



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 NOVEMBER 2016 AT 6 P.M.

PRESENT: Tracey Arthurs, Elliot Bell, Roland Bell, Paul Berry (Chair), John Campbell, David Ireland, Audrey Madigan, Kate Southall, and Neal Swindells.

IN ATTENDANCE: Aldona Yardley (Board Secretary)

Audrey opened the meeting with a prayer.

1. **APOLOGIES** – Faga Asi, Xavier English and David Walsh.
2. **MINUTES OF MEETING** (26 October 2016)
3. **MATTERS ARISING**
4. **ACTION POINTS**
 - Xavier to get back to Neal with ideas regarding a Student Council.
 - Scholarship Fund: David Ireland - Work progressing with the Board of Proprietors. Meeting with Denis Clifford and Mark McGuinness (Chair of the Foundation) to be confirmed. Accept.
 - Strategic Action point – closed.
 - David Walsh and Paul Berry to discuss with Denis Clifford as BoT keen to work closely with BoP re the future of Chanel Block. There has been a suggestion that both Boards contribute \$25,000 for a feasibility study to develop some concept plans.
5. **GENERAL BUSINESS**
 - Peter Kitchenman – Mediation update: In-Committee. The Board moved into committee at 6.14pm to receive an update on mediation and moved out of committee at 6.30pm.
 - Asbestos Roof work and management plan.

The Rector is implementing the Interim Asbestos Management Plan which includes the ongoing testing for air quality. Before the earthquake on 14th November 12 tests came back fine. Extra testing post earthquake showed a number of air quality tests which were fine but one positive swab test in the Administration area. Consequently cleaners were bought in last weekend to clean this area as well as the computer room upstairs in the Library where there was a lot of dust and damage after the earthquake. The Project Managers for the Roof replacement project are making good progress but the earthquake will slow things down as it will be difficult to obtain scaffolding in the quantity we need. More details will be available after tomorrow mornings meeting of

the project management team which includes Mike Wood, Peter Amitrano and Wayne Mills. The issue of how we manage the College while asbestos removal is taking place and some areas of the College are sealed off will be raised.

6. STRATEGIC PLANNING SESSION

Discussion on Vision/Mission/Values for November – SPC Strategic Framework Work plan, - Audrey Madigan.

Audrey thanked everyone for their feedback. Final changes made. Marists have also made some suggestions.

- Our motto – visually how we set it up on the website. Should appear first and everything else flow from that.
- Suggestions had been put forward to change the motto into Maori. Decision was to leave the motto in Latin, more relevant to past and present students.
- Perhaps have Gary Cook-Andrews facilitate management of the content on the screen to make it more presentable.
- Board went into robust discussion about the proposed changes to the wording of the document – Audrey will circulate amended document.

It was subsequently moved that the Board accept the final document: Audrey Madigan / Seconded: John Campbell. CARRIED UNANIMOUSLY.

The next challenge will be to bring it to life.

Things to note:

- All actions are in the active sheet – any feedback from BoP, Staff and students needing clarification into one spreadsheet. As it will be a living document, once it is completed we will have to consider how we can add content to it in the future.
- Goals needing to be future fit and progressive – work through curriculum and factor in to the Annual Plan draft.
- Core process of excellence – lifting goals and focus on how to raise excellence, strategy to lift excellence next year and for the longer term. Need to start with the right emphasis at Year 9, too late in Year 11; need to develop good work ethic from the start. Annual Plan 2018.

Priorities:

- Michelle Duffy to work out what she will require for next year or possibly year after. Annual Plan 2018.
- Additional Music teacher. Chanel block is up for development. Roger Powdrell has done a great job and needs to be supported. Roger on leave in Term 3. Annual Plan 2018.
- Jonathan Millmow's report shows he has done an amazing job in establishing a good process in dealing with the different sport codes. Need to look at how we can retain and how this can be achieved. Look at funding him in some way. Top priority.
- School review re Maori students and their learning to achieve education success.
- SLT visibility: staff need to understand where they fit and what collectively they do. Sarah, Chris and Doug, are their roles shared or individual. Need to clarify what SLT means and those that assist them. Clarify position 2017.
- Focus on writing in the Annual Plan.
- Further training needed on KAMAR.
- International student package – finance, setting up, bank, pastoral care, homestay etc. Do we need specific goals?

