



BOARD OF TRUSTEES OF ST PATRICK'S COLLEGE, WELLINGTON

MINUTES OF MEETING HELD AT ST PATRICK'S COLLEGE IN THE COLIN BOARDROOM ON WEDNESDAY 23 MARCH 2016 AT 6 P.M.

PRESENT: Paul Berry, Pat Dunn, David Ireland, Chris McCarthy, Lynley Reid, Neal Swindells, Peniamina Taiti, David Walsh.

IN ATTENDANCE: Gerardine Parkinson (Board Secretary)
Mr P Kitchenman
Mr B Holland (arrived at 6.20pm)

Chris opened the meeting with a prayer.

1. **APOLOGIES** – Tuf Ioane, Audrey Madigan, and Patricia Tau. It was noted that Lynley Reid has to leave the meeting at 7.40pm.

Mr Peter Kitchenman spoke to the Board and used a flip-chart to highlight his salient key points. At the end of his brief presentation Paul Berry commented briefly on how the Board could interact more with parents, and listen to some of the content of Mr Kitchenman's concerns and how that could influence processes.

Ms Karen Clarke, Library Manager spoke to her report as tabled which facilitated a period of discussion.

Mr David Martin, Assistant Rector then spoke to his report on 'Analysis of NCEA Results'. He summarised his report by noting that the College needs to: 1. work harder at attaining more Endorsements and Scholarships and 2. move forward with working with identified students at an earlier level to prepare them for Scholarship exams at Year 13.

2. **MINUTES OF MEETING** (24 February 2016)

These were passed as a true and accurate record – David Ireland / David Walsh.

3. **MATTERS ARISING**

- **Health and Safety Update** - Neal spoke to his report and outlined some of his key concerns and how current practices may need to be changed. He is currently looking at a multitude of systems. David Walsh said that there needs to be clear visibility of information and incident reports as well an understanding of roles and responsibilities. The Board needs to consider compliance, what is in place, and environmental issues. Paul asked whether the College had considered contractors coming onto the site, and any issues around hire of the hall or artificial turf.

The College has received a letter from Crombie Lockwood stating that normal insurance cover applies. However the Rector is not able to obtain insurance cover for personal liability.

Chris said that he had attended a meeting focused on Health and Safety and that a lot of schools had contracted an external provider to do an audit which is an option that the College could consider. Neal said that he would prefer to scope this out initially himself and undertook to report at the May meeting in more depth on operational matters.

Action: Neal.

- **All of Government Contracts** – Neal reported that the Rugby trip to Samoa is now not taking place. The Rugby Club wanted to pass this trip back to the College however we are not in a position to manage it currently. Ms Sauvao and Miss Masoe are interested in planning a cultural exchange in the future. As a result AOG contracts for travel do not need to be considered.

Meeting Date	Action	Responsible
24/2/2016	David will develop a work plan for the Policy review cycle over a 3 year period which will be part of the overall meeting plan.	David
23/3/2016	Draft Complaints Process is to be left on the table until the May meeting.	Charter & Policy subcommittee
23/3/2016	Neal has worked on the revised Assessment Procedure document but has not yet had a chance to consider Mr Kitchenman's Memorandum and how it impacts this Procedure. Following discussion it was agreed that Procedure which is already operational for this year needs further review.	Neal
23/3/2016	David recommended some amendments to the current agenda template.	David/Gerardine
23/3/2016	The draft Creative Commons Policy needs to have a structure around and be brought back to the May meeting.	Neal/David
23/3/2016	Further work on management of current Scholarship funds.	David
23/3/2016	Neal has met with Mary Curran about the MOU from SCC as tabled. He would like David Ireland to look this over. He will do this and bring it back to the Board at the May meeting.	Neal/David
23/3/2016	Neal to report back on Health & Safety in greater detail at the May meeting.	Neal

4. **SUB-COMMITTEE REPORTS**

- (a) Special Character – Neal spoke on the following:

- the positive ‘Parents of Patricians’ (PoP) meeting held on 15 March. He said the challenge is to get more families to attend. The session was managed by staff and was very interactive with parents talking to each other.
- St Patrick’s Day was a great celebration with the Big Boy’s Breakfast, the Fun Run and Mass in the afternoon, and the Old Boys Mass and AGM in the evening. It was noted how special it was to have Cardinal John Dew present twice that day both in the morning for the Breakfast and again for Mass in the afternoon.
- the College is hosting the Principals and Head Students from Marist colleges in early April. The visitors are staying at The Brentwood Hotel for the weekend.

