

**MINUTES OF THE BOARD OF TRUSTEES  
OF BARADENE COLLEGE OF THE SACRED HEART  
MEETING HELD MONDAY 4 DECEMBER 2023  
AT 6:00PM IN THE BARADENE COLLEGE BOARDROOM**

**PRESENT:** Sandy Pasley, Lisa Courtney, Richard James (Chair), Justin Luen, Gabrielle Smyth, Kate Hunter, Terisa Cordtz, Catherine Ryan, Therese Singleton

**1. PRAYER**

**2. Head of Faculty Report** – none

**3. Reflection** – none

**4. ADMINISTRATIVE MATTERS**

4.1 **Present:** See above.

4.2 **Apologies:** Gill Chappell, Liz O'Neil, Sister Elizabeth Snedden

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 reported that \$13000 had been raised at the Junior Workday. The charities the school supports include rscj Sophie's Farm, Caritas Social services, Tear Fund, Hospice.
- The Year 10 camps had been very successful with one injury which occurred outside the activities.
- Sandy met Prince Edward at the Duke of Edinburgh Forum. Sandy raised the Health & Safety aspect as a concern for schools. The Duke of Ed CEO will follow-up in the new year.
- Draft ANZNET report highlighted. No further comments, but board is welcome to send any further feedback over next few days.

***Richard proposed that the Draft ANZNET report is put forward to BCL. 2nd by Catherine Ryan.***

- International attestation. Noted that international students sit outside the maximum roll and does not affect the domestic students coming to the school.
- Professional Growth Cycle for teachers is a new process. Attestation is also done for teachers who have not reached the top of the salary scale. Sandy attests that teachers meet the criteria – this involves observing a class and obtaining student feedback.
- Question raised regarding any new policy changes. Iona Holsted (Secretary for Education) had communicated a requirement for 1 hour per day for Reading, Writing and Maths. Waiting to hear if any further communication received on this.
- ERO project – involves ensuring class teachers have access to more data using EdPotential. Research Project with the University of Auckland (2-year project) and students going into STEM subjects. Research recognised overseas.
- Level 1 English exam was difficult for students (technical issues). Derived grades are being sought – based on mock exam results.
- Sandy outlined the issues raised in the Exam Centre Assurance Report. Noted that all are easily rectifiable.
- Personnel: Very difficult to get staff. Re-advertising in January for a PE/SOS teacher. Excellent candidates for Commercial Manager. Print Room Operator is moving to the Accounts position.
- Richard noted that it had been passed onto BCL the requirement for automated billing.
- Victoria Ave raised crossing is coming in January 2024.
- H&S Committee have looked at the 2 trips and recommend them for approval. Noted supervision on Rowing trip. Luge trip for the Level 3 Geo Trip is to be consented by parents.
- EOTC: Sandy outlined the EOTC trips
- ***Sandy proposed that the board approves EOTC as per the December Principal's report (Rowing Season – Rowing Camp and AKSS Champs, Level 3 Geography Trip). 2nd by Terisa. All in favour.***
- Physical restraint certificate (94 completed). Follow-up in the new year for new staff/ itinerant staff.
- Assurances were noted. Question raised regarding the Expenditure Assurance. It was noted that Gill looks at Sandy's credit card statements and receipts. Also noted that for staff expenditure all payments to staff members are published in the Finance papers and reviewed at each finance meeting.
- Enrolment numbers exceeding maximum roll noted and discussed. International student numbers sit outside the maximum roll.
- International student enquiries – taking long term students. Students coming from sister school in Japan. Advertising for homestays.
- ***Sandy proposed that the Board accepts the December Principal's report. 2nd by Lisa Courtney. All in favour.***

**5.2 Items arising from the Annual Plan** – none.

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

**5.4 Student Report** – Kate Hunter

Kate reported that students are on study leave and junior students had participated in assessment week. Junior Volleyball and Waterpolo had competed in NZ champs. Year 10 camps had taken place – including the Duke of Edinburgh. Students are very excited about the upcoming holidays.

#### **5.5 Finance Committee Report – Richard James**

- Finances are tracking well against budget (p. 86/87). Surplus expected at the end of the year. Noted that additional funding from Government received.
- Congratulations to Sandy and the team. Great fiscal management.
- 2021 audit report. Auditors noted a few points in management report, asked to review them. Waiting to hear back from them. Does not affect the audited accounts.

***Richard proposed that the Board accepts the Finance Committee report and the 2021 Audited Accounts. 2<sup>nd</sup> by Catherine Ryan. All in favour.***

- Richard went over the 2024 budget summary (p.91). Capital expenditure noted - majority is for the fit out of the gym. Sandy noted that it may not be as much as budgeted if school receives funding from Government (for square meterage). Will apply at the beginning of year. Budget assumes no funding.

***Richard proposed that the Board accepts the 2024 Budget. 2<sup>nd</sup> by Lisa Courtney. All in favour.***

#### **5.6 Special Character Committee Report – no meeting**

#### **5.7 Health & Safety Committee Report – Therese Singleton**

Highlighted the main points from minutes including the issue of the Auditorium balcony. Richard noted that BCL are currently looking at 3 options.

***Therese proposed that the Board accepts the Health & Safety report. 2<sup>nd</sup> by Gabrielle. All in favour.***

#### **5.8 Property Committee Report – Sandy Pasley**

Short meeting noted. Major item is the Technology room wall is being removed to make space for larger food Technology classes.

***Sandy proposed that the Board accepts the Property report. 2<sup>nd</sup> by Therese Singleton.***

#### **5.9 Policies/Strategy Committee Report – no meeting**

### **6. ADMINISTRATION**

#### **6.1 Confirmation of Minutes – minutes reviewed.**

***Richard proposed that minutes of the previous meeting held on 30 October 2023 are approved as a true and correct record. 2<sup>nd</sup> by Lisa. All in favour.***

***Richard proposed that minutes of Strategy Meeting on Saturday 18 November are approved as a true and correct record. 2<sup>nd</sup> by Gabrielle. All in favour.***

#### **6.2 Matters Arising**

##### **- Reviewed**

- Carry forward - **Action:** Gill/Therese are following up on further information in regard to EOTC/PCBU. Therese is following up and noted the Duke of Ed CEO visit in the new year.
- Sandy had spoken with the Sports Managers regarding the National safety standards.
- 2024 Focus Goal rewording document distributed (and also shared electronically).

**Action:** Send any feedback on rewording prior to the first meeting in February 2024 to Donna.

- BCL Sustainability Audit. Richard has passed on the Board's support for a joint audit to BCL. Will report back.

#### **6.3 Correspondence**

- Noted the advertisement on a seminar for the new RE Curriculum available to board members. Suggested that Catherine Everitt gives the same presentation given to BCL board on the new RE curriculum.

**Action:** Pass suggestion to Gill for a board meeting early in the year.

- Catherine highlighted the Province Orientation/retreat in Correspondence.

**Action:** Formation Calendar to be included in correspondence for each meeting. Feedback to John Mooney regarding timing of the Province Orientation in March year is a difficult time for some board members to attend.

#### **6.4 Agenda Items for next meeting – send to Gill.**

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

#### **6.7 Evaluation – none**

Sandy was congratulated on another fantastic year. Sandy thanked the Board for the many hours of service.

### **7. CLOSING PRAYER**

Meeting finished at 7:04pm

Richard James

Chair