

**MINUTES OF THE BOARD OF TRUSTEES  
OF BARADENE COLLEGE OF THE SACRED HEART  
MEETING HELD MONDAY 31 OCTOBER 2022  
AT 6:00PM IN THE BARADENE BOARDROOM**

**PRESENT:** Gill Chappell (Chair), Sandy Pasley, Richard James, Therese Singleton, Amy Mason, Terisa Cordtz, Lisa Courtney, Justin Luen, Sister Elizabeth Snedden, Gabrielle Smyth, Liz O'Neil, Catherine Ryan

**1. PRAYER**

**2. Faculty Report – Sarah Whitehead – Head of Social Studies/NZ Histories**

Aotearoa/NZ Histories curriculum has been mandated by the Government. The aim is to build an understanding on how Māori and all people have shaped the past, present and future. It does not mean that old history is discarded. Sarah outlined the 3 curriculum strands of “understand, know and do”. She outlined the implementation plan and current status. Sarah showed examples of student work. The curriculum will be reflected across all areas but will sit under the Social Sciences faculty. Staff had attended professional development. Full implementation is planned by 2025.

**3. Reflection – Catherine Ryan**

Catherine shared a video from NZCEO which showed the story of Jesus walking with the disciples and Bishop Steve spoke about the important role of the Board to protect the Catholic character of the school. Future of the school depends on the decisions made now and the importance of encouraging and supporting students and staff to live actively in their faith. The video was paused, and the board noted the importance to think long-term and the challenges of resourcing staff. Tagged teachers discussed. The video outlined the history of the Catholic church in New Zealand and introduction of Catholic schools and the later shift to state-integrated model.

**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**

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

- The successful MNA was commented on and the staff congratulated.
- Positive feedback received about digital examinations, and these had occurred without technical difficulties.
- Personnel reviewed. Staff resourcing is challenging and Sandy has secured very good teachers. Two teacher trainees for next year. One teacher trainee is an alumna with a degree in Bio-Chemistry. Noted that we are able to retain all 3 teacher trainees who had started at the beginning 2022.
- **EOTC** – The 3 trips covered in the Principal's report were reviewed - Rowing Season – Karapiro Christmas Regatta, Rowing Season – Summer Training Camp 2023 and Athletics NZSS. All have good supervision ratio of parents/adults attending.  
**Sandy proposed that the EOTC trips - Rowing Season – Karapiro Christmas Regatta, Rowing Season – Summer Training Camp 2023 and Athletics NZSS are approved. Seconded by Liz. All in favour**
- Noted that International student numbers are 39 not 41 (as printed in the Principal's report), next year 33 International students are confirmed with enrolments still coming in.
- Marketing Trip. Will be covered in next Principal's report. Trip had gone very well and great to connect with agents, will take a year for the enrolments to come through as a result of the trip.

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

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

**5.3 SchoolDocs** – to be covered in December.

**5.4 Student Report – Amy Mason**

Amy reported that senior students sat mock exams during first week of the term. New 2023 Year 7 students came to the school for entrance testing. Many sporting achievements celebrated at the Sports Awards last Thursday evening. Today Year 7&8 went to Athletics and Year 13 were dressed in costumes for Cor Unum Spirit Day. House parades were on the last day of Term 3 – a lot of effort had been put into the parades. Seniors are in their final week at school. Tomorrow evening is the academic prizegiving and liturgies are planned for each year level on Wednesday. Thanksgiving Mass will be a time to farewell Year 13 students. Study leave starts on Thursday with NCEA exams starting the following week.

**5.5 Finance Committee Report – Liz**

Minutes were taken as read. 3 key things covered at the meeting.

- 2021 Audit - subject to confirmation regarding the treatment of Growing Heart foundation. This is in progress and taking outside advice.

- 2022 performance reviewed for year-to-date and forecast. Well ahead of budget. Capital forecast – expecting an underspend to be carried into 2023.
- 2023 Budget. Process involves looking at basic assumptions (p.59). Surplus looks small in comparison where expected to finish at the end of the year caused by changes in student numbers, international student numbers and income from uniform shop and lunchbar.
- Equity index discussed. Funding will stay the same in 2023 and reduce in 2024. No inflationary adjustment included.

**Action:** Donna to send the equity index papers (originally sent to Finance Committee) to the board.

- Pay equity for admin staff has been met by the Government.
- Teachers' collective is still being negotiated. 9 teachers included in the over staffing will need to be covered.
- Fee increase discussed. In past the increase has gone to BCL for building projects and the College has not received the increase. Each year boards discuss the fee increase and the split between BCL/BOT. Noted that the economic climate is taken into account and scholarships available. Noted important to build up cash reserves as BOT will fund the fitout of the new Gym.

- ***Liz proposed that following the confirmation from BCL, that the board approves a 4% fee increase. Seconded by Richard. All in favour.***
- ***Liz proposed that the 2023 budget as outlined in the papers is approved. Seconded by Gill. All in favour.***

**5.6 Special Character Committee – no meeting**

**5.7 Health & Safety Committee – no meeting**

**5.8 Property Committee – no meeting**

## **6. ADMINISTRATION**

**6.1 Confirmation of Minutes** - Minutes reviewed. No corrections.

***Gill proposed that minutes of the previous meeting held on 19 September 2022 are approved as a true and correct record. All in favour.***

### **6.2 Matters Arising**

- Trip to Vietnam, Therese reported that policy had been reviewed and was important to identify any exclusions that parents may not be aware of. Therese advised that the policy was comprehensive, and it was presented to the parents. Change of Government policy was the only issue not covered.

***Gill proposed that the trip to Vietnam is approved. Seconded by Richard. All in favour.***

- Action:** Sub-committee meetings scheduled prior to December board meeting. Donna to send electronic invites.
- Brief discussion at end of the strategy meeting for the Policy/Strategy sub-committee meeting

**6.3 Correspondence –** Correspondence taken as read. Pg. 13 NZCEO update refers to a Privacy Officer – noted that Sandy is the Privacy Officer for the school.

- Discussion on the Alcohol Licencing objection- had not been successful.
- Incident in New Market involving unidentified students in Baradene uniform. Person caught and convicted with sentencing in January. School prepared a victim impact statement. Students warned by Deans in year levels about dangers.

**Action:** Communication to parents to be prepared in case of media attention.

### **6.4 Agenda Items for next meeting/strategic planning meeting**

- If you have already seen the Sisters' movie, can arrive at 10am
- Apologies from Richard and Amy
- Agenda items: Formation (John Mooney, Tour of school, Consultation for Province, Integration Agreement (defer to reflection for December meeting), Equity index, Goal feedback)

### **6.5 Reflection on 2022 Focus Goal**

To be done at strategy meeting on Saturday.

## **9. CLOSING PRAYER**

Meeting finished at 7:58 pm

Gill Chappell

Chair