

**MINUTES OF THE BOARD OF TRUSTEES
OF BARADENE COLLEGE OF THE SACRED HEART
MEETING HELD MONDAY 16 MAY 2022
AT 6:00PM IN THE BARADENE BOARDROOM**

PRESENT: Gill Chappell (Chair), Sandy Pasley, Michael Stowers, Richard James, Liz O'Neil, Sofia Olan (remotely via MS TEAMS), Eva Cornforth, Robert McDonnell, Sister Elizabeth Snedden, Gabrielle Smyth, Catherine Ryan

1. PRAYER

2. Faculty Report – Nicky Burnett - Careers

Nicky gave a presentation about the services provided by the Careers Department. Students have access to career information and are interviewed by Careers Department. A great variety of speakers (including alumnae), give presentations to students. Through Baradene Connect (alumnae website/database), the Careers Department have been able to source alumnae to speak to students in various fields. Internship opportunities are organised for students. The Gateway programme has grown over the past years. Nicky presented graphs showing the University courses and destinations for students.

3. Reflection – Gill Chappell

Gill gave a reflection which included extracts from a paper on critical reflection and intellectual character. The reflection started with a quote from Martin Luther King Jr on the importance of education in combination with discernment and character. The questions raised in the reflection were pertinent to how the board is required to think both critically and with compassion. The reflection tied into the 2022 Focus Goal – *A deep respect for intellectual values*. Finished with the 2022 Meeting Prayer written by Baradene's Director of Mission.

4. ADMINISTRATIVE MATTERS

4.1 **Present:** See above

4.2 **Apologies:** None

4.3 **Declarations of Interest:** None

4.4 **2022 September Election:** The parent and staff election has been delayed until September (instead of March – date suggested by NZSTA). Student election is normally in September.

Gill proposed that the board approves the Parent Election, Staff Election and Student Representative Election Date for Wednesday 7 September 2022 and appoints Donna Francis as the Returning Officer for each of these elections. Seconded by Michael. All in Favour.

5. REVIEW

5.1 Principal's Report – Sandy

Sandy highlighted various areas of interest from her principal's report (taken as read):

- No concerns raised from board members regarding the student exchanges recommencing.
- Level 1 NCEA – feedback from the Heads of Faculty indicated a mix of opinion regarding Level 1 NCEA. Conversation will continue over next months with introduction in 2024. Discussion around numeracy & literacy standards. Maths department had noted the literacy component for numeracy standards that may be a disadvantage for students with English as a second language.
- Sandy noted that she had been interviewed for a Metro article relating to lockdown.
- The newspaper article about jobs for the future was discussed. Sandy commented that the school is always looking at the curriculum and prepares students with transferrable skills.
- A question raised regarding if adequate internal resource for counselling/support staff. Sandy advised that the lack of resources occurred when students are referred to outside specialist/agency appointments.
- SchoolDocs – assurances and policies will be included in next month's Principal's report. The Attendance Dues policy noted in finance minutes highlighted the importance of checking policies.
- Personnel – Staffing is highlighted as a big issue when talking to other principals and could get worse as teachers go overseas. Noted an additional vacancy for an Assistant HOF – English.
- Makerspace – Furniture has arrived. Growing Heart foundation are fundraising for equipment. Staff to be upskilled. Makerspace equipment will include laser cutters, 3D printers and virtual reality equipment.
- EOTC – Sandy outlined details of each of the 2 trips listed in the Principal's Report (NZSS Cross Country Championships and Swimming – North Island Secondary Schools). Noted that the NZ Cross country now has 4 students attending.

Sandy proposed that the NZSS Cross Country Championships and Swimming – North Island Secondary Schools trips are approved. Seconded by Richard. All in Favour.

- 1350 students enrolled at the College next year with eight Year 7 and eight Year 8 classes. Classroom space will be at a premium with the gym out of action. Planning has started in PE faculty and effective use of specialist classrooms (e.g. science labs).
- International – Noted that it was great to secure six International Student MIQ places for the school.
- Sandy attended an event on the Refresh of NZ International Education Strategy – students can come to NZ once they have obtained visas - it is more difficult to get visas if countries have been involved in visa fraud. Some visa offices have closed down and application processing is behind. International numbers unlikely to increase significantly this year. International exchanges included in the strategy with students able to gain credits. Baradene is well setup to do exchanges.