(b) Appointments – Neal spoke on the following:

- he has appointed a long term reliever in Maths for the remainder of the year to replace Kirsty Wealleans.
- Kas Lealamanua is the newly appointed Rugby Administrator who will work for 10 hours per week. This position is funded primarily by the Wellington Rugby Union.

(c) Charter & Policy - David Ireland reported on the following:

- David explained that changed approach in the March meeting Agenda in response to Mr Kitchenman’s Memorandum governing meeting legislation and also to be more transparent about specific items to be discussed.
- Publicising and public access to Board of Trustee meetings – the Board requested that meeting dates should be on the landing page for the Board of Trustees and that the website itself should be more direct. The Agenda is also to be placed on the website. **Action: Gerardine/Gary.** David recommended some amendments to the current agenda template as it has a lot of detail from an engagement level. As a process matter David will meet with Gerardine to develop a more approachable agenda. **Action: David/Gerardine.**
- Charter (NAG 7 and NAG 8) need to be added but there is no process to be under it in the Policy Manual however they do need to be referenced.
- David has made changes to the Complaints Process Procedure to incorporate changes recommended at the February meeting specifically 10.2 and also 10.6. Following Peter Kitchenman’s comments earlier this evening David said that further points have been raised tonight which the Board need to reflect on including respecting the mana of the complainant and building in discussion with the complainant as part of the Complaints process. Peter has drafted a submission for the Board which he wishes to edit or refine before sending it to the College. Peter also expressed his viewpoint that complaints against the Board of Trustees should be included under Governance Policies and should be handled differently. David Ireland suggested that Peter should send through his submission and to leave the Complaints Process Procedure on the table with a view to adopting it at the May meeting. David noted that the Board had encouraged the Charter and Policy subcommittee to reduce the size of the Policy Manual. Chris commented that some schools only have a total of 6 policies and that the Board does not want to become too prescriptive. Paul Berry noted Peter’s point relating to 10.1 of the Complaints Process where it refers to staff and 10.6 which refers to the Board and suggested separating out the Complaints Process more clearly to identify complaints involving the College as opposed to the Board of Trustees.

- the Draft Student Assessment Appeals Procedure needed to be amended due to some inconsistencies discussed at the Board meeting held on 24 February. Peter Kitchenman had expressed concerns in his Memorandum dated 22 March 2016 and in it included comments about bullet point 4 around authenticity. David said that the Board needs to see how these concepts could be embedded and how it lives. The Procedure role is to give core principles, and there is a need to recast the Appeals Procedure and how to populate details. Paul made an observation that the document is struggling from a process point of view as it does not speak about the role of HoD, and if the issue is about the role of HoD how another person comes in. He thought the step through was unclear and that a process chart may work better. It was acknowledged that the Appeals Procedure is trying to avoid Mr Martin getting involved so that he can be the final person to make the decision. Chris acknowledged that the Draft Student Assessment Appeals Procedure requires further work and it was agreed that an updated document giving a clearer framework should be tabled at the May meeting. It should include:
 1. some factual or evidential basis;
 2. the student and his parents need to be involved in the next stage to give them the ability to have a say;
 3. this could involve a face to face meeting;
 4. the final decision is made.

- Neal explained that EDC is an acronym for the Education Development Committee which comprises senior HoD's.

- Draft Creative Commons Copyright Policy. Neal provided background to this new draft policy which is required to cover issues of intellectual property and who owns it. It was agreed that the draft needs to have a structure around it and to be fleshed out to make it clearer. Paul noted that number 7 "recognises that this policy only applies to copyright works, and not to any other forms of intellectual property" requires clarification. **Action: Neal will provide David Ireland with more detailed information to help this process.**

- Reporting procedures – previous wording of the procedure was amended to include the use of online reporting through KAMAR. The Board considered the draft procedure as circulated and recommended minor changes to 3.1.8 so that it reads as follows "centralised records of students' progress will continue to be maintained by the College while the students remain at College", and the addition of 3.1.9 "students records will be retained as per the Public Records Act 2005". It was subsequently moved that the changes to the Reporting Procedure be adopted as specified - David Ireland/Paul Berry. **AGREED.**

- Health & Safety update – was previously covered under Matters Arising.

