



# **BOARD OF TRUSTEES OF ST PATRICK'S COLLEGE, WELLINGTON**

**MINUTES OF MEETING HELD AT  
ST PATRICK'S COLLEGE IN THE COLIN BOARDROOM  
ON WEDNESDAY 26 OCTOBER 2016 AT 6 P.M.**

**PRESENT:** Tracey Arthurs, Faga Asi, Elliot Bell, Roland Bell, Paul Berry (Chair), John Campbell, Xavier English, David Ireland, Audrey Madigan, Kate Southall, Neal Swindells, David Walsh.

**IN ATTENDANCE:** Gerardine Parkinson (Board Secretary)

Xavier opened the meeting with a prayer.

1. **APOLOGIES**

2. **MINUTES OF MEETING** (19 September 2016)

These were accepted as a true and accurate record. **AGREED.**

3. **MATTERS ARISING**

4. **ACTION POINTS** – Paul briefly reviewed the status of current open items.

5. **GENERAL BUSINESS**

- Peter Kitchenman: In-Committee discussion. The Board moved into committee at 6.50pm to receive an update on planned mediation and moved out of committee at 7.13pm.
- Asbestos Roof work and management plan. Neal spoke briefly to this matter. The Board complimented Neal on his handling of this whole issue, and also noted their appreciation of Mark McGuinness' input and support as Deputy Chair of the Board of Proprietors during this critical period of time.
- NZSTA development session. Tracey facilitated a period of brief discussion based on her report as circulated. Key points noted included: opportunities to put new practices into place; the recommendation to trim down policies; and the suggestion about adopting a Code of Ethics. Tracey requested authorisation from the Board of Trustees for the Charter & Policy subcommittee to put together some recommendations around all of this – Paul Berry / John Campbell. **AGREED.**

6. **STRATEGIC PLANNING SESSION**

Proposed Final Draft Vision/Mission/Values for October Board meeting discussion, Audrey Madigan – 11 October 2016 (circulated via email).

Paul thanked Audrey for her work in driving and crafting this piece of work. Audrey worked briefly through the proposed final draft facilitating discussion. It was agreed that the next step is to circulate the document to the Board of Proprietors, and the College community preferably via a hyperlink in the Weekly College Update. Comments will be invited and can be sent to [strategy@stpats.school.nz](mailto:strategy@stpats.school.nz)

Audrey requested that any thoughts or feedback be sent to her by Tuesday 15 November prior to the Board of Trustee meeting scheduled for Wednesday 23 November.

## 7. SUBCOMMITTEE REPORTS

- (a) Special Character – the Archdiocese of Wellington, Catholic Special Character Review and Development Report September 2016 was tabled and taken as read.
- (b) Appointments – Neal noted that there are a couple of appointments pending.
- (c) Charter & Policy

Policies to be discussed and reviewed:

- Scholarship Funds (Action Item). David spoke about management of Scholarship Funds. He sought a mandate from the Board for the Charter and Policy subcommittee to progress this matter, and to discuss with the Foundation the transfer of funds once a Deed of Trust is drafted. The Board gave their verbal approval for David to proceed as outlined. **Action: Charter & Policy subcommittee.**
  - Personnel Management Policies – Concerns & Complaints Policy. As part of a general review of College Policies, the Charter and Policy Subcommittee will review this specific policy. **Action: Charter & Policy subcommittee.**
- (d) Pastoral – a Year 9 student currently at the Activity Centre will be returning to school following junior exams.
  - (e) Finance, Property & Maintenance/Development. David Walsh reported back on the Finance committee subcommittee meeting held on Tuesday evening. David Walsh was excused from the meeting at 8.08pm.

Audrey expressed concern and questioned ‘where will the Board find the money to fund mediation costs’? The Finance subcommittee said that this money will need to come out of the College’s operating budget, and as a result, another area of spending in the College will be impacted.

Resolution to apply for funding as follows:

1. It was resolved by the St Patrick’s College Board of Trustees to apply to ‘**Infinity Foundation**’ for funding for the sum of **\$9,500.00** to contribute towards the cost of:
  - Travel and accommodation, gear and entry fee costs for the St Patrick’s College Rugby Sevens team competing at the Condor 7s National Schools’ Tournament, in Auckland, December 2016.

2. It was resolved by the St Patrick's College Board of Trustees to apply to '**New Zealand Community Trust**' for funding for the sum of **\$20,000.00** to contribute towards the cost of:
  - Travel, accommodation and uniforms for the St Patrick's College Junior & Senior Water Polo teams competing at Junior North Island SS Champs, Auckland, November 2016 and the Senior Trans-Tasman Schoolboys' Tournament, Auckland, December 2016.
3. It was resolved by the St Patrick's College Board of Trustees to apply to '**Four Winds Foundation**' for funding for the sum of **\$4,000.00** to contribute towards the cost of:
  - Van hire and accommodation costs for the St Patrick's College Athletics Team competing at the NZSS Athletics Nationals in Auckland, December 2016.

