

**MINUTES OF THE BOARD OF TRUSTEES
OF BARADENE COLLEGE OF THE SACRED HEART
MEETING HELD MONDAY 9 DECEMBER 2024
AT 6:00PM IN THE BARADENE COLLEGE BOARDROOM**

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

1. PRAYER

2. Head of Faculty Report – none

3. Reflection – Sandy Pasley- Sandy shared a poem on risk.

4. ADMINISTRATIVE MATTERS

4.1 **Present:** See above.

4.2 **Apologies:** Dora Slavic, Terisa Cordtz, Richard James

4.3 **Declarations of Interest:** None

5. REVIEW

5.1 Principal's Report – Sandy Pasley

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

- ANZNET report. Taken as read.
- Special Character Survey, will form part of the Special Character Review in Term 2. Sandy highlighted parts of the survey and where improvements could be made.
- The Year 8 & Year 10 camps went ahead without any major incidents.
- Staff PD on neuro diversity was very informative.
- Kiva survey reviewed. School will look at camps being changed to the beginning of the year to help with loneliness. Incorporate into annual plan for 2025.
- Literacy and numeracy results. Sandy reviewed the literacy and numeracy results. Noted that the writing standards are more difficult.

Action: A copy for of the literacy/numeracy results will be included for the board at next board meeting in 2025.

- Personnel: Very good appointments have been made. A recruitment company was used to employ the Science/Chemistry teacher.
- Policies reviewed. Discussed at Finance meeting. No concerns.
- Suspensions noted. One student has withdrawn from the school and the other student has had the suspension extended and will appear before the board at beginning of Term 1.
- EOTC: The Duke of Edinburgh Silver Training, Practice and Qualifying Tramp EOTC trip was discussed
- **Sandy proposed that the EOTC event Duke of Edinburgh Silver Training, Practice and Qualifying Tramp – Kaimais 23 to 27 January listed in the December Principal's report is approved by the Board: Seconded by Liz. All in favour.**
- **Sandy proposed that the Board approves the December Principal's report. Seconded by Gill. All in favour.**

5.2 Items arising from the Annual Plan – Annual plan is completed for the year. Anything outstanding will be added to the 2025 Annual Plan.

Action: Strategic plan to be reviewed at the beginning of year. Greg Woolley to come to first meeting to discuss AI.

5.3 SchoolDocs Policies

5.4 Student Report – Dora Slavic – no report

5.5 Finance Committee Report – Liz

- Financial Reports for 2022 are ready to be signed off. Reviewing with the OAG to see if can move to another auditor. Next focus is 2023 accounts.
- 2024 YTD figures are good. Ahead of surplus – which is expected to continue for 2024.
- Liz/John working through implications of funding going back to the MOE (including a portion for gym funding).
- Budget for 2025. Risks include part time teacher increase which will be funded by MOE/school
- Surplus in 2025 – not expected to be large.
- Discussed opportunities in lunch bar and uniform shop – noted a balance between profit and impact on families.
- At 6.55pm the Board resolved to go into Committee under Section 48(1) of the Local Government Official Information and Meetings Act 1987 to discuss the Principal's concurrence. The board came out of committee at 7.03pm.
- Principal's wellbeing allowance – to go towards sabbatical costs.

Liz proposed that the 2025 Budget is approved by the board. Seconded by Justin. All in favour.

Liz proposed that according to the delegations that the 2022 accounts are approved by the board. Second by Therese. All in favour.

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

5.6 Special Character Committee Report – no report

5.7 Health, Safety & Sustainability Committee Report – no report

5.8 Property Committee Report – no meeting

- Taken as read. No matters arising.

Gill proposed that the Property Report is approved. All in favour.

5.9 Policies/Strategy Committee Report – no meeting.

Action: Policy/Strategy Meeting in first term of 2025.

5.10 Strategic Issues arising - none

6. ADMINISTRATION

6.1 Confirmation of Minutes – minutes reviewed,

Gill proposed that minutes of the previous meeting held on 11 November 2024 are approved as a true and correct record. Second by Therese. All in favour.

6.2 Matters Arising see Action List attached as *Appendix 1*.

- No matters arising. Carry forward actions to next term.

6.3 Correspondence - Correspondence reviewed. Noted the New Provincial of NEANZ – Anne Corrie who is an alumna and also a RSCJ.

6.4 Agenda Items for next meeting – send to Gill.

6.5 Principal’s Recruitment Process

The process going well. Narrowed to 2 candidates. Hoping to recommend this week. Difficulty with the timing of meetings. Will update later in the week. Principal will advise staff to check emails for news in coming weeks.

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

Focus Goal Report in Principal’s papers.


7. CLOSING PRAYER

Meeting finished at 7.11pm

Gill Chappell

Chair

APPENDIX 1

		2024 ACTION ITEMS Carried forward from Baradene College Board Meetings	
Meeting Date	Person	Item	Status
NEW			
9/12/2024	Principal	A copy for of the literacy/numeracy results will be included for the board at next board meeting in 2025.	
9/12/2024	Gill	Strategic plan to be reviewed at the beginning year.	
9/12/2024	Principal	Greg Woolley to come to first meeting to discuss AI.	
9/12/2024	Gill	Policy/Strategy Meeting in first term of 2025.	
CARRY FORWARD			
11/11/2024	Principal	Details about Music trip regarding ratio/insurance/H&S to come to board in March. Ensure IATA accredited travel provider and via school insurance, copies of letters to parents clarifying conditions.	
11/11/2024	Therese	Therese to summarise the findings from Whangarei Boys caving trip.	
16/9/2024	Alex/Sandy	For the Y13 Wero Trip & Surfing – updated RAMS and details to come to the board closer to time.	To come to February meeting.
19/8/2024	H&S Committee	Consider EOTC / overseas trip policies. Consider Westpac credit card cover	
19/8/2024	Sandy	Alex to discuss with Gill the requirements for a Complaints Register and staff to be made aware of complaints policy.	Register to be anonymised.
1/7/2024	H&S Committee	Harriston Tew EOTC Audit Report. HSS Committee to follow up on getting second report from new consultant.	

13/05/2024	Catherine	Special Character Policy. To come back to board via special character committee as policy had since been updated by SchoolDocs.	
COMPLETED			
11/11/2024	Sandy/Donna	Circulate notes from General Chapter meeting	Complete
11/11/2024	Donna	2025 Board meeting dates invites to be sent.	Complete
13/05/2024	Gill	Strategy/Policies meeting to be organised after the conference. Date to be circulated.	Complete: Strategy Meeting Sat 16 Nov