

**MINUTES OF THE BOARD OF TRUSTEES
OF BARADENE COLLEGE OF THE SACRED HEART
MEETING HELD MONDAY 19 August 2024
AT 6:00PM IN THE BARADENE COLLEGE BOARDROOM**

PRESENT: Gill Chappell (Chair), Liz O'Neil, Sister Elizabeth Snedden, Kate Hunter, Catherine Ryan, Therese Singleton, Terisa Cordtz, Gabrielle Smyth, Alexandra Russell, Justin Luen, Richard James

1. PRAYER

2. Head of Faculty Report – Director of Student Support – Jackie Wood

Jackie outlined the Learning Centre and stepped through a Learning Centre report that she handed out to Board members. She noted a reduction in high-needs ORS students, but higher level of moderate-needs students. Less teacher aides are employed due to less high-needs students. Opportunities for whole-school PD is being looked at. Special Assessment Conditions (SAC) is an area of support that the Learning Centre organises. Jackie outlined NCEA results for Learning Register students which are very good. The Rainbow Reading programme for Y7/8 was outlined. The Board discussed additional support.

Action: Alex to provide a breakdown of Learning Centre funding and resourcing for the next Board meeting.

3. Reflection – Terisa Cordtz

Terisa shared a reflection on the goodness of God in relation to the community. Terisa invited the Board to reflect on quotes from St Madeleine Sophie Barat, Janet Erskine and St Philippine Duchesne and finished with a song "The goodness of God" for the Board to listen to.

4. ADMINISTRATIVE MATTERS

4.1 **Present:** See above.

4.2 **Apologies:** Lisa Courtney

4.3 **Declarations of Interest:** Declarations from Gill Chappell and Alex Russell were updated.

4.4 **Student Election:** *Gill proposed that the Board approves the Student Representative Election Date for Thursday 19 September 2024 and appoints Donna Francis as the Returning Officer for this election. All in favour.*

5. REVIEW

5.1 Principal's Report – Alex Russell

Alex highlighted various areas of interest from the Principal's Report including:

- The Social Sciences Faculty and students attended the Tree Planting organised by Ngāti Whātua.
 - The Careers Evening was well attended with students from Y9 to Y13. Alex noted that Woolf Fisher research had indicated that students engaged early with careers aids achievement.
 - Noted the timetabling process has started with option choice selection recently completed.
 - New Maths hours required will be achieved (hours in Science & Social Sciences).
 - Excellent results at academic competitions - broadens depth in learning.
 - Sporting achievements highlighted (6 out of 15 students listed in APS programme).
 - Teacher Training Programme. Candidates are being sought.
 - Personnel – noted resignations – teachers leaving Auckland. Noted a new resignation from Cat Petoe (Deputy Principal) effective at the end of 2024.
 - EOTC: The EOTC trips were discussed at the Health, Safety & Sustainability meeting with a few requests raised. Changes were actioned and the HSS Committee were comfortable to recommend for approval.
- These proposed that the EOTC events listed in the August Principal's report (AIMS Games – Mt Maunganui & Tauranga - 8 to 13 Sept, NISS Equestrian Championships - Taupo - 2 to 5 September, Hockey Chica Gilmour - Whangarei - 1 to 6 September, NZSS Girls Football Tournament - Nelson - 1 to 6 September, Sport Climbing Cup – NZSS - Mt Maunganui - 2 to 3 September, Skiing – NISS Champs - Turoa - 16 to 18 Sept and four Duke of Ed – Bronze Practice Journeys trip) - Whatipu Waitakeres on 21 to 22 September, 28 to 29 September, 12 to 13 October, 27 to 28 October) are approved by the Board. Second by Gill. All in favour.**
- SchoolDocs policies looked at by SLT – nothing significant identified.
 - International student numbers discussed. Accommodation requirements are met by student's parents, designated caregivers and homestay. Calibre of students is excellent, good ESOL support. May expect up to 85 international students in 2025.
 - Metro article includes an advertisement, and the graphs relate to 2022 data.

Alex proposed that the Board approves the August Principal's report. Second by Gill. All in favour.

5.2 Items arising from the Annual Plan. None

5.3 SchoolDocs Policies – Gill noted important policies for review:

Complaints Policy: Gill noted that it had been extensively rewritten. The policy refers to a complaints register. System for complaints register required to align with policy. Noted that nearly all (99%) complaints are dealt with internally by the school **Action:** Alex to discuss with Gill the requirements for the Complaints Register and staff to be made aware of complaints policy.

