

**MINUTES OF THE BOARD OF TRUSTEES
OF BARADENE COLLEGE OF THE SACRED HEART
MEETING HELD MONDAY 30 OCTOBER 2023
AT 6:00PM IN THE BARADENE COLLEGE BOARDROOM**

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

1. PRAYER

Welcome to Kate Hunter – new Student Trustee Representative.

2. Head of Faculty Report – Health & Physical Education – Tanya Price

Tanya outlined the faculty members. She spoke of changes including Year 7/8 Health is now taught by the Health/PE department (not by Director of Year 7/8). Level 2 Health was introduced this year. Tanya showed the excellent results at each level in comparison with 2022. Every two years the PE faculty do a health consultation with students/parents (last done in 2022) and ERO review this consultation. The PE/Health faculty engage in the focus goal in many ways including supporting the Caritas Day and the Dance Challenge has the theme of the Focus Goal. A person from Ngāti Whātua Ōrākei has been showing students how to use flax. Tanya spoke of the Duke of Edinburgh caving activity. The faculty is very much looking forward to the new gym.

3. Reflection – Formation – John Mooney

John led the Board through a formation on the faith goal in conjunction with wisdom from Janet Erskine Stewart on faith and trust. This included the importance for the Board to have faith which calls us to have courage for the challenges. Faith involves risk, discernment and trust and the ability to recognise/discern our own talents and use them. The Board were invited to reflect on 2023 and the risks taken. As Sacred Heart educators we help students to have faith/confidence in themselves and courage to trust in others. John encouraged the Board 'to know and trust yourself, and trust that God will be with you in the decisions'.

4. ADMINISTRATIVE MATTERS

4.1 **Present:** See above.

4.2 **Apologies:** Therese Singleton

4.3 **Declarations of Interest:** None

5. REVIEW

5.1 Principal's Report – Sandy

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

- Sandy has organised the 2024 conference speaker – Father Richard Leonard (from Sydney). Focus will be on social media. This is also an important aspect of 2024 goal (Building community as a Christian Value). Lisa has kindly volunteered for the Conference Committee.
- Noted in Te Tiriti O Waitangi section the one-on-one support for Māori & Pacific students from the Academic Deans. The weekly te reo phrase is a good way to introduce new vocabulary.
- New Year 11 courses in 2024 – students will be given the pre-requisites for the following year.
- Research project to encourage female students and Maori/Pacific students into STEM subject is progressing. Researchers met with Senior Leadership and are working with focus groups at the college.
- Statistics tabled for the Board to view (from Alwyn Poole) it ranks schools regardless of assessment method on indicators such as the percentage of leavers with NCEA Level 3. Baradene ranks in the Top 10 schools
- The account from the student about the Duke of Edinburgh Silver trip shows the positive effect and growth for students who participated in the kayaking trip.
- Staff appointments are difficult – a new teacher resigned after signing due to a better offer from another school. Sandy noted the outstanding service of 28 years from the Accounts Administrator.
- EOTC: Sandy outlined the EOTC trips and the supervision. Suggestion given that need to ensure that not over-familiar with regular trips in terms of safety. Important to follow National guidelines for rowing and ensure being adhered to by Sports Manager/coaches etc. Good supervision ratios for the rowing trips. Level 2 Geo trip discussed. Noted that the teacher has been on the trip before and the short visit to hot pools is well supervised.
Action: Sandy to talk to Sports Manager to reiterate national guidelines are being followed.
- **Sandy proposed that the board approves EOTC as per the October Principal's report (Touch NZSS Championships, Athletics - NZSS, Rowing Season – Karapiro Christmas Regatta, Rowing Season – Summer Training Camp, Rowing Season – North Island Club Championships 2024, Rowing Season – NISS 2024, Level 2 Geography Tongariro) with the proviso that Sandy speaks first to Sports Manager and Geography staff regarding National Safety Standards for rowing and safety around hotpools trip. 2nd by Gill. All in favour.**
- Proposed Overseas Trips discussed. First XI Team won National Championships and invited to represent NZ in China. The Board was happy to approve this trip in principle. Offer of help made if financial assistance required.
- 2025 Social Science trips (Bosnia/Greece and Timor Leste trip). Board in support. Ensure sufficient supervision on trips. Board happy to support both trips in principle. Approve RAMS in new year.

