. For Camp Adair, the school needs to commit to numbers 2 weeks prior to camp and will err on the side of caution.

Noted that it is uncertain whether the Epworth Rowing Trip will go ahead. Duke Ed Bronze Practice Adventurous Journey has changed from 3-4 Oct to 12-14 Oct.

Sandy proposed that all the trips listed in the principal's report – Rowing Epworth Camp, Year 8 Camp (Ngarawahia), Year 10 Camp (Camp Adair), Year 10 (Pirongia), Duke of Ed Bronze Practice Journeys trip

(new date of 12-14 Oct) and Duke of Ed Bronze Practice Journeys trip (16-17 Oct) EOTC are approved. Seconded by Liz. All in Favour.

International Student Report: Sandy reviewed the International Student Report for 2021. Noted that school had undertaken marketing including a morning tea for agents. SIEBA has been lobbying the Government regarding international students. Noted that the Year 7&8 student numbers should read 10 and the total 59. Sandy highlighted the excellent academic results for International Students. International student newsletter (results included) goes to agents and international community.

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

Sandy was congratulated on the outstanding results. Sister Elizabeth asked how many students are expected in Alert Level 3. Sandy reported that no students were expected at this stage and very few students came back in Level 3 in 2020.

5.2 Items arising from the Annual Plan. Taken as read. No further comments. See note in Principal's report regarding Annual Plan.

5.3 School Docs. Two policies up for review (Behaviour Management/Concerns and Complaints). Covered in Principal's report.

5.4 Report on International Students. Covered in Principal's Report.

5.5 Strategic Plan Update: To bring in line with the new Education Act, there is an obligation to have a strategic plan that lasts for 3 years and involves community consultation every 3 years – to implement in 2022. Would like board members to give thought prior to strategic planning day in regard to engaging with community, direction of the strategic plan and questions to ask. Rob suggested to ask community how they would like to engage and Liz suggested a stakeholder map.

Action: Liz & Rob to start the process and liaise with Sandy/Gill and bring ideas to the strategic planning meeting.

5.6 Student Report – Sam

Lockdown had caused a swift move to online learning. NCEA exams now 2 weeks later. Tournament week and sports cancelled which was upsetting for many students. Premier netball team came top. Online initiatives for sports. Students grateful to teachers for resources and available online for feedback. Students are tired of looking at their screens all day. Focus is now towards study. Grateful to community and thanked Sandy and the teachers for all their patience and support. Students are glad the holidays would be at the same time.

5.7 Finance Committee Report – Liz

Review. Have exceeded original expectations with an increase in income and good management of expenses. Good surplus expected for the end of the year. Risk associated with International Student numbers (budget for 40 but not firm until invoices paid. Property funding would allow maintenance items to be addressed. Canteen profit is lean but not dissimilar to last year. In November will bring 2022 budget to the board – including assumptions (sensitivities around CPI, collection rates in relation to COVID, price increases uniform/canteen).

5.7 Health & Safety Committee – No Meeting

5.8 Special Character Committee – No Meeting

5.9 Property Committee – No Meeting

6. ADMINISTRATION

6.1 Confirmation of Minutes

Minutes reviewed and no amendments required.

Code of Conduct: Code of Conduct points reviewed and noted that the highlighted changes were acceptable.

Gill proposed that minutes of the previous meeting held on 16 August 2021 are approved as a true and correct record. Seconded by Michael. All in favour.

6.2 Matters Arising – No items arising.

6.3 Correspondence – Correspondence reviewed. Noted any correspondence received during lockdown would be reviewed at next meeting. Noted the APIS Property document and aligned with suggestions covered in Principal's report.

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

6.5 Evaluation – Board members completed a review.

7. CLOSING PRAYER

Meeting finished at 7:38pm

Gill Chappell
Chair