Action: Donna to send review comment to SchoolDocs indicating that reporting back to the Proprietor needs to be included in complaints policy.

Performance Management: Noted that Professional Growth Cycle is used at the school not an Appraisal Cycle.

Protected Disclosure: The Special Character Committee noted that staff are to be made aware of this process.

Action: Alex to raise the protected disclosure process with staff.

5.4 Student Report – Kate Hunter

Kate advised that the Spanish trip had taken place in the holidays. There are many North Island sporting achievements in cycling, orienteering and swimming. A great turnout of National costumes in Cultural Diversity Week. Students had enjoyed the speakers at the Careers evening. Students have been involved in KBB Music competition. Grandparents had been welcomed to the Feast of Assumption Mass. Students are enjoying the new gym and café facilities.

5.5 Finance Committee Report – Liz

- Noted that surplus is ahead of budget assumptions and reflective of increased International students and good cost management. Surplus position expected to remain through to year end.

- Finance committee to look at cash management strategy.

- 2022 Audit. To sign off at next Board meeting and 2023 Audit expected before end of year.

- Rowing Funding request will come to the Board next month.

Bank credit card insurance cover to be considered as part of EOTC / Overseas Trip review.

Action: EOTC / Overseas Trip Review policies to be referred to HSSC committee.

Liz proposed that the Board accepts the Finance Committee report. Second by Alex. All in favour.

5.6 Special Character Committee Report – Catherine

- Noted that Catherine Ryan and Catherine Everitt are looking at Special Character policies in an upcoming meeting. Special Character Form is being looked at in conjunction with NZCEO and looking to have updated version of form for new staff before end of the year.

- Dates for 2025 Province Orientation in correspondence. **Action:** Donna to send calendar invites to Board.

- Principal Farewell discussed.

Catherine proposed that the Board accepts the Special Character Committee report. Second by Terisa.

5.7 Health, Safety & Sustainability Committee Report – Therese Singleton

- EOTC was discussed at meeting and sustainability report given. Memorandum of Understanding (MOU) for AdventureWorks EOTC was reviewed at meeting. MOU aims to clarify responsibilities.

- Audit Harrison Tew EOTC audit to be considered.

- Noted that the Committee declined to approve the Rowing trip to Malta in view of timing and proposals to revise EOTC / Overseas Trips policies..

- Noted that 3 different trip categories of EOTC policies are needed (Actura style, sports/team trips, Baradene school trips).

Therese proposed that the Health, Safety & Sustainability Committee Report is approved. Second by Liz. All in favour.

5.8 Property Committee Report – no meeting

5.9 Policies/Strategy Committee Report – no meeting

5.10 Strategy Day Planning (Saturday 16 Nov)

Justin to present at strategy day. Catherine confirmed that Manuel Beazley will attend (9am). **Action:** Catherine to communicate with Manuel re: topic/time required.

5.11 Foundation Report – Richard James

Richard reported on the 3 areas of focus for the Foundation. 1. Raising funds for the gym fitout. Foundation funds are derived from Giving Days, previous tax gift programme funds, grants, other parent contributions. Noted that Giving week was more significant this year. 2. To get as many people as possible in the community to view the Sisters' movie. Alumnae focus previously and next focus is the parent community with screenings planned this year/2025. 3. Ongoing Grants/scholarships for students, staff PD, musical equipment. Great work done in the Development Office by two staff who are alumnae.

6. ADMINISTRATION

6.1 Confirmation of Minutes – minutes reviewed, noted a correction that Gill should be recorded as Chair, not Liz on 1.7.2024.

Gill proposed that minutes of the previous meeting held on 1 July 2024 are approved as a true and correct record. Second by Gabrielle. All in favour.

6.2 Matters Arising

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

6.3 Correspondence.

- Correspondence reviewed. Clarification given on the background to the PPTA response letter given.

6.4 Agenda Items for next meeting – send to Gill.

6.6 Reflection on Focus Goal – Building of Community as a Christian Value

Criterion 4: We respond to the invitations of the General Chapter and contribute to the evolving tradition of Sacred Heart education. **New Wording:** The Board and Leadership Team ensure that the life and development of the school community is a true reflection of the living tradition and contemporary understanding and practice of the Society of the Sacred Heart.

Feedback included: Foundation report is a tangible demonstration on building community. Gym Opening highlighted the appreciation from students. Presentation from Jackie regarding the Learning Centre and the discussion following from the Board to embrace and support the community.

Alex Russell and Kate Hunter left the meeting. Alex was thanked for her work and she noted that she felt very well supported.

