

**MINUTES OF THE BOARD OF TRUSTEES
OF BARADENE COLLEGE OF THE SACRED HEART
MEETING HELD MONDAY 13 MAY 2024
AT 6:00PM IN THE BARADENE COLLEGE BOARDROOM**

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

1. PRAYER

2. Head of Faculty Report – Careers – Lucy Florence

Lucy outlined the services the Careers Department offers to students. The wider community (alumnae, siblings, parents) give talks to students. Internships organised and investigating Baradene Connect (alumnae website) for formal mentorship. Students use 'Careers Central' a careers application that has activities, interviews, and can be used for research. Year 13 students have individual interviews. Advice for Year 11 & 12 around subject choice. The Careers Evening ran with a panel discussion format last year. Auckland University visits organised including Future Me programme (for Māori & Pasifika students). Sandy noted that an overseas trend is for Universities to work with industry partners.

3. Reflection/Formation – John Mooney

John led the board to consider the focus goal and the values that build community. To embrace a person for who they are/freedom to become who they are. John explained the history of the Sacred Heart logo and its connection to "One heart, and one mind in the heart of Jesus". The Building Community goal gives evidence to the heart that humanises ("for the sake of one child" – accept the person as they are), transformation (to build foundations for growth – potential actualised) and because we love that person (give dignity, respect and the freedom for a person to be who they are). Five values of the society and Apostolic Priorities – co-responsibility (understand the task and contribute), collaboration (work together strategically and understand what and how to achieve it), integration (work comes out of common humanity – celebration and achievement of each person), transformation (aware of what needs to change at a strategic level), subsidiarity (means empowering – how to empower one other, the school principal and in turn the staff – achieved through listening).

John invited board members to reflect on the following questions - *How do these values build the BOT? How is the Board an agent of change for Baradene?*

Action: John will send suggested changes for the wording criteria.

4. ADMINISTRATIVE MATTERS

4.1 **Present:** See above.

4.2 **Apologies:** Richard James

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 including:

- Paid Union meeting this afternoon – junior students stayed at the school.
- Discussion around the background of the Crimson list.
- **EOTC** Sandy outlined the EOTC from the Principal's report. Discussed the Spanish trip timing of RAMS forms with the details and noted that itinerary can be changed very close to departure if needed (Taiwan trip an example). RAMS forms have been through HSS committee.
- School policies will be covered in the next Principal's report.
- Noted the attendance report.
- International report – a very successful marketing trip. Social media to share Sandy's presentations (with a translator). Noted that International student numbers fluctuate and long-term rather than short-term students are taken. Homestays are found and rates are competitive.
- Conference – Lisa (Board representative) has been fantastic on the committee.
- Alumnae Centenary celebration taking place on Sunday 19 May.
- **Sandy proposed that the board approves the May Principal's report. 2nd by Liz. All in favour.**
- **Sandy proposed that the EOTC events listed in Principal's report (Equestrian NISS – Taupo 17-19 May, Spanish Trip 2–20 July, Cycling NISS- Cambridge 6-7 July, Orienteering NZSS – Blenheim - 19 – 21 July, Wellington Model EU in Parliament 4-5 June) are approved by the board. 2nd by Gill. 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 the Music trip was enjoyed by the students. Waterpolo team came second at Nationals. School Cross country event last week. Students had enjoyed the school ball. First XI Football team leave for China tomorrow. Students are easing back into school after the holidays. Kate passed around photos from her Spirit of Adventure trip.