- Enrolment and Preferential procedures – it was moved that the amended wording which was updated to reflect the Enrolment Policy adopted last year be accepted – David Ireland/David Walsh. **AGREED.**

- the format of the updated draft Policy Manual Index as circulated was confirmed.

- the Board discussed the process for parents wanting to attend Board meetings and issues around access to the *Colin Boardroom*. It was noted that if a large number of parents wished to attend a particular Board meeting then the venue would need to be changed due to size limitations. It was noted that the front door to the admin foyer cannot be left open after hours due to security issues however a cellphone number could be supplied to facilitate access to meetings. It was recommended that the website be updated to provide

clearer information that Board meetings are public meetings and that parents have access to them.

- Once the updates are finalised to the current Policy Manual it will be distributed to new Board members post Board elections and will also be available via the College website.

5. Pastoral – nothing to report.

6. Finance, Property & Maintenance/Development – David Walsh reported on key items arising from the Finance subcommittee meeting:

- discussion included consideration of financial performance for last year, the 2016 Budget, and how the College is tracking currently. The predicted budget loss for 2015 was anticipated to be around 38k however due to a number of factors the College expects to have a surplus of between 40-50k which does not include 70k put aside as provision to pay the Board of Proprietors. This is all subject to review by our auditors.
- David has not had much opportunity to go through the Budget as presented tonight. It was noted that the Budget includes provision to fund the Director of Sports salary and acknowledged the valuable support and assistance of the Foundation who is making a ‘one off’ contribution towards this cost.
- David suggested that given that the College has built up a cash reserve, should the Board be prioritising and investing in student scholarships, and class resources. He said that the Finance subcommittee is happy to agree to budget for ‘one off’ items and that there should be a forum to recommend more budget capacity.
- Paul noted that there is a contingency set aside for the admin review which is to be shared jointly with the Board of Proprietors. There will be further work required arising from Mat Kearney’s report.
- following a period of discussion it was proposed that the College adopt the 2016 Budget as tabled – David Walsh/Paul Berry. AGREED.
- the Scholarship fund is currently around 270k and some historical information was obtained from the College and Society of Mary to help provide background to this figure. David Ireland said that it would be helpful to find terms for some of this money and move to identify and ring-fence the existing Scholarship funds. This fund may be moved across to the Foundation in the future if it fits within the terms of the individual scholarships.
- David noted that the collection of Fees and Donations is tracking as expected.

5. RECTOR’S REPORT

ROLL

The roll on 16 March was:

	2016	2015	2014	2013	2012	2011	2010
Year 9	167	186	174	160	157	180	169
Year 10	187	167	159	164	179	164	159

Year 11	162	158	159	183	150	156	169
Year 12	159	148	173	147	140	163	148
Year 13	145	156	136	129	142	127	130
Total	820	815	801	783	768	790	775

There are also 27 International students and we have a short term visit from students from Shibuya Makuhari Junior High in Japan.

SPECIAL CHARACTER

► We had our first “Parents of Patricians” evening this week. We had 94 parents there from 71 families. Not as many as we would like but certainly worth doing. We (Maurice Atkinson, Sarah Parkinson, Father Pat Breeze and myself) ran a short interactive programme with our parents. Feedback from parents was very affirming.

► During Lent we have had Benediction every interval in the Chapel every day except Wednesdays.

► We have a Year 13 Retreat planned for Holy Thursday which will finish with all students at our Easter Liturgy in the Hall at the end of the day. Students are able to choose from 6 different options for the Retreat.

► Planning is well under way for hosting the NNMS Principals and Head Student Forum at our College from 2 to 4 April. This Forum will conclude with a special assembly on Monday 4 April when we will introduce the students from each of the Marist Colleges.

► I was thrilled with our St Patrick’s Day celebrations yesterday. The Big Boy’s Breakfast was great, the Fun Run was enjoyable and the whole school Mass was uplifting.

