

**MINUTES OF THE BOARD OF TRUSTEES
OF BARADENE COLLEGE OF THE SACRED HEART
MEETING HELD MONDAY 30 MARCH 2026
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, Ruth Sio-Lokam, Simon Laphorne, Fergus Lee, Francesca-Lee Asiata

1. PRAYER

2. Faculty Report – Jackie Wood – Deputy Principal – Teaching & Learning

Jackie gave a presentation about the changes to the NZ Curriculum. She outlined the reasons for the changes (focus on literacy and numeracy, support excellence and equity and incorporate using the science of learning and ensure a knowledge rich curriculum). English & Mathematics curriculum has already been introduced across Years 0 to 10. Future changes involve introducing other subject areas, removal of Level 1 NCEA and a new national qualification at Years 12 & 13. Noted that the Science of Learning involves teaching students explicitly, knowledge building on knowledge, memory store knowledge and the content is rich, deliberate and taught sequentially. Noted that State Integrated schools advocating for Religious Education in the curriculum. Professional Development for staff is in progress. Noted that reporting to parents will change.

3. Reflection – Simon/Ruth

Simon and Ruth shared a reflection about their time in Australia at the Province Orientation (20 – 22 March). They shared highlights from the weekend including being inspired and learning about the Society and Madeleine Sophie Barat and being able to spend time with the staff from the Australian schools and Baradene.

Action: Information on the Baradene Scholarships to be presented at the next meeting (details of the Baradene Scholarships).

4. ADMINISTRATIVE MATTERS

4.1 **Present:** See above.

4.2 **Apologies:** Justin Luen

4.3 **Declarations of Interest:** The Board confirmed that the interests register in the papers was correct.

Action: Confirm with Justin Luen regarding register of interests.

5. REVIEW

5.1 Principal's Report – Alexandra Russell

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

- Annual Focus Goal meeting in Brisbane - presented on the 2025 Focus Goal.
- Noted the parent evenings for Māori and Pasifika families. These were well attended with speakers from the University and alumnae.
- Academic monitoring process has recently occurred. Identifies students of concern that is fed through to the Academic Deans for action where required. PTS Interviews had also taken place for Year 7 students.
- Alex shared results from the Summer Tournament Week. Noted the participation across many sports codes.
- AI Policy is being incorporated – there is consistency across faculties and students understand the traffic light system.
- International – upcoming marketing trip in the holidays and visits to Sacred Heart schools in Japan.
- Discussion on the enrolment/preference scheme.
- Alex reviewed the EOTC trips outlined in the Principal's report on p.23 and gave additional information to the questions raised at the H&S meeting (including 2. Muriwai trip – first aiders to do first aid course, Trip 6. Hillary Y12 Camp - students transported in Hillary Outdoors vehicles).

Alex proposed that the EOTC trips listed on p.23 of the Board papers are approved. All in favour.

Alex proposed that Board approves the March Principal's report. All in favour.

- Alex updated the Board that the Europe Music trip had been postponed to September 2026.

5.2 **2026 Annual Plan** – noted

5.3 **SchoolDocs Policies** – noted

5.4 Student Report – Francesca-Lee Asiata

Francesca-Lee noted the events that had occurred including Summer Tournament Week, Auckland Secondary Schools Athletics. Participation in sports is great. Fia Fia night was a great opportunity to showcase cultural group performances to families and the school community. Polyfest was a great celebration of culture and great results reported. Easter treats are being collected to add to the Vinnies food bank. This week is wellbeing week for the school. The Easter liturgy will finish the term and Year 12 retreats occur at the beginning of Term 2.

5.6 Special Character Committee Report – Catherine Ryan

Minutes taken as read. Discussion on the Focus Goal and how it feeds into the Goal when it is visited in the next rotation. Special Character Committee role is to be updated, and a meeting is planned.

Gill proposed that the Board accepts the Special Character Report. All in favour.

5.5 Finance Committee Report – Liz

Noted that it was early in the year but tracking ahead of budget with ongoing good management of costs. Currently in the audit process. Accounts had been sent to auditor who are to complete by 31 May.

Liz proposed that the Board accepts the Finance Committee Report. 2nd by Simon. All in favour.

5.7 Health, Safety & Sustainability Committee Report – Simon Laphorne

Health & Safety minutes taken as read. Simon noted that a gravel path is being installed for Trees for Survival. External EOTC report remains in progress and further work being done on EOTC approval for water based activities. Looking at gathering further data for nurse statistics. The Overseas Trip Policy was distributed and reviewed. Noted that exchanges are not included in the policy. Minor amendments to grammar.

Action: Broad overview of Overseas Trips to be reviewed at the Strategy Planning Day.