6.5 Principal's Recruitment Process


The Board has appointed Sheffield as the recruitment adviser. Currently in the process of preparing a candidate pack. Search will extend overseas (Australia). Will be communicating with staff early next week with a survey opportunity. Looking to appoint at beginning of next year if possible. Noted that existing Principals need to give 8 weeks' notice. Shortlist expected late October.

7. CLOSING PRAYER

Meeting finished at 8.23pm

Gill Chappell
Chair

APPENDIX 1

		2024 ACTION ITEMS Carried forward from Baradene College Board Meetings	
Meeting Date	Person	Item	Status
NEW			
19/8/2024	Alex	Alex to provide a breakdown of Learning Centre funding and resourcing for the next Board meeting.	
19/8/2024	Alex	Alex to discuss with Gill the requirements for a Complaints Register and staff to be made aware of complaints policy.	
19/8/2024	Alex	Alex to raise the protected disclosure process with staff.	
19/8/2024	Donna	Donna to send a review comment to SchoolDocs indicating that reporting back to the Proprietor needs to be included in complaints policy.	<i>[Completed. Sent review comment to SchoolDocs 20.8.2024]</i>
19/8/2024	Donna	Donna to send calendar invites to Board members for 2025 Province Orientation and Retreat.	<i>[Completed. Sent calendar invites to Board Members 20.8.2024]</i>
19/8/2024	H&S Committee	Consider EOTC / overseas trip policies. Consider Westpac credit card cover	
1/7/2024	H&S Committee	Harriston Tew EOTC Audit Report	HSS Committee to follow up on getting second report.
19/8/2024	Catherine Ryan	Catherine to communicate with Manuel re: topic/time required for Strategy Day Meeting.	
CARRY FORWARD			
1/7/2024	Special Character Committee	Special Character form to be checked to ensure it covers all areas of code of conduct at the next Special Character meeting.	Ongoing.
1/7/2024	Special Character Committee	Special Character Committee to investigate ideas for format of Principal's farewell.	Ongoing.
13/05/2024	Gill	Strategy/Policies meeting to be organised after the conference. Date to be circulated.	Defer to H&S Committee for EOTC / overseas trip policy consideration
13/05/2024	Catherine	Catherine Everitt and Catherine Ryan to look at special character policies and NZCEO framework and will come back to the Board in Term 3.	Meeting planned for following week.
4/12/2023	Gill/Therese	Duke of Edinburgh. Met with Duke of Ed CEO on 5 April.	Carry forward till responsibility clarified. AdventureWorks MOU is being finalised.
COMPLETED			
26/2/2024	Sandy	Auditorium rail update - approved by engineers, going through the consent process. No installation date yet.	Looking to be done in Sep/Oct holidays
13/5/2024	Catherine	Catherine to follow-up with John re: Goal Rewording. Seek clarity and intent of rewording.	Will feed back at the end of year in annual report (with BCL).
1/7/2024	Special Character Committee	3x Board policies to go to the special character committee for review (Employer Responsibilities, Appointment Procedure, Timetable).	Looked at polices at Special Character meeting on 8.8.2024.
1/7/2024	School	Fire drill to be done for gym.	Done 31.7.202

1/7/2024	Sandy Pasley/Alex Russell	Follow-up on police vetting for Bernard Kiely.	Sarah Nightingale advised this has now been actioned
1/7/2024	Sandy Pasley	Confirm warranty is 3 years or more on flat bed cart.	Sandy had confirmed the 3 year warranty.
1/7/2024	Catherine Ryan	Strategy Day planning. Catherine Ryan to enquire regarding Manuel Beazley speaking at the Strategy Day.	Catherine confirmed that Manuel is happy to speak at Strategy Day.
1/7/2024	Justin Luen	Strategy Day planning. Justin to look into succession planning (board perspective).	Justin confirmed will give presentation at strategy day.
1/7/2024	Therese Singleton	Therese advised a meeting planned to come up with a proposal for Duke of Edinburgh.	Closed. Meeting has occurred.
13/5/2024	Gill/Sandy/Lisa	Acknowledge Edmund and Richard's work on behalf of the BOT/School.	Will be acknowledged at the gym opening on Friday 5 July with thanks to Lisa.
8/4/2024	Catherine	Code of Conduct – Catherine to progress.	Adopted NZCEO with changes to wording on 1/7/2024
13/05/2024	ALL	Advise Donna if you would like to attend Silent Retreat in August.	4 Baradene staff members attending. Complete.
8/4/2024	Catherine	Special Character policy to be reviewed by Special Character Committee.	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.