STAFFING

► I have appointed Mr Daniel Meares to a full-time LTR position as a Maths teacher for Terms 2, 3 and 4 of 2016. He previously taught at Wellington East Girls College. We will advertise for a permanent Maths teacher in September.

► The issues around teacher registration have been resolved and I have reminded all staff that it is their responsibility to ensure that their teacher registration is not allowed to lapse.

TEACHING, LEARNING AND STUDENT ACHIEVEMENT

► Mr David Martin will report on 2015 NCEA Results at the Board Meeting and Mrs Karen Clarke will present a short report on our Library and its importance to learning.

► We have had a number of meetings with staff around Scholarship. Lynley Reid will be visiting PNBHS in the next month for discussion with the Scholarship English teacher there and we are planning new ways to better mentor our students who wish to sit Scholarship.

► Departmental Reviews are being completed at present and we plan to have them all presented to the SLT in the last 10 days of Term 1. Actions from these presentations will be formalised.

► Memorandum of Understanding with St Catherine’s College. We are in negotiation with St Catherine’s about the final detail of this document and expect to have it available for the May Board meeting.

EXTRA CURRICULAR

► Our 1st Cricket XI drew with St Bede’s and then defeated Francis Douglas Memorial College by 9 wickets in their final traditional of the season.

► In Athletics we were well beaten by Wellington College in McEvedy but it was a day of outstanding competition. Three of our students broke McEvedy records.

► Our Senior A Softball team are regional champions.

► Our Senior A Volleyball Team finished 4th in the Regional Tournament.

▶ Mr Jonathan Millmow as our new Director of Sport has started well. His focus has been to get to know the Convenors of each sport; to place improved structures around football and to get hockey organised for the season.

▶ I will be attending Maadi Cup in Twizel for two days during Tournament Week to support our rowers.

▶ I am awaiting a Report from the Rugby Club about the Proposed Samoan Rugby Trip. I expect to be able to report on this at the Board meeting.

PROMOTION AND COMMUNITY LINKS

▶ Mr Gary Cook-Andrews continues to work with the staff of the Wellington Loop on the redesign of our website. Progress is slower than I hoped but testing of the new site will take place over the next few weeks and Gary ensures me we will be ready to launch by the start of Term 2.

ENVIRONMENT AND RESOURCE ISSUES

▶ There is nothing to report.

HEALTH and SAFETY

▶ Our Secondary Principals meeting in Term One focussed on the new Health and Safety Act. I will report on this further at the Board meeting.

FINANCIAL ISSUES

▶ Our 2015 Annual Report which includes our 2015 Accounts is almost completed.

▶ There has been a positive start to the year in terms of fee payments from parents.

▶ I have not followed up the issues around the possibility of signing an “All of Government” Contract for Travel.

OTHER ISSUES

Admin and Support Review

Audrey Madigan will report to the Board on progress with our Admin and Support Review.

Community of Learning

I have attended several meetings with Principals from the primary and secondary schools in the East of Wellington regarding the formation of a “Community of Learning”. This group of Principals have met every term for several years and we now want to sign a collective expression of interest which commits us to work together to see if we can find some common achievement challenges that we will enable us to form a “Community of Learning” which will attract funding from the Ministry of Education for professional learning and development for staff. There is a proposed meeting on 6 April at Evans Bay Intermediate for Board members from the schools in the Eastern Cluster to provide further information

2016 Annual Plan and Charter

This will be emailed out separately.

I have tried to reduce the number of goals and make the outcomes more measurable and have included Academic Targets for NCEA and Scholarship.



Neal Swindells

Rector

Neal reported on the following:

