

**MINUTES OF THE BOARD OF TRUSTEES
OF BARADENE COLLEGE OF THE SACRED HEART
MEETING HELD MONDAY 8 APRIL 2024
AT 6:00PM IN THE BARADENE COLLEGE BOARDROOM**

PRESENT: Gill Chappell (via remote MS Teams), Liz O'Neil (Chair), Sister Elizabeth Snedden, Sandy Pasley, Lisa Courtney, Richard James, Justin Luen, Kate Hunter, Catherine Ryan, Therese Singleton, Terisa Cordtz

1. PRAYER

2. Reflection – Catherine Everitt

Catherine walked the board through a brief taste of the community goal presented at the staff goals focus day. She spoke of the 'kete capturing the community through sacramentality, truth, communion and tradition. The reflection finished with prayers.

3. Head of Faculty Report – New RE Curriculum – Lisa Jenkins

Lisa outlined changes to the RE curriculum in 3 areas.

1. The Bishop's curriculum - To tatou whakapono. This curriculum is being implemented in Years 9, 10 and 11. Full implementation is not required until 2027. Lisa outlined the Year 11 curriculum in preparation for NCEA.
2. Scholarship programme – dedicated Scholarship classes. Amazing scholarship results for Religious Studies (12 scholarships plus 3 outstanding scholarships).
3. Unistart is a new initiative in RE to sit University papers while in Year 13.

4. ADMINISTRATIVE MATTERS

4.1 **Present:** See above.

4.2 **Apologies:** Gabrielle Smyth

4.3 **Declarations of Interest:**

4.4 **Code of Conduct – Action:** Catherine Ryan to progress.

5. REVIEW

5.1 Principal's Report – Sandy

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

- Open Day Tours – a great turn out of prospective families. Year 13 students did a fantastic job giving tours.
- Fia fia night – the school was represented by 6 cultural groups – the most ever!
- Summer Tournament. Great results at the Maadi, Waterpolo and triathlon competitions.
- Kāhui ako conference went very well and was enjoyed by teaching staff. Great opportunity to connect with community at other schools and the quality of speakers at the conference was excellent.
- It is very challenging ensuring vacancies are filled by good quality staff.
- Local schools invited to the Netsafe evening.
- **EOTC** Sandy outlined the two camps plus an additional EOTC because Baradene qualified for at the weekend to attend the Shakespeare Nationals. Sandy outlined the Year 12 Hilary Outdoors camp at Tongariro which is high risk but has very good processes. The Cycling Pre-Season Training Camp has a parent attending with each student.
- **Sandy proposed that the EOTC events listed in Principal's report (Hillary Outdoors Tongariro 18 to 13 Aug, Cycling Preseason Training Camp – Cambridge 26-28 April) plus the Shakespeare Nationals Trip Wellington 30 May – 3 June are approved by the board. 2nd by Richard. All in favour.**
- Sandy outlined the Music trip to Taiwan and Japan scheduled for the holidays following the earthquake in Taiwan. The school has been in touch with our Sacred Heart school and the safe travel websites are checked. A letter to parents on Friday outlined insurance position and trip is to go ahead. Positive responses from parents. Itinerary has been changed and will not include the trip to mountains.
- The annual report was submitted and loaded on the website. Includes annual plans and analysis of variance. Great results noted and discussed Year 9 reading comprehension on p.77.
- School policies reviewed. **Action:** Special Character policy to be reviewed by Special Character Committee.
- Highlighted the destination/source of student leavers and arrivals in 2023.
- **Sandy proposed that the board approves the April Principal's report. 2nd by Lisa Courtney. All in favour.**

5.2 Items arising from the Annual Plan. Spelling mistake of "Sacred" noted.

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

5.4 Student Report – Kate Hunter

Kate reported a busy second half of term. Subject trips have taken place including the Geography trip to Tongariro. Great results at North Island Rowing Champs (3 medals). Summer tournament week is one of the biggest tournaments weeks of the year. Noted the Bronze medal achieved at the Maadi rowing competition. The annual Fia Fia night and Polyfest competition showcased the hard work of students. Students are looking forward to the holiday break.

5.5 Finance Committee Report – Liz

- Papers taken as read.
- 2022 audit not yet complete. Subsequent delay to deliver 2023 financial reports. A letter is being drafted to go to Office of Auditor General.
- Forecast figures will be reported in next few months.
- Strong cash position noted. Reduction expected as gym expenses are realised (planned in assumptions).
- Update from Richard on Gym. Completion is ahead of schedule – Gym Opening on 5 July. Equipment is being ordered. \$157K funding has been confirmed from the Ministry. Landscaping is progressing and the focus is initially on the areas in the front of Duchesne for student seating.
- Sandy noted and thanked Richard and Edmund Lawler for their outstanding voluntary work.