5.5 Finance Committee Report – Liz

- Papers taken as read. Noted that the school continues to be in a good financial position. Awaiting auditors to complete 2022 before starting 2023. Letter to Auditor General advising delay has been prepared. Forecast after the June financials will be reported.
 - The resolutions in relation to 5 different applications of grants for gym equipment were discussed. The board was supportive and approved the applications.
- (1) **Liz O'Neil proposed that Baradene College of the Sacred Heart apply to Milestone Foundation for a grant of up to \$7,500 (excluding GST) to contribute to 50% of the cost ball sport equipment (badminton, volleyball, futsal, basketball and netball) required for the new gym complex, including balls, posts/nets for badminton and volleyball, volleyball umpire stand, futsal goals/nets and netball posts; Seconded by Lisa Courtney. All in favour.**
- (2) **Liz O'Neil proposed that Baradene College of the Sacred Heart apply to Four Winds Foundation for a grant of up to \$47,500 (excluding GST) to contribute to the cost of the following equipment required for the new gym complex:**
- (i) 50% of the cost of Ball Sports equipment (badminton, volleyball, futsal, basketball and netball) including balls, posts/nets for badminton and volleyball, volleyball umpire stand, futsal goals/nets and netball posts;**
 - (ii) Athletics and Gym Sports equipment including high jump poles, bar and measure; gym mats, mat trolley; and crash pads;**
 - (iii) Fitness Centre equipment, including 8x rowing ergs, blue tooth speaker and wall mounted TV; Seconded by Lisa Courtney. All in favour.**
- (3) **Liz O'Neil proposed that Baradene College of the Sacred Heart apply to Grassroots Trust Limited for a grant of up to \$47,500 (excluding GST) to contribute to the cost of the following equipment required for the new gym complex:**
- (i) 50% of the cost of Ball Sports equipment (badminton, volleyball, futsal, basketball and netball) including balls, posts/nets for badminton and volleyball; volleyball umpire stand; futsal goals/nets; and netball posts;**
 - (ii) Athletics and Gym Sports equipment including high jump poles, bar and measure; gym mats, mat trolley; and crash pads;**
 - (iii) Fitness Centre equipment, including 8x rowing ergs, blue tooth speaker and wall mounted TV; Seconded by Lisa Courtney. All in favour.**
- (4) **Liz O'Neil proposed that Baradene College of the Sacred Heart apply to The Trusts Community Foundation for a grant of up to \$47,500 (excluding GST) to contribute to the cost of the following equipment required for the new gym complex:**
- (i) 50% of the cost of Ball Sports equipment (badminton, volleyball, futsal, basketball and netball) including balls, posts/nets for badminton and volleyball, volleyball umpire stand, futsal goals/nets and netball posts;**
 - (ii) Athletics and Gym Sports equipment including high jump poles, bar and measure; gym mats, mat trolley; and crash pads;**
 - (iii) Fitness Centre equipment, including 8x rowing ergs, blue tooth speaker and wall mounted TV; Seconded by Lisa Courtney. All in favour.**
- (5) **Liz O'Neil proposed that Baradene College of the Sacred Heart apply to Akarana Community Trust for a grant of up to \$47,500 (excluding GST) to contribute to the cost of the following equipment required for the new gym complex:**
- (i) 50% of the cost of Ball Sports equipment (badminton, volleyball, futsal, basketball and netball) including balls, posts/nets for badminton and volleyball, volleyball umpire stand, futsal goals/nets and netball posts;**
 - (ii) Athletics and Gym Sports equipment including high jump poles, bar and measure; gym mats, mat trolley; and crash pads;**
 - (iii) Fitness Centre equipment, including 8x rowing ergs, blue tooth speaker and wall mounted TV; Seconded by Lisa Courtney. All in favour.**

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

5.6 Special Character Committee Report – Catherine Ryan

Papers taken as read. Noted the Sacred Heart Conference is coming up this week. Thank you to all involved. Faculties are organising activities centred around the Building of Community goal. Formation Calendar – upcoming events. Silent Retreat is coming up at the beginning of August if anyone would like to attend.

Action: Advise Donna if you would like to attend.

- Special Character policies in SchoolDocs do not express our community and Catherine Ryan and Catherine Everitt will spend time on policies and come back to the board in Term 3.

Catherine proposed that the Board accepts the Special Character Committee report. 2nd by Terisa. All in favour.

5.7 Health, Safety & Sustainability Committee Report –Therese

- Papers taken as read. Key issues noted - Gym update/H&S reporting. Sustainability is part of the H&S meeting and a proposal of recycling bins had been put forward.
- Duke of Edinburgh (DOE). Have met with DOE representative. Received draft Memorandum of Understanding (MOU) and recommendations on how to approach risky activities. Gill and Therese will meet with other schools and look at the MOU to see if can be used. Suggestion to remove students when leave Baradene and they can re-enrol. Contract is needed between students on Gold/Silver to get approval from award leader before enrolling. Question raised regarding Adventure Works trips. Not aware of any students attending events in last school holidays.

Therese proposed that the Board accepts the Health, Safety and Sustainability Committee report. 2nd by Catherine Ryan. All in favour.

5.8 Property Committee Report – no meeting

5.9 Policies/Strategy Committee Report – no meeting

Action: Meeting to be organised after the conference. Date to be circulated.

6. ADMINISTRATION

6.1 Confirmation of Minutes – minutes reviewed, no corrections.

Gill proposed that minutes of the previous meeting held on 8 April are approved as a true and correct record. All in favour.

6.2 Matters Arising

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

6.3 Correspondence. Draft thank you letter to PTA and Audit letter to Office of Auditor General circulated.

6.4 Agenda Items for next meeting – send to Gill.

6.5 Reflection on Focus Goal

Criterion 2 discussed: *We educate in and form our community to the Mission of the Church and of the Society of the Sacred Heart.* New Wording: *The Board/Leadership Team empower the school community through attending to and responding to the voice of all members and stake holders.*

Action: Catherine Ryan will discuss the rewording of criteria 2 and clarify wording of the Building community goal with John Mooney.

Reflection on how the Building Community goal incorporated at meeting:

- Sacred Heart Conference highlights connecting. Support of the ANZNET broader community.
- John's formation mentioned 'lighting the flame of each person/for the sake of one child. This ties into the Careers Department presentation - finding the career pathway for each child.
- In education – we understand the individual.

6.6 Evaluation – none

6.7 General Business

- **Gym Update:** Opening on 5 July (Prime Minister invited to opening and Bishop to bless the building with attendances to be confirmed). The opening may be livestreamed for parents. Noted the great job that Watts and Hughes had done – on budget. Sarah Nightingale has also done a great job bringing the project together. Huge commitment from Edmund Lawler and Richard James. **Action:** Acknowledge Edmund and Richard's work on behalf of the BOT/School.

- **Strategy Meeting** – discussed changing the strategy meeting, will remain in November but look at change to mid-year in 2025.

- Thank you - Sandy thanked for going above and beyond in her job.

7. CLOSING PRAYER

Meeting finished at 8.24pm

Gill Chappell
Chair