

**MINUTES OF THE BOARD OF TRUSTEES
OF BARADENE COLLEGE OF THE SACRED HEART
MEETING HELD MONDAY 19 JUNE 2023
AT 6:00PM IN THE BARADENE COLLEGE BOARDROOM**

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

1. PRAYER

2. Head of Faculty Report – Religious Education (RE) - Lisa Jenkins

Lisa highlighted areas the faculty report (distributed at the meeting). Consistent NCEA results (10 Scholarships in 2022). She outlined the Level 1 programme which starts with an assessment standard in Year 10 and continues into Year 11 and incorporates the Social Awareness Programme. Lisa outlined the changes in the curriculum for Religious Education. RE includes the Philosophy for Children (P4C) programme. The MakerSpace is utilised for RE (use of virtual reality). Priorities for 2023 include attracting RE staff and expanding the Pompallier Shield to include tagged teachers.

Sister Dorothea Hewlett

Elizabeth spoke about Sister Dorothea Hewlett who passed away today (funeral Tuesday 27 June).

3. Reflection –Formation – John Mooney

John joined the meeting remotely from Tokyo. John led the board through a reflection on the Focus Goal “A personal and active faith in God”. He unpacked the meaning of faith and how it addresses the four questions that humans pose (understanding who they are, their purpose, what provides satisfaction and if death is the end?) John outlined the criteria of the faith goal and shared alternative wording that expands understanding of the goal from a governance/board perspective.

Action: The board is to reflect on the criteria re-wording and provide feedback to Lisa before the next Special Character meeting (10 August). Lisa will collate and a response will be formulated at the next Special Character meeting to feedback to John.

4. ADMINISTRATIVE MATTERS

4.1 **Present:** See above.

4.2 **Apologies:** Catherine Ryan,

4.3 **Declarations of Interest:** None

4.4 **Code of Conduct.** The minimum code of conduct is included in the papers (p.9) with allowance for expansion/protection of Special character. The code of conduct from the induction manual is included (p.11).

Action: The code of conduct will be referred to the Special Character committee to identify additional items that to be added. In the meantime, the minimum standard was adopted.

Gill proposed that the Board adopts the minimum code of conduct initially pending input from the Special Character Committee. Seconded by Lisa. All in favour.

5. REVIEW

5.1 Principal's Report – Sandy

Sandy highlighted various areas of interest from her Principal's Report.

- Special Character. The school had celebrated two Masses including the Feast of the Sacred Heart where ten students had received the sacraments.
- ANZNET conference will be hosted at Baradene in 2024 (17/18 May). Sandy would appreciate any suggestions for a guest speaker. Board members can attend the conference. Australian schools and schools further afield have been invited.
- The Art Show is going ahead. Sandy commended the new PTA Chair (a new parent) who is driving the Art Show.
- Archery. Information on the Archery setup was passed around and board was happy with information. Requirements for Archery will go to BCL for approval.
- Our ERO representative is working with the school to co-construct the school's profile report.
- Ongoing strike action was discussed. Understand parent concern - the school has very conscientious teachers who will do their best to help the students to catch-up. Very disruptive situation.
- Personnel & Finance sections highlighted.
- Health & Safety. The health and safety report for the gym development is included. Noted that the builders had responded quickly to an issue and had increased the number of spotters at the truck access.
- EOTC. EOTC trips discussed. Noted the NZSS (Wellington) swimming trip – 3 students are going with the coach/grandmother (parents have given written permission). Discussed the adult ratio for the Orienteering trip (Blenheim).

Gill proposed that the Board approves the EOTC trips as per June Principal's report [Swimming NZSS – Wellington, cycling – NISS & NZSS Track – Cambridge, Cycling (Road) NISS – Cambridge, Orienteering NZSS – Blenheim, Orienteering SISS – Nelson]. Seconded by Richard. All in favour.

- Curriculum refresh - concern raised in the grounding of subject for students.
- ***Gill proposed that the Board accepts the June Principal's report. All in favour.***

5.2 Items arising from the Annual Plan – Noted the track changes not shown -include next time.

5.3 SchoolDocs Policies - EOTC policies were reviewed by the Senior Leadership Team (SLT). Sandy had phoned SchoolDocs and advised that it is not possible to extract part of the policies. Important to give feedback at time of review. SchoolDocs are working with NZCEO and Special Character policies are filtering through. Sandy passed around the 2023 review schedule/assurances and the 3-year policy review schedule.

5.4 Student Report – Amy

Amy reported that students are busy with sport, performing arts and assessments. Pink Shirt Day had been successful. Students had attended the Schola Choir trip to Christchurch and the Big Sing Competition is coming up this week. Retreats had occurred for Years 11 and 12. Feast of the Sacred Heart (FOSH) had been celebrated with Mass in the morning followed by La fete. The FOSH theme was “Back to the Future. Funds raised for the SHIFT organisation. The concert in the afternoon showcased talent in the school.

5.5 Finance Committee Report – Liz O’Neil

- Finance documents included in the papers indicate that school is in a good financial position at the half-way point of the year. Increased numbers of International Students. Rex has adjusted the forecast and included funding application summary. Office of Auditor General (OAG) correspondence noted. Still awaiting 2021 audit to be completed (includes consolidation of foundation accounts). Noted canteen income reduction.

Gill proposed that the Board accepts the Finance Committee Report. 2nd by Terisa. All in favour.

5.6 Special Character Committee Report – Sandy

The minutes were taken as read. It is great to see the exchange programme up and running.

Gill proposed that the Board accepts the Special Character Committee Report. Seconded by Liz. All in favour.

5.7 Health & Safety Committee – no meeting

5.8 Property Committee – Gill

- The list of maintenance items highlighted and the smooth transition with a new property manager. No extra resourcing needed at this stage. 15-year property plan will be reviewed at the next meeting.

Gill proposed that the Board accepts the Property Committee Report. Seconded by Gabrielle. All in favour.

5.9 Strategy/Policy –Therese

Therese reported that the Strategy/Policy committee had been given a presentation of a solution to manage policies using a document tool to allow updates, link to website and prompts for review but extensive content including legislative requirements would be missing. Investigation had come full circle to confirm continuation of SchoolDocs. Use link in newsletter so that up-to-date policies are available to parents. SLT team check policy against procedures. Discussed process to manage SchoolDocs. Strategy/Policy sub-committee will look at policies in advance (SLT to advise they have reviewed), record in sub-committee minutes the policies reviewed. Delegated to the sub-committee.

Action: Develop a system at the next policy/strategy meeting. Sandy to look at the timing of the sub-committee meeting with the SchoolDocs review schedule.

Gill proposed that the Board accepts the Policies/Strategy Committee Report. 2nd by Terisa Cordtz. All in favour.

5.10 Foundation Report – Richard

Richard highlighted the information included in the papers and outlined the role of the Development Office (funded by both boards).

6. ADMINISTRATION

6.1 Confirmation of Minutes - minutes reviewed.

Gill proposed that minutes of the previous meeting held on 15 May 2023 are approved as a true and correct record. Seconded by Liz. All in favour.

6.2 Matters Arising – Noted that Sister Elizabeth had circulated the Heart Space information.

6.3 Correspondence – correspondence with OAG noted.

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

6.5 Reflection on 2023 Focus Goal

Covered above in Reflection section. Board feedback included that we are a work in progress and always have something to learn. Through discussion, we reflect on our identity and goals as a Board. Sister Elizabeth reminded the board the Heart Space on 9 July is a good opportunity for personal spiritual growth.

6.6 Evaluation - none

7. CLOSING PRAYER

Meeting finished at 8.34pm

Gill Chappell

Chair