- the new College website is to be launched at the beginning of term 2, and Neal hopes that all the complaints we have had about the website will be overcome.
 - Neal will probably sign the College up to two 'Communities of Learning' - 1. in the Eastern suburbs and 2. the Catholic school cluster before deciding which one to opt for.
 - 2016 Charter and Annual Plan. Neal spoke to the draft as circulated. Arising from discussion the board felt that the Annual Plan did need to be fleshed out a little more to develop a framework which is more effective as an annual plan. David Walsh suggested getting some examples from other Colleges of what their Charter and Annual Plan looks like. However, given time constraints and as a matter of expediency it was moved that the current 2016 Charter and Annual Plan be submitted to the Ministry of Education – David Ireland/Pat Dunn. **AGREED.** Furthermore it was agreed that following Board elections the new Board would revisit the Annual Plan.
 - David Ireland asked Neal about time constraints on Karen Clarke and whether the College needed to employ a part time person to work in the Library to help support her busy role. **Action: Neal is going to identify capacity issues.**
6. **STUDENT REPRESENTATIVE** – Peniamina spoke to his report as tabled. Arising from his report Neal said that the College can consider his request to look at the current water fountains. Peniamina also mentioned the Home School Partnership meeting which is to be held on Thursday 31 March.
 7. **STAFF REPRESENTATIVE** – Lynley said that she had nothing further to report as it was all previously covered in the Rector's Report.
 8. **PARENTS' ASSOCIATION** – Lynley attended their most recent meeting which was focused on planning for the Big Boy's Breakfast. At the meeting it was formalised that the Parents' Association are donating a sum of money (45k) for new lockers this year.
 9. **WOMEN'S GROUP** – nothing to report.
 10. **POLYNESIAN PARENTS' ASSOCIATION** – there was no formal report as both Tuf and Tricia were not present. It was noted that planning for the Home School Partnership meeting is well advanced.
 11. **WHANAU GROUP** – Neal spoke about the meeting on Tuesday 22 March which was attended by 3 parents and 4 staff members. Approximately 60 people attended the Whanau BBQ at the start of the year. There is some discussion on organising a trip to take some Year 10 boys up the Whanganui River.
 12. **CORRESPONDENCE**

Correspondence – Requiring Attention

Correspondence – Inward

Archdiocese of Wellington, Vicar for Education re receipt of Annual Special Catholic Character Attestation – 1 March 2016

Chris Hipkins, Labour re Paid Parental Leave – 17 March 2016

HR Plus Tax invoice for work undertaken by Mat Kearney – 29 February 2016. *David Walsh moved that the Board authorise payment of this account. AGREED.*

Mr P Kitchenman – Memoranda dated : 1 March, 2 March, 8 March, 10 March,

14 March – Memorandum 1 and Memorandum 2, 15 March, and 18 March. *David Ireland would like to work through these Memoranda and to look at the gaps and liaise with Peter Kitchenman about trying to track that forward. Action: David Ireland. Paul Berry said that he agreed with that approach however he would not like to see the Board's business become so bureaucratic that we don't do anything else or lose the spirit of why we are here.*

Correspondence – Reports & Circulars

Karen Clarke, Library Report*

New Zealand Education Gazette, 7 March 2016

Correspondence – Late

Correspondence – Outward

Chris McCarthy – letter to Suhanya Green – 9 March 2016

* = copy to all Trustees

13. GENERAL BUSINESS

- 1.1 2016 Annual Plan. As previously covered.
- 1.2 Board Elections (Timeline as attached)*. It was noted that Gerardine is the liaison with Canterbury Education Services (CES) and that Wayne Mills/Aldona Yardley will be responsible for the transfer of data.
- 1.3 Scholarship Funds. As previously covered.
- 1.4 Memorandum of Understanding with St Catherine's College. As previously covered.
- 1.5 Gary Cook-Andrews informed the Board that following the Board of Trustee meeting held on 25 November 2015 where it was resolved and noted that the St Patrick's College Rugby Club indicated that they wish to apply for funding in 2016 from an "as yet unidentified funding source" that they are applying to The Sovereign Trust for funding of \$6,500.00 to contribute towards the cost of: travel (return airfares) for the St Patrick's College 1st XV Rugby squad to attend and participate in the 2016 annual traditional vs St Bede's College, 21-23 April in Christchurch. Chris McCarthy/Pat Dunn. AGREED AND NOTED.

The Board Chair requested that the Board move into committee to receive a verbal update on the Support/Admin function review and both Mr Holland and Mr Kitchenman were requested to leave the meeting. Subsequently the Board moved into committee at 9pm to receive a verbal report from the Rector. The Board moved out of committee at 9.07 pm.

The meeting was declared closed at 9.08pm.

DATE OF NEXT MEETING

25 May 2016