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

5.2 Items arising from the Annual Plan – No items arising.

5.3 SchoolDocs – See Principal's report.

5.4 Student Report – Sofia Olan

Sofia reported that the holidays were a refreshing break. Term 2 is a busy term with many assessment deadlines. School events have included the cross country, Year 11 & 13 Retreats and our first whole-school assembly. The winter sport season, debating and mooting season has started. La Fete and Feast of the Sacred Heart coming up towards the end of the term.

5.5 Finance Committee Report – Liz

The Finance Minutes were taken as read. Year to date for April is well on track against budget. Drop in revenue includes lunch bar income. Risks included. Staff resourcing due to COVID/Flu is the biggest challenge. Noted the 2020 Audit. The 2021 Audit deadline is in 10 days, we will flag to Auditor General Office that we will be late due to auditors. A zoom meeting planned with the auditors. Discussed the pedestrian crossing – approached the PTA to assist with funding. Question raised on term deposits and interest rates – advised varying amounts and rates.

Action: Funding applications – encourage sports and other groups to apply for funding as favourable opportunity at the moment.

Liz proposed that the finance update is approved. Seconded by Michael.

5.6 Special Character Committee – Michael

The Special Character Minutes were taken as read. Michael outlined the items from the special character minutes. Sister Elizabeth noted a correction to the minutes that the Columba Centre is the venue for leadership courses run by Te Kupenga – Catholic Theological College. Noted a sub-committee setup to look at special character policies.

Action: Amend special character minutes appropriately.

Michael proposed that the special character report is accepted. Seconded by Sandy.

5.7 Health & Safety Committee – No Meeting

5.8 Property Committee – No Meeting

5.9 Strategic Plan Review - Rob

Rob advised that the questionnaire for the community is in final draft. Meeting scheduled for Thursday (19 May) to discuss survey. The initial group will be targeted and then survey will be sent out to the rest of the community. Expect that data will be collated in the next 3 to 5 weeks. Gill thanked Rob for his work.

Action: Send survey to Board after Thursday's meeting.

5.10 Growing Heart Foundation Report – Richard James

Richard spoke about the role and goals of the Growing Heart Foundation at the school. He highlighted the KPMG Independent Review Report that had been carried out instead of a full audit. No issues arising from report. Events have not been held due to COVID. Funding Makerspace is the current priority. Current fund raising from TaxGift, focused fundraising (Giving Week Campaign, Sisters' Movie Event) and bequests.

Action: Richard to distribute Finance papers.

Gym Update: Weekly Project Control Group (PCG) meetings. Have received a letter from BCL seeking financial support for fitout from BOT. Building environment is difficult at moment and looking at the best process. Gill advised that request will go to the Finance Sub-committee prior to Board consideration. PTA have prioritised funds for gym fitout and MOE funding available for new space below entitlement according to school roll. Discussed contingency amounts included in fitout request. Sandy noted the incredible work on the gym project by Edmund and Richard – all voluntary and appreciated by the school - will be a great facility for current and future students.

Action: BCL funding request to go to the next Finance Sub-committee meeting.

6. ADMINISTRATION

6.1 Confirmation of Minutes - Minutes reviewed.

Gill proposed that minutes of the previous meeting held on 4 April 2022 are approved as a true and correct record. Seconded by Catherine. All in favour.

6.2 Matters Arising

- 5.5 Catholic related policies will be reviewed through a sub committee

- 6.3 **Action:** Catherine Ryan to check with Manuel regarding board professional development.

6.3 Correspondence – Correspondence taken as read.

6.4 Agenda Items for next meeting – none

6.5 Reflection on 2022 Focus Goal – see reflection.

6.6 Evaluation – Evaluation forms filled in and returned by board members.

Note: New date for Strategy Meeting – Saturday 5 Nov. Advise Donna if date does not suit.

7. CLOSING PRAYER

Meeting finished at 8:22pm

Gill Chappell
Chair