MINUTES OF THE BOARD OF TRUSTEES
OF BARADENE COLLEGE OF THE SACRED HEART
MEETING HELD MONDAY 11 MAY 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 Lapthorne, Fergus Lee, Francesca-Lee Asiata, Justin Luen (Online)

1.PRAYER

2. Faculty Report – Sarah Lane – Head of Faculty - Science

Sarah gave a presentation and introduced the Science faculty. She noted the increases in students studying Science subjects. Sarah outlined the Junior Science programme and the Year 11 Science course. The statistics for the senior courses were presented showing Baradene's results in comparison with National and comparable equity bands. The faculty is waiting on the updated Science curriculum. Year 7 to 10 to be implemented in 2027, Year 11 in 2028 and Year 12 & 13 in 2029. Sarah outlined how the faculty is incorporating the 2026 Focus Goal within the department (staff buddy system). More Science labs would be welcomed. Sarah outlined how the new AI policy is incorporated into science assessment.

3. Reflection – Fergus Lee

Fergus shared a reflection about his Board experience. Noted the balancing of stewardship with progress, protecting traditions and decision making. As a new Board member, he was grateful for the continuity of the existing Board members. The values and purpose of the school are powerful reminders in difficult situations. Sophie's Gift emphasises love, dignity and respect. Fergus noted that education is transformational and not only about academic outcomes but about shaping character and responsibilities for the future. Sophie's gift is a compass and foundational in creating the right environment to stay anchored and concentrate on what truly matters. Fergus finished with a poem.

4. ADMINISTRATIVE MATTERS

4.1 **Present**: See above.
4.2 **Apologies**: None
4.3 **Declarations of Interest**: Noted that Justin had confirmed no changes to his declarations of interest.

5. REVIEW

5.1 Principal's Report – Alexandra Russell

Alex highlighted various areas of interest from the Principal's Report including:
- Great feedback from the students about their experience on the Duke of Ed programme.
- Noted the ANZAC Speech competition and Pompallier Competition.
- The Boarders reunion was a wonderful event with alumnae visiting the school and sharing stories.
- New student reporting requirements from the Ministry of Education were discussed.

Action: Alex to bring samples of report changes to next meeting.
- Noted an EOTC for students attending the Sacred Heart Conference 4 to 6 June requires approval.
- Alex outlined feedback from her International Marketing Report to Sacred Heart schools and agents in Korea and Japan. A great opportunity to visit the schools and meet past and future students.
- Discussion around the maximum roll and classrooms required.

Action: Alex to outline classrooms required as the roll grows.
- Attendance report was highlighted and noted the hard work that Deans do around attendance.

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

5.2 **2026 Annual Plan** – changes noted.
5.3 **SchoolDocs Policies** – noted
Action: H&S Committee to discuss Overseas Trips policy (included in papers) in relation to any issues arising in relation to EOTC policies. Feedback to SchoolDocs if necessary.

5.4 Student Report – Francesca-Lee Asiata

Frankie reported on the EOTC attended by students including sports and whanau coming to school for parent/teacher/student interviews. Frankie noted the sports competitions – Waterpolo, Orienteering, Netball and Cycling. Students had recently attended a Year 12 Geo trip at Rangitoto, participated in retreats and the Pompallier Shield which involves 16 Catholic schools. Keira Croad had received a Top Scholars Award for Top in Scholarship Accounting. Coming up is the Feast of St Madeleine Sophie Barat.

5.6 Special Character Committee Report - no meeting

5.5 Finance Committee Report – Liz

Noted accounts are tracking ahead of budget. Main focus is on providing audited accounts to the Audit Office. Discussion around fit out for new classrooms.

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

5.7 Health, Safety & Sustainability Committee Report – Simon Lapthorne
Health & Safety minutes taken as read. Discussion around the EOTC report received by the school. Noted inaccuracies and areas for improvement. The report will come to the next meeting along with the school's responses to inaccuracies and priorities to address points raised in report. Noted that the school is working on an electronic EOTC system that incorporates EONZ documentation and ties into SchoolDocs policies. The International Overseas Trip policy will not be approved at this meeting as needs to go back to the H&S committee to be looked at in conjunction with EOTC policies.
Action: H&S Committee to discuss Overseas Trips policy in relation to any issues arising in relation to EOTC policies. Feedback to SchoolDocs if necessary. Policy to be approved.
Action: EOTC report and responses to be presented at the next Board meeting.
Simon proposed that the Board accepts the Health, Safety & Sustainability Report. All in favour.
Simon proposed that the Board approves the EOTC for the Sacred Heart Conference 4 to 6 June is approved. All in favour.

5.8 Property Committee Report – no meeting

5.9 **Policies/Strategy - Strategic Plan - Gill**
Updates have been made to the Governance manual – with updates from committees received. Formatting and final amendments and formatting to be included with final approval at the next Board meeting.
Action: Liz to make final updates and formatting to Governance Manual. Any final feedback to be sent to Liz/Gill. Approval at next Board meeting.

6. ADMINISTRATION
6.1 Confirmation of Minutes – minutes reviewed, no changes.
Gill proposed that minutes of the previous meeting held on* 30 MARCH 2026 *are approved as a true and correct record. All in favour.
6.2 Matters Arising see Action List attached as *Appendix 1.*
- Alex outlined the 3 Scholarships documented on the school's website (Academic Scholarship, Special Character Scholarship and Sister Elizabeth Snedden Scholarship).
- Alex gave an update on the postponed Music trip that is planned for September.

6.3 Correspondence - Taken as read. Noted the letter regarding Richard Turnbull's appointment to the Growing Heart foundation and the Formation Calendar. Sister Elizabeth spoke about the upcoming June Heart Space event. Richard to go to the Silent retreat in August.

6.4 Agenda Items for next meeting – send to Gill.
6.5 Reflection on Focus Goal – *Personal Growth in an atmosphere of wise freedom.*
Criteria 5.2: We enable all our members to grow towards wholeness through realisation of their individual potential (*New wording: The Board provides effective governance and strategic leadership which enables all the members of the school to grow towards wholeness through realising their individual potential).*
Reflection included: At each meeting the Board engages with Faculty reports to understand and learn about the Faculty area, noted the Science Faculty report reflection on the 2026 Focus Goal and integration AI policy. Discussion by Board to resource areas in the school, Fergus' reflection on different objectives of a School Board and the unique environment on the Baradene Board, noted the participation in discussions by all Board members.

7. CLOSING PRAYER

Meeting finished at 8.18pm

Gill Chappell
Chair