- Policy Review. Curriculum and Student Achievement Policy for Board review has been reviewed by SLT – no changes required. Health Education policy reviewed at Special Character Committee and committee were happy with the policy. Not required for Board review but a very minor change to Distance Learning policy suggested by SLT.
- Next year maximum roll goes to 1375 and International students forecast promising – payments for international students still coming in.
- Sandy highlighted points from her marketing trip and the importance of visiting agents.

Sandy proposed that the Board accepts the October Principal's report. 2nd by Liz. All in favour.

5.2 Items arising from the Annual Plan – none.

5.3 SchoolDocs Policies – see above in Principal's report.

5.4 Principal's Appraisal

In Committee: At 7:35 pm the Board resolved to go into Committee under Section 48(1) of the Local Government Official Information and Meetings Act 1987 to preserve confidentiality and discuss the Principal's appraisal. The Board came out of committee at 7.59pm. Sandy was congratulated on a fantastic appraisal.

5.5 Student Report – Kate Hunter

Kate is looking forward to being the student representative on the Board. Students have left for study leave. Senior students have had written and digital mock exams. Important achievements recognised at the Sports Awards, Senior Prizegiving, Performing Arts Awards. The effort and progress over the year was recognised at an assembly. Students are ready to tackle the end of year exams and looking forward to the holiday break.

5.6 Finance Committee Report – Liz O'Neil

- Audit - still awaiting 2021 audit. Liz following up with the audit partner and waiting to hear back from him.
- 2023 financial results looking positive with conservative year-to-go numbers.
- 2024 Budget. Assumptions listed. Budget surplus is more positive than in recent years. Noted capital expenditure (p.79) for gym fitout.
- Noted that Business Manager retiring. Business Manager will assist in transition.
- Budget process involves approving budget at next board meeting (December). Any questions to Liz/next finance committee meeting.

Liz proposed that the Board accepts the 2023 September Financial report. 2nd by Gill. All in favour.

Liz proposed that the draft 2024 budget is put forward for final approval at the December meeting. 2nd by Richard. All in favour.

5.7 Special Character Committee Report – Catherine Ryan

The 2024 Conference on 17/18 May was highlighted. Dates and Events for formation opportunities included in the papers were highlighted. The Board spent time reflecting on the focus goal response and contributed feedback to each of the criteria that will be submitted by Catherine.

Catherine proposed that the Board accepts the Special Character Committee report. 2nd by Sister Elizabeth.

5.8 Health & Safety Committee Report – no meeting

5.9 Property Committee Report – no meeting

5.10 Policies/Strategy Committee Report – no meeting

6. ADMINISTRATION

6.1 Confirmation of Minutes – minutes reviewed.

Gill proposed that minutes of the previous meeting held on 18 September 2023 are approved as a true and correct record. 2nd by Gabrielle. All in favour.

6.2 Matters Arising – Finance committee actions have been completed.

Action: Gill/Therese are following up on further information in regard to EOTC/PCBU.

6.3 Correspondence

6.4 Strategic Planning Day Consideration – ideas discussed (building walk through, ethical concerns from Bishop (Action: Sister Elizabeth to forward to Gill), sustainability opportunities, Papal document on climate change, JPIC).

6.5 Agenda Items for next meeting – send to Gill.

6.6 Reflection on 2023 Focus Goal – covered in Special Character section.

6.7 Evaluation – none – postponed to Strategy Meeting.

7. CLOSING PRAYER – Prayer cards from Sister Lynette for guidance of Holy Spirit for the next General Chapter meeting were used for the closing prayer.

Meeting finished at 8.46pm

Gill Chappell
Chair