Gill proposed that the Board adopts the Overseas Trip Policy is approved subject to minor amendments. 2nd by Liz. All in favour.

Simon proposed that the Board accepts the Health, Safety & Sustainability Report. 2nd by Liz. All in favour.

5.8 Property Committee Report – Gill

Minutes taken as read, no changes to the Property Committee role. Noted that the Maintenance schedule is to be included as part of the budget approval.

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

5.9 Policies/Strategy - Strategic Plan - Gill

Action: Comments on Governance Manual and any changes to the committee roles for the Governance Manual to go to Gill by 30th April.

Action: Updates to the Governance Manual to be presented to the Board at 11 May meeting.

6. ADMINISTRATION

6.1 Confirmation of Minutes – minutes reviewed, no changes.

Gill proposed that minutes of the previous meeting held on 23 FEBRUARY 2026 are approved as a true and correct record. 2nd by Richard. All in favour.

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

- Noted that Ruth is reviewing the records/retention policy in relation to the Public Records Act.

Action: Check with SchoolDocs to see if they are looking at the Public Records Act in relation to the records/retention policy on SchoolDocs.

6.3 Correspondence - Taken as read. Noted the Future Heart Space dates, letter from Sophia Ministries and APIS letter for BCL.

6.4 Agenda Items for next meeting – send to Gill.

6.5 Reflection on Focus Goal – Personal Growth in an atmosphere of wise freedom.


Noted the new wording has a Board lens emphasis. In relation to 5.1 – noted the Cultural events happening across the school, parents coming into the school for events, report on the NZ Curriculum and importance of RE advocacy in relation to curriculum changes. 5.4 - Feedback about the Province Orientation, representation of student/staff reps at the Board table.

7. CLOSING PRAYER

Meeting finished at 8.19pm

Gill Chappell
Chair

APPENDIX 1

		2026 ACTION ITEMS Carried forward from Baradene College Board Meetings	
Meeting Date	Person	Item	Status
NEW			
30/3/2026	Donna	Confirm with Justin that register of interests is correct.	Complete – Justin confirmed by email.
30/3/2026	Gill	Add to Strategy Meeting Agenda: Broad overview of Overseas Trips to be reviewed at the Strategy Planning Day.	
30/3/2026	Alex	Information on the Baradene Scholarships to be presented at the next meeting (details of the Baradene Scholarships)	
30/3/2026	Committees Gill	<ul style="list-style-type: none"> - Comments on Governance Manual and any changes to the committee roles for the Governance Manual to go to Gill by 30th April. - Updates to the Governance Manual to be presented to the Board at 11 May meeting. 	
30/3/2026	Gill/Donna	Check with SchoolDocs to see if they are looking at the public records act in relation to the records/retention policy on SchoolDocs.	
CARRY FORWARD			
23/2/2026	Ruth	Undertake review of compliance with Public Records Act 2005	In progress
20/10/2025	Alex/H&S Committee	Safety procedures for day-to-day practices/ training (high risk trainings etc) to go to H&S committee.	In progress
8/9/2025	Alex	School records data retention and destruction assurance - a document is to be distributed to the appropriate staff.	In progress
ANNUALLY			
23/2/2026	Strategy Policy Committee	Review AI Policy annually or sooner if required.	
COMPLETED			
23/2/2026	All	Advise Donna of any changes to Declarations of Interest. Declarations of interests to be confirmed at March meeting.	<i>Complete</i>
23/2/2026	Alex/Donna	Morning tea to be organised for staff for academic results.	<i>Complete 30.3.2026</i>
23/2/2026	Alex	Confirm/advise school groups of the policy in relation to alcohol and raffles.	<i>Complete</i>
23/2/2026	H&S Committee	Overseas Educational Policy to go back to H&S committee for updating and the need for a separate student exchanges policy to be considered.	<i>Complete</i>
23/2/2026	H&S Committee	H&S committee to obtain clarity regarding location and costs of TFS programme.	<i>Complete</i>
23/2/2026	Alex/Sarah Boasman	Correction to AI Policy first bullet point on p.101 should read Microsoft 365.	<i>Complete</i>
23/2/2026	Committees/ All	Roles and Responsibilities from Governance Manual to be sent to each committee (separate documents) for update. Link to be sent of complete Governance manual and all board members to comment.	<i>Complete</i>
23/2/2026	Donna	Gabrielle to be sent a link for the Child Protection training.	<i>Complete</i>
23/2/2026	Gill/Alex	Respond to OIA request this week.	<i>Complete</i>
23/2/2026	Donna	NZCEO newsletter and Formation calendar to be emailed to Board members when available.	<i>Complete</i>