

**MINUTES OF THE BOARD OF TRUSTEES
OF BARADENE COLLEGE OF THE SACRED HEART
MEETING HELD MONDAY 1 DECEMBER 2025
AT 6:00PM IN THE BARADENE COLLEGE BOARDROOM**

PRESENT: Gill Chappell (Chair), Liz O'Neil, Sister Elizabeth Snedden, Alexandra Russell, Richard James, Gabrielle Smyth, Catherine Ryan, Francesca-Lee Asiata, Ruth Sio-Lokam, Simon Laphorne, Fergus Lee

1. PRAYER

2. Faculty Report – none

3. Reflection – none

4. ADMINISTRATIVE MATTERS

4.1 **Present:** See above.

4.2 **Apologies:** Justin Luen

4.3 **Declarations of Interest:** The updated declarations of interests form was included in the board papers. No further updates.

5. REVIEW

5.1 Principal's Report – Alexandra Russell

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

- The ANZNET 2025 Focus Goals Report prepared by the Director of Mission of Mission was handed out to all board members to review.

Alex proposed that the Board approves the focus goals report subject to any comments to be sent to Alex before end of day 2.12.2025. Second by Richard. All in favour.

- The EOTC trips included in the Principal's report were noted. The H&S committee had already received trip documentation and had reviewed the trips at the meeting. Geography Trip (12GEO) – Tongariro - pending update of information on alternative date and associated costs with large numbers.

Alex proposed that the Board approves/approves in principle the following trips listed in the Principal's report. All in Favour.

NZSS Athletics 5 – 7 December, Hastings – approved, Muriwai Surfing Camp (Y13 PED) 2 – 4 March 2026 – approved in principle (awaiting camping risk assessment), Wero Rafting and Rock climbing (13PED) 20 February 2026 – approved in principle, Head of Harbour Rowing, Lake Pupuke, 7th February 2026 – approved.

- Attendance Management System. Alex outlined the attendance management system to be used for tracking and responding to attendance using an automated add-on system called Parrot. To be implemented for the beginning of 2026 – will communicate the new system to the parent community. The summary and attendance management plan/stepped attendance response (p.82 to 84) will be loaded on the school's website. Principal will attest to procedures. Board approves the attendance management plan with any adjustments to go to the board meeting in February.

- Special Character Survey – the results from the survey included in the Principal's report were noted. The questions at the end of the survey are blank as answered every other year.

Gill proposed that the Board approves the December Principal's report. All in favour.

- At 6.23pm 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 6.29pm.

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

5.3 **SchoolDocs Policies** – no matters arising.

5.4 Student Report – Francesca-Lee Asiata

Frankie reported the various sports competitions and activities attended by the students over the last few weeks including Year 7/8 Athletics, Ultimate Frisbee, YSPOTY Awards – 6 finalists at the awards ceremony, Volleyball championships, rowing regatta. The University of Auckland had presented to Māori/Pasifika students, Year 11 Prizegiving. Lots of activities this week for students - Year 7 & 9 activity days. Alex congratulated Frankie for receiving the prestigious St Madeleine Sophie Barat award for Year 11.

5.5 Finance Committee Report – Liz

Liz highlighted items from the Finance Committee meeting. 2025 financial reporting taken as read and noted that the surplus is ahead of budget. Noted that the 2026 budget is framed similarly to previous years.

Gill thanked Liz for her work on the committee this year.

Gill proposed that the Board approves the 2026 budget. All in favour.

Gill proposed that the Board accepts the Finance Committee Report. All in favour.

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

5.7 Health, Safety & Sustainability Committee Report – Simon Laphorne

Health & Safety minutes taken as read. Simon noted that the draft independent report was in progress. Sue had provided feedback and awaiting response from Therese/Andy. Noted the EOTC trips were discussed above in the Principal's report.

Gill proposed that the Board accepts the Health, Safety & Sustainability Report. All in favour.

5.8 Property Committee Report – Gill

The property minutes were taken as read.

Gill proposed that the Board accepts the Property Report. All in favour.

5.9 Policies/Strategy - Strategic Plan - Richard

A hard copy of the strategic plan with updated photos was handed out to board members. Strategic plan had been approved at previous board meeting. Will go on website with corrected dates. Thank you to Richard and Justin for their work on the Strategic Plan. Discussed correspondence received regarding te tiriti.

Gill proposed that board replies to those who have corresponded with the school regarding this issue noting the Board's commitment to te tiriti as reflected in the strategic plan with no plans to change this approach. All in favour.

6. ADMINISTRATION

6.1 Confirmation of Minutes – minutes reviewed, no changes.

Gill proposed that minutes of the previous meeting held on 20 OCTOBER 2025 are approved as a true and correct record. All in favour.

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

- **Action:** Link to the Safeguarding training to be sent to Board.

- **Action:** Let Gill know if interested in the Province Orientation for Leaders/Silent Retreat.

6.3 Correspondence - Taken as read. Formation calendar tabled.

Noted the NZCEO newsletter and article on p.13 on engaging the community. Te tiriti correspondence noted above in Strategic Plan discussion.

6.4 Agenda Items for next meeting – send to Gill.

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

Approval of the 2025 Focus Goal Report – see above in Principal's report.

7. CLOSING PRAYER

Thank you to Board members for work on the board and in sub-committees. Richard thanked Gill for her work as Chair.

Meeting finished at 6.59pm

Gill Chappell
Chair