- Catholic College – Ministry team to look at goals for next year. College culture and brotherhood, while not a priority, do we need to do anything this year or leave it? Core school values linking to brotherhood. Do boys understand what it is all about? Encourage suggestions from prefects. Cultural inclusiveness – talk to Philippine parents as to whether they would like to have a Filipino parent association in the College.
- Role models for Maori students who are not a Prefect and who are picked on their ability and not favourites but true leaders. 2017.
- IT – streamline work etc. – include management work – loop things to be linked.
- Mission Statement ready to be launched into classroom start of next year.

7. SUBCOMMITTEE REPORTS

(a) Special Character

The Rector reported that he was very pleased with the end of year events for our Year 13 students before they finished to go on exam leave. The Year 13 liturgy, the Prize giving and the Leavers' Mass all showed that the Special Character and "Spirit" of the College is alive and well. He was especially humbled to receive the lovely plaque *Deo Gratias* from George Truebridge on behalf of the class of 2016. (This has now been placed on the wall beside the "Madonna" at the ground floor entrance to Watters Block.)

Due to the earthquake a meeting with the Ministry Team re our forward planning for next year and a meeting with David Sullivan and Frank Wafer from the Archdiocesan Office were postponed. Feedback received from parents with regard to 'Becoming a Patrician' may see some changes in this programme for 2017.

The Rector also commented that when sports teams or cultural groups are away on a Sunday, students should be attending Mass. Sometimes that is not practicable so Fr Pat Brophy is creating a suggested liturgy which can be used. All groups will be made aware of this.

(b) Appointments

There have been a number of staff appointments for 2017:

- Miss Alice Stephens-Carlyon is appointed to a fulltime Maths position. This is the vacancy caused by Ms Kirsty Wealleans leaving late last year.
- Mr Daniel Meares is appointed to the Maternity Leave long term relieving position in Mathematics for Mrs Shayna Gardner.
- Ms Lucy MacLeod is appointed to a fulltime Religious Education position as a result of Mr Rob King leaving. This creates a vacancy in English.
- Mr Brad Hudson has resigned to take up a position at St Bernard's College in the Hutt Valley. This creates another vacancy in English.
- Mrs Suhanya Green has requested another year on maternity leave so we are also advertising for a replacement for her in Music and English.
- We have re advertised the Computer Studies position vacated by Mr Iwar Treskon as we are hoping to attract a wider field of applicants.
- The Rector also commented on his strong desire to make Mr Jonathan Millmow, Director of Sport's position permanent. This should not be done until the Admin and Support Staff Review is completed but he is looking at ways to fund this position in the long term. Some ideas are to ask the Parents' Association to assist as 80% of our students play Sport and another is to levy all sportsmen an additional \$5 on the cost to play their code. In the short term Mr Millmow's position will continue.

(c) Charter & Policy

Policies to be discussed and reviewed:

- Discussion on EOTC Policy

A draft EOTC Policy has been circulated. The Rector needs to develop a flowchart re procedures for staff to consider. The aim is to have a modified Policy with some new procedures back to the Board for approval for the February meeting.

Following the meeting with Gillian Diprose from NZSTA a couple of weeks ago the Board needs to develop a Governance and Policy Framework, incorporating a Code of Ethics aligned with Special Character Strategy Plan for consideration at the February Board meeting.

Cyclical Review of Board Policies – no policies from the Curriculum section were identified as needing immediate review.

Complaints policy – need to ensure the policy manual is up to date and will need to be revisited. Neal is to create a “Concerns” flowchart and procedure to be communicated to parents at the start of 2017.

Special Character Review: David spoke about the need to have Special Character in the Rector’s Performance Appraisal and proposed recommending Policy 6.5 is updated to include Special Character of the College’s expectation as outlined in the Catholic Integrated Schools Manual, and to review back to the Board next year. The Board of Proprietors will also need to consider the appraisal. The need to re-establish/reset goals whether managed by a subcommittee or outside consultant was also discussed. It was proposed that a subcommittee consider this and advise the Board what framework could work. AGREED.

(d) Pastoral

Paul Berry made an observation at Senior Prizegiving that he was disappointed at how a number of students looked very untidy due to wearing coloured socks and generally personal standards were not up to scratch. Audrey agreed and noted she had on several occasions seen groups of boys in town, presumably after sporting or other activity, looking very scruffy wearing a mix of uniform and sporting gear.