Liz proposed that the Board accepts the Finance Committee report. 2nd by Therese. All in favour.

5.6 Special Character Committee Report – no meeting

5.7 Health, Safety & Sustainability Committee Report – no meeting

Duke of Edinburgh update from Therese. A meeting occurred with a representative from Duke of Edinburgh with Therese/Sandy and Gill. Duke of Edinburgh does not consider themselves the PCBU, a series of actions necessary to get clarity around Baradene's responsibility and oversight of Duke of Edinburgh going forward.

5.8 Property Committee Report – Gill

- Papers taken as read.

Liz proposed that the Board accepts the Property Committee report. 2nd by Lisa Courtney. All in favour.

5.9 Policies/Strategy Committee Report – no meeting

6. ADMINISTRATION

6.1 Confirmation of Minutes – minutes reviewed.

Liz proposed that minutes of the previous meeting held on 26 February 2024 are approved as a true and correct record. 2nd by Lisa Courtney. All in favour.

6.2 Matters Arising

- **Reviewed** – See Action List attached as *Appendix 1*.

6.3 Correspondence

6.4 Agenda Items for next meeting – send to Gill.

Sacred Heart Conference – Sandy outlined the conference programme which includes an event on Thursday evening for board members run by Sophia Ministries. Conference starts on Friday with a keynote speaker followed by workshops that board members can attend workshops. There is a Conference Dinner on the Friday night. Link will be sent out to register for sessions. On Saturday - Mass followed by Sisters' movie and a guest speaker (Dr Rocio Figueroa). Students will report back at the end of conference. Great work by Lisa Courtney who is on the committee.

6.5 Reflection on Focus Goal

Focus goal reflection – proposed new wording in correspondence was discussed.

Feedback on criteria 6 – the re-wording is more passive - original is more active. Noted that Baradene is affected by enrolment scheme. Suggestion to use "consider" instead of "ensure". Consistency in Board/Leadership reference.

Liz proposed that we seek clarity from John on intent of rewording for Baradene or all of ANZNET so board can reassess with appropriate lens. All in favour.

Action: Send feedback to John Mooney on rewording as above and seek clarity of intent of rewording

Criteria 1 discussed and feedback from board perspective.

- The reflection at the start of the meeting is an example.
- The strength of the community is reflected in the board members around the table.
- The privilege of the school/community, funded with contributions from parent community.
- Strength of the Religious Studies curriculum is a reflection of building on the mission of the Church. Scholarship programme.

6.6 Evaluation – none


7. CLOSING PRAYER

Meeting finished at 8pm

Liz O'Neil

Deputy Chair

APPENDIX 1

		ACTION ITEMS Carried forward from Baradene College Board Meetings	
Meeting Date	Person	Item	Status
NEW			
8/4/2024	Catherine Ryan	Code of Conduct – Catherine to progress.	
8/4/2024	Catherine Ryan	Special Character policy to be reviewed by Special Character Committee.	
8/4/2024		Goal Rewording - Seek clarity from John Mooney on intent of rewording & Send feedback on goals rewording.	
CARRY FORWARD			
4/12/2023	Gill Chappell Therese Singleton	Duke of Edinburgh. Visit occurred on 5 April.	Carry forward till responsibility clarified.
4/12/2023	Gill Chappell	Gill raised issue of timing of the Province Orientation in March each year.	Email follow-up to John Mooney about the timing.
26/2/2024	Sandy	Auditorium rail update - approved by engineers, going through the consent process. No installation date yet.	Obtain update
COMPLETED			
26/2/2024	Sandy	Annual plan for website to include first 2 columns and update date.	Completed
26/2/2024	Sandy	Morning tea to be organised for the staff in appreciation of the academic results.	Completed 10/4/2024
26/2/2024	Donna	Forward NZCEO newsletter so that links can be accessed.	Completed
26/2/2024	Donna	Update HSS committee minutes to include Hamish present at meeting.	Completed
26/2/2024	Donna	Sustainability bullet point. Strategic Plan to be updated and included on the website.	Completed
26/2/2024	Donna	Include criteria goal criteria wording in agenda	Completed
26/2/2024	Liz	Query on Admin cost increase in finance papers. Liz to look into detail and advise	Completed. Noted that costs in 2024, should have been recorded in 2023.
4/12/2023	Gill Chappell	Pass suggestion to Gill for a board meeting early next year that Catherine Everitt gives the same presentation given to BCL board on the new RE curriculum.	Completed Catherine Everitt/Lisa Jenkins attended board meeting 8 April.