Moved: Paul Berry / Seconded: Audrey Madigan. AGREED.

(f) Health and Safety – Elliot has enrolled to attend an NZSTA Workshop next Monday about Health & Safety culture. Neal spoke briefly about Mike Woods's role as staff Health and Safety rep and his involvement in the meetings around the recent closure of the College due to asbestos issues.

8. **RECTOR'S REPORT** – October 2016. This report was taken as tabled. He noted the following points in discussion:
  - Neal will meet with Michelle Duffy to discuss her report to the Board going forward.
  - Paul has drafted a paper titled "*Briefing for Board of Trustees*" for staff to use when submitting a concern or matter to the Board.
  - St Patrick's College – School Leaver Achievement and Destination Profile 2015.
  - It was resolved that "the St Patrick's College Board of Trustees support joining a faith-based community of learning for Catholic schools". Tracey Arthurs / Paul Berry. AGREED.
  - It was agreed that the College will remain open and not close on 17 November as originally planned for Teacher Only day to facilitate the *Write that Essay* training for staff.
  - Neal will write to the Minister for Education seeking an exemption to the usual school opening hours due to extraordinary circumstances forcing closure of the College to students over the period of 13-17 October. **Action: Neal.**
9. **STUDENT REPRESENTATIVE** – Xavier's report was taken as tabled. He signalled that he is going to speak to Neal and Kate about the need for a Student Council.
10. **STAFF REPRESENTATIVE** – Kate's report was taken as tabled.
11. **PARENTS' ASSOCIATION** – the Parents' Association Minutes of 11 October were circulated to the full Board under Correspondence.
12. **WOMEN'S GROUP** – Tracey's report was taken as tabled.
13. **POLYNESIAN PARENTS' ASSOCIATION** – Faga's report was taken as tabled. Board members will receive an invitation to the function to farewell their senior students which is to be held in the College hall on Saturday 26 November.

14. **WHANAU GROUP** – Roland spoke to this and noted:
- Pō Whakahōnore held on Tuesday 25 October is an annual event honouring all Te Reo speakers, Kapa haka and boys who are leaving. This was well supported and all the students spoke.
  - 10 Year 10 Maori students who show leadership potential have been chosen for the inaugural Marist Network Awa Run organised by Cullinane College in Whanganui. Each student is asked to fundraise \$500 for charity through a sponsored run from Raetihi to Whanganui down the River Road, over three days. The event is from Monday 21 to Thursday 24 November.

15. **CORRESPONDENCE**

**Correspondence – Requiring Attention**

Gary Cook-Andrews, Funding Requests – 19 October 2016 (request attached).

Shayna Gardner, Request for maternity leave – 20 October 2016. The Board considered this request and it was subsequently approved.

Steven Skells, Leave request – 17 October 2016. The Board considered this request and it was subsequently approved.

**Correspondence – Inward**

Archdiocese of Wellington, Catholic Special Character Review and Development Report September 2016 – 29 September 2016 (report attached)

Archdiocese of Wellington, Congratulations on Catholic Character Review – 13 October 2016

Helena Barwick, letter of engagement – 20 October 2016

Robert King, Notice of resignation – 19 September 2016

Peter Kitchenman, Possible meeting dates for mediation – 20 September 2016

Peter Kitchenman, Mediation – 28 September 2016

Peter Kitchenman, Availability of Board of Trustee meeting minutes – 12 October 2016

**Correspondence – Reports & Circulars**

Archdiocese of Wellington, Proprietor Appointees – Key questions for Boards of Trustees of a Catholic Integrated School

Archbishop of Wellington, Proprietors update – 19 October 2016

NZ Education Gazette – 19 September 2016

NZ Education Gazette – 10 October 2016

NZSTA Memorandum, Support Staff Collective Bargaining – 30 September 2016

NZSTA Memorandum, Employment Update – 30 September 2016

STA News – September 2016

St Patrick's College Parents' Association, Minutes of Meeting - 11 October 2016

St Patrick's College – School Leaver Achievement and Destination Profile 2015 (report attached)

St Patrick's College, Michelle Duffy, Confidential Report to the Board of Trustees

**Correspondence – Late**

Peter Kitchenman, Request Board of Trustees promote itself to parents in a more visible and welcoming manner - 21 October 2016

**Correspondence – Outward**

BoT Secretary, acknowledgement of Memoranda, P Kitchenman – 19 September 2016

BoT Secretary, acknowledgement of Memorandum, P Kitchenman – 26 September 2016

BoT Secretary, acknowledgement of Memorandum, P Kitchenman – 10 October 2016

BoT Secretary, acknowledgement of Memorandum, P Kitchenman – 18 October 2016

The meeting was declared closed at 9.11pm.

**DATE OF NEXT MEETING**

**23 November 2016**