(e) Finance, Property & Maintenance/Development

The following matters were noted:

- Karen Page is away for 3 weeks.
- International Students – the second half year payment for the Papuan students is still not paid. We remain hopeful. Mr Wayne Mills has been in discussion with the Indonesian Embassy. The students return home on 10 December. It is disappointing to see it end like this as it was hoped it would be a beneficial 5 year programme and now we could be out of pocket. Apart from that, other international payments are met.

IT Purchases

1. Some issues have developed with our wireless network. The Aerohive routers installed as part of the MOE SNUP are not adequate with up to 60 students using at the same time. Norrcom have given us a price to add 17 additional routers

which would give us one in every classroom at a cost of approximately \$1,000 each which would enable all students to have access.

2. We need to upgrade computers in R127 - the computer laboratory in Redwood. It was agreed that John and Roland would meet with the ICT subcommittee to ensure decisions being made are sensible for the future. We should aim to purchase before the end of the year to ensure that installation is completed before the start of the 2017 year.

Resolution to apply for funding as follows:

1. It was resolved by the St Patrick's College Board of Trustees to apply to '**Lion Foundation**' for funding for the sum of **\$3,400** to contribute towards the cost of:
 - Player uniforms for the St Patrick's College Senior A Basketball team for use during the 2017 season and beyond.
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 **\$4,500** to contribute towards the cost of:
 - Return flights and mini-van rental for the St Patrick's College Softball team attending the Division 1 Secondary Schools Championships, Auckland, 27-31 March 2017.
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 **\$5,500.00** to contribute towards the cost of:
 - Accommodation for the St Patrick's College Softball team attending the Division 1 Secondary Schools Championships, Auckland, 27-31 March 2017.

Moved: Elliot Bell / Seconded: John Campbell. AGREED.

(f) Health and Safety

Elliott will attend his first meeting next week. Elliott reported that the NZSTA training workshop on Health and Safety was useful. Neal noted continuing testing for asbestos has taken place. The air quality is fine but there was a positive swab test in the Admin area on Wednesday 16 November. Cleaners came in over the weekend to clean the area.

Further items of General Business

1. The Rector's decision to allow the College to be used as an NZQA exam centre on the morning after the earthquake was discussed. Eight reader writers had to be put into Chanel block with the students before this part of the College was declared safe.
2. What does it mean when school is closed? Does it mean it's closed so do not come in or you can come in and do your work? Communication needs to be clear. Perhaps have group texting in emergency cases? The College App worked very well in this instance. The need to improve the system and how this could be done more efficiently, which could save anxiety and stress was discussed.
3. We have applied to the MoE for a special PLD Grant for 2017 focussed on improving our Whanau engagement and on Maori student achievement.

4. Health and Safety – looking for direction from the Board of Proprietors re Chanel block, Todd Theatre and gym.
5. The Rector was asked to draft the Annual Plan before the February meeting. He said he would have it ready for the end of January before staff meet.
8. **RECTOR'S REPORT** – This report was taken as tabled. Neal noted the following points in discussion:
 - Mr David Martin will be away for 4 weeks at the start of 2017 for surgery.
 - Mrs Michelle Duffy with regard to special needs students. Catholic students have every right to enrol here and we cannot refuse. What we need to identify before we accept, what the expectations of the family are and what we can provide and what we cannot. How all this will be managed? How will we support this on a long term basis, e.g. funding; need for extra staffing or more teacher aides. We need to establish a process so that parents are aware of what we can provide. Changes will be introduced in 2017.
 - MoE PLD Grant – 10 hours support – no money, just hours with a facilitator. The College can reapply for further funding later.
 - Parents' Association Art Auction took over \$48,000 through the EFTPOS with \$24,000 profit.
 - *Write that Essay* PD for the staff went extremely well. School continued with staff mainly who were leaving taking classes. Those who missed out on the session would be given the opportunity to take it up.
9. **STUDENT REPRESENTATIVE**
10. **STAFF REPRESENTATIVE** - This report was taken as tabled. Kate noted:
 - Recent staff PD was well-presented and staff who attended thought it was well worthwhile. Great feedback from staff.
 - Suggestion for another Wine and Cheese evening early next year for staff, so that new staff could meet Board members and for the Board Chair to say a few words.
11. **PARENTS' ASSOCIATION**
12. