

**MINUTES OF THE BOARD OF TRUSTEES
OF BARADENE COLLEGE OF THE SACRED HEART
MEETING HELD MONDAY 24 February 2025
AT 6:00PM IN THE BARADENE COLLEGE BOARDROOM**

PRESENT: Gill Chappell (Chair), Liz O'Neil (via online), Sister Elizabeth Snedden, Therese Singleton, Dora Slavic, Terisa Cordtz, Richard James, Alexandra Russell, Justin Luen, Lisa Courtney, Catherine Ryan via online

1. PRAYER

2. Presentation – Greg Woolley

Greg Woolley (parent) works for Ernst Young and presented on AI. Information included the expectation for students to be AI literate when they enter the workforce, and importance to see AI as a tool not a threat, educate to use responsibly and ethically without bias. Important to build a strategy/framework. Useful for students to verify level of knowledge/understanding, identify gaps, for diverse learning needs and equitable learning experiences. Greg showed an example of using AI to analyse curriculum in Science and how to create assessment questions. School could look at developing a framework around safety & an ethical charter. Consider the problems the school is trying to solve as a starting point.

3. Reflection – Catherine Everitt – Director of Mission.

Catherine outlined the topics covered on the staff Focus Goals Day and spoke about the universal church celebrating the Year of Jubilee and how this is an opportunity to pause, reflect and renew hope. She spoke of the Focus Goal for 2025 "A social awareness that impels to action" and living with intention and considering humanity. Catherine invited the board to reflect on what their personal door of hope might be.

4. ADMINISTRATIVE MATTERS

4.1 **Present:** See above.

4.2 **Apologies:** Gabrielle Smyth

4.3 **Declarations of Interest:** The declarations of interest forms were circulated for update (2023 & 2025).

4.4 **Election of Chair** - Lisa nominated Gill as Chair. Seconded by Therese. No further nominations. All in favour. Gill nominated Liz as Deputy Chair. Seconded by Lisa. All in favour. No further nominations.

4.5 **Appointments to Sub-Committees** – the sub-committee lists in the papers were noted. These were valid for 2024 and rolled to 2025. No changes identified.

Gill proposed that the sub-committees are confirmed. All in Favour.

4.6 **Delegated Authorities.** The delegated authorities as outlined in the papers were explained, reviewed, discussed and accepted.

Gill proposed that the resolutions for delegations on pages 9,10, 11 in the papers are accepted. Seconded by Sister Elizabeth. All in favour.

5. REVIEW

5.1 Principal's Report – Alexandra Russell

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

- Opening Mass.

- Open Days are coming up this week and are very popular with extra sessions offered to meet demand.

- Alex highlighted the excellent Scholarship results and noted they were across the wide range of faculties. Noted that staff give up their own time for Scholarship.

- The board discussed how appreciation could be shown to staff for the outstanding results. Alex advised that morning tea would be appreciated and to look at seating in staff room.

Gill proposed that the board provide morning tea for staff and work with BCL to determine scope of upgrade for the staffroom. All in favour.

- **Action:** Provide morning tea for staff. Investigate seating/upgrade in the staffroom.

- EOTC: The Health and Safety committee had gone through the EOTC trips and questions had been raised. Alex has sought further information in relation to the questions. Noted that the Duke of Edinburgh trip is a pre-approval so that staff can promote the trip but would need to come back to H&S Committee with additional details (students attending and further information), closer to the trips departing.

- Alex proposed that the EOTC listed in the February Principal's report is approved by the Board:

(1) Rowing NISS Regatta, Lake Karapiro, 6 – 9 March, (2) NZSS Futsal Nationals, Wellington 23 – 26 March, (3) Rowing MAADI Regatta, Lake Karapiro, 22 – 30 March [approved in principle], (4) Athletics NISS Champs, Hamilton, 5 – 6 April, (5) NZSS Triathlon, Wanaka, 26 – 29 March, (6) 11PED Action Matakana Confidence Course, Matakana, 14 March, (7) Duke of Ed Bronze Practice Adventurous Journeys, Rangitoto & Motutapu, 22 – 23 March, 29 – 30 March, 5 – 6 April [approved in principle]

Seconded by Gill. All in favour.

- The International Student Report was noted. Alex advised that applications are open for international students in 2026 as a number of Year 13 students will leave at the end of the year. Agents have been invited to a morning tea on 27 March to meet Alex. Noted an increase in the international fees.

- Alex highlighted the literacy report – noted alternate pathways for International students to achieve literacy and numeracy.

- Alex proposed that the Board approves the February Principal's report. Seconded by Gill. All in favour.

5.2 2025 Annual Plan

Alex outlined the new areas of the annual plan that addresses areas from the ERO report (p.67 points around evaluation enabling middle leaders to use data). Noted that sustainability bullet point is to be added.

Action: Alex to add sustainability point to annual plan.

Gill proposed that the draft 2025 annual plan is approved subject to inclusion of sustainability item. All in favour.

5.3 SchoolDocs Policies

Action: H&S policies are to go to the H&S committee for consideration and review and make recommendation back to the board reflecting findings from the external audit process.

5.4 Student Report – Dora Slavich

Dora reported that Term 1 had many activities for students including House Parades that had highlighted the great Cor Unum spirit, students enjoyed participating in the Year 9 to 13 Athletics Day. Opening Mass was a special celebration. Many trips are running for students and a lot of success at the Auckland Rowing Championships at the weekend.

5.5 Finance Committee Report – Liz

No finance meeting. John is working through end of year accounts for 2024, these will come to March board meeting with February accounts. 2024 accounts are due at the end of May but cannot be done until 2023 is complete. Gill thanked Liz for her work on the Finance Committee.

5.6 Special Character Committee Report – no report

5.7 Health, Safety & Sustainability Committee Report – no report

Therese highlighted the trips that had been approved at the meeting. Therese outlined the high-level findings from the Whangarei Cave tragedy. Noted that an external person is coming to do an audit. The committee is looking at streamlining processes & grading activities.

Therese proposed that the Health, Safety and Sustainability report is approved. 2nd by Lisa. All in favour.

Action: Liz will email recent H&S guides from Institute of Directors.

5.8 Property Committee Report – no meeting

5.9 Policies/Strategy Committee Report – no meeting.

The strategic plan was distributed and board to discuss in future meeting – identify updates/additions for next 3 years. AI topic to be added to Finance Committee agenda. Noted that AI direction is to be driven from SLT (how does the school want to use AI) and board have an understanding and framework from safety/ethical perspective.

Action: Board to review strategic plan in coming meeting.

Action: Include AI agenda item in Finance committee.

6. ADMINISTRATION

6.1 Confirmation of Minutes – minutes reviewed,

Gill proposed that minutes of the previous meeting held on 9 December 2024 are approved as a true and correct record. All in favour.

6.2 Matters Arising see Action List attached as Appendix 1.

- No matters arising.

6.3 Correspondence - Correspondence reviewed.

Noted the NZCEO newsletter, formation calendar distributed, extract of encyclical letter with notes from John Mooney, Canonisation celebration invitation and summary of insurance policies that are held across the boards.

6.4 Agenda Items for next meeting – send to Gill.

6.5 Reflection on Focus Goal – A social awareness that impels to action


Action: Criteria to come to each meeting. Ask John to expand on the 2025 focus goal for the board.

7. CLOSING PRAYER

Meeting finished at 8.24pm

Gill Chappell
Chair

APPENDIX 1

		2025 ACTION ITEMS Carried forward from Baradene College Board Meetings	
Meeting Date	Person	Item	Status
NEW			
24/2/2025	Alex/BCL	Provide morning tea for staff. Investigate seating/upgrade in the staffroom.	<i>Complete In Progress</i>
24/2/2025	Alex	Alex to add sustainability point to annual plan.	<i>Complete</i>
24/2/2025	Therese	H&S policies are to go to the H&S committee for consideration and review and make recommendation back to the board reflecting findings from the external audit process.	
24/2/2025	Gill	Board to review strategic plan in an upcoming board meeting.	
24/2/2025	Liz	Include AI agenda item in Finance committee.	
		Liz will email recent H&S guides from Institute of Directors.	<i>Complete</i>
24/2/2025	Gill	Criteria to come to each meeting for comment. Ask John to flesh out the focus goal for the board.	<i>March</i>
CARRY FORWARD			
9/12/2024	Gill	Policy/Strategy Meeting in first term of 2025.	
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.	<i>March</i>
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.
19/8/2024	H&S Committee	Consider EOTC / overseas trip policies. Consider Westpac credit card cover	
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			
9/12/2024	Principal	Greg Woolley to come to first meeting to discuss AI.	<i>Complete</i>
9/12/2024	Gill	Strategic plan to be reviewed at the beginning year.	<i>Complete</i>
9/12/2024	Principal	A copy for of the literacy/numeracy results will be included for the board at next board meeting in 2025.	<i>Complete: Included in February report</i>
11/11/2024	Therese	Therese to summarise the findings from Whangarei Boys caving trip.	<i>Complete</i>
16/9/2024	Alex/Sandy	For the Y13 Wero Trip & Surfing – updated RAMS and details to come to the board closer to time.	Went to H&S Committee
1/7/2024	H&S Committee	Harriston Tew EOTC Audit Report. HSS Committee to follow up on getting second report from new consultant.	H&S organising