

**MINUTES OF THE BOARD OF TRUSTEES  
OF BARADENE COLLEGE OF THE SACRED HEART  
MEETING HELD MONDAY 16 JUNE 2025  
AT 6:00PM IN THE BARADENE COLLEGE BOARDROOM**

**PRESENT:** Gill Chappell (Chair), Liz O'Neil, Sister Elizabeth Snedden, Dora Slavich, Alexandra Russell, Lisa Courtney, Gabrielle Smyth, Justin Luen, Therese Singleton, Terisa Cordtz

**1. PRAYER**

**2. Faculty Report – Mathematics Faculty – Rachel Vaughan**

Rachel shared a reflection on results for 2024 and targets for 2025. She highlighted Baradene's results against national statistics and Māori & Pasifika achievement. The excellent Scholarship results in Calculus and Statistics were noted. Rachel highlighted Year 11 results and PAT statistics in the junior school. Focus of areas going forward include implementation of the mathematics curriculum, support for students, targets for course endorsement and importance of retaining specialist mathematics teachers.

**3. Formation – John Mooney**

John shared a formation on the importance of the board and its uniqueness in relation to the strategic plan. John shared an analogy of a tree where the roots and trunk relate to the legacy of St Madeleine Sophie Barat and Sacred Heart education. The board shapes the branches and the life of the school is represented by the leaves of the tree.

**3. Reflection – Catherine Ryan** - Carried forward to the next meeting.

**4. ADMINISTRATIVE MATTERS**

4.1 **Present:** See above.

4.2 **Apologies:** Richard James, Catherine Ryan

4.3 **Declarations of Interest:** Changes to declarations of interests requested – no changes advised.

4.4 Due to SchoolEd being selected to run the parent/staff election since last board meeting, there is a change to the returning officer.

***Gill proposed that Donna Francis is appointed as the returning officer of the student election date and the election date is set as the 10 September 2025 and that SchoolEd is appointed as the returning officer of the parent and staff election date and the election date is set as the 10 September 2025. Seconded by Lisa. All in favour.***

**5. REVIEW**

**5.1 Principal's Report – Alexandra Russell**

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

- Various events that had occurred (School production and Performing Arts competitions).
- Canonisation Mass in Sydney – was a special experience for the students and staff.
- Noted that fifty students from Sacred Heart in Taiwan had visited Baradene.
- For Samoan Language week the Cultural Council had organised events.
- The Father/Daughter breakfast had been very well attended. Great message from the guest speaker.
- Upcoming Matariki celebration on Thursday with unveiling of art installation in the gym.
- The SPANZ conference had been valuable.
- Noted the new Deputy Principal starts on 24 July.
- **EOTC:** The trips listed in the Principal's report have been reviewed by Health and Safety committee. Noted that DOE AdventureWorks / SeaKayaks need to communicate incidents when trips are being reviewed by board. Noted that EOTC consultant is working with school and giving PD at staff meeting. EOTC forms to include a section for parent transportation. Further discussion required around H&S form that student completes. Parent manager will be confirmed for NZSS Swimming Champs. Noted that DOE trip is 20 students each trip (total of 60 students). Noted change of date for Duke of Ed Silver qualifying journey (previously approved) - incidents to be communicated for this trip.

**Action:** Incidents to be communicated to the board regarding Silver Duke of Ed Sea Kayaking trip (Trip 1) and Duke of Ed Qualifying Journey (Waitawheta) (Trip 5). EOTC form to be updated to include parent transport section, H&S committee to discuss student H&S form.

***Alex proposed that the following trip is approved in principle by the Board subject to incidents report. Seconded by Liz. All in favour.***

1. Silver Duke of Ed Practice and Qualifying Sea Kayaking Mahurangi (a.22 – 25 Sep b. 1 – 4 Dec c. 8 – 11 Dec)

***Alex proposed that the following trips approved by the Board. Seconded by Liz. All in favour.***

2. Swimming – NZSS Champs, Waterworld – Hamilton 24 – 27 July

3. Cycling – NISS Track Champs, Velodrome, Cambridge 1 – 2 July

4. Cycling – NISS Road Champs, Lake Karapiro 28 – 29 June

***Alex proposed that the following trip date change is approved by the Board***

5. Duke of Ed Silver Qualifying Journey (approved at May Board meeting) date change only Waitawheta 5 – 7 Sep (was 29 to 31 Aug)

- Schooldocs - Policies and assurances have been reviewed by senior leadership team.

- Child Protection discussed. Board training had taken place. Noted the charism and student focus supports students to speak up. Noted counselling conversation opportunities and robust pastoral team. Noted to look at Child protection at the strategic planning meeting.
- International students – Y13 students leaving at the end of the year. Looking to increase diversity.
- Catholic Special Character Review – final report received and given out at board meeting.
- Annual report has been submitted to the Ministry. Targets discussed.

**Alex proposed that the Board approves the June Principal's report. Seconded by Therese. All in favour.**

5.2 **2025 Annual Plan** - The annual plan was noted.

5.3 **SchoolDocs Policies (see above in Principal's report)**

5.4 **Student Report – Dora Slavich**

Dora reported that the Shrek production had been amazing with 4 shows sold out. Students have been busy with Performing Arts events (Dance Showcase, National Dance Competition, Candlelight Concert, Big Sing). Sporting events in cycling, swimming, squash. Students gained two Silver and Bronze medals in national cross country. The school celebrated the Feast of St Madeleine Sophie Barat and enjoyed the Father/daughter breakfast. Coming up is the Matariki liturgy. ANZNET students from Melbourne, Sydney and Brisbane are visiting Baradene this week. Dora is representing NZ and competing in the World Orienteering Championships.

5.5 **Finance Committee Report – Liz**

Liz highlighted items from the Finance Committee meeting.

- Surplus noted. New reporting formats are looking good.
- Audit complete for 2023. 2024 audit is in progress – expecting August completion. Noted the letter to Office of the Auditor General regarding 2024 audit.
- Discussed the impact of Kahui Ako funding on 2026 budget is expected.
- Discussed difference in 2024 vs 2025 budget.
- 6 month forecast is coming up.

**Liz proposed that the Board accepts the Finance Committee Report. Seconded by Lisa. All in favour.**

5.6 **Special Character Committee Report – no meeting**

5.7 **Health, Safety & Sustainability Committee Report – no meeting**

5.8 **Property Committee Report – Gill**

Taken as read.

5.9 **Policies/Strategy - Strategic Plan - Richard**

Alex reported on strategic planning survey progress. Boards to complete the survey. Richard/Gill presenting to BCL. Justin to do analysis on results. Lisa had looked at opportunities for cultural competency training.

**Action:** Child protection to go on the strategic planning day agenda. Lisa to send cultural competency training opportunities to Gill.

## 6. ADMINISTRATION

6.1 **Confirmation of Minutes** – minutes reviewed, no changes.

**Gill proposed that minutes of the previous meeting held on 19 MAY 2025 are approved as a true and correct record. All in favour.**

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

6.3 **Correspondence** - Taken as read. Noted the letter regarding the Auckland Common Fund – sits in relation to BCL. Page out of order in correspondence. Pg. 15 should follow pg.11

6.4 **Agenda Items for next meeting** – send to Gill.

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

**Criteria 4.3:** We commit, through collaboration and dialogue, to build authentic relationships with our indigenous peoples. *New wording:* We commit, through collaboration and dialogue, to build authentic relationships with our indigenous people.

Noted the following points raised at the meeting: John Mooney's discussion around Te Tiriti in relation to strategic plan, noted suggested change in wording "... to build authentic relationships with ~~our~~ the indigenous people", student cultural council Samoan language week, noted tutoring/support from UoA for Māori and Pasifika students, Gabrielle explained a student led initiative for MP students to show pathways to success & support.

**Action:** Students to come to 1-2 board meetings from cultural council and other student groups – Alex to look into. Change to new wording for Focus goal 4.3 Use of "the indigenous people of the land" not "our" to reflect application to NZ and Australian schools.

## 7. CLOSING PRAYER

Meeting finished at 8.21pm

Gill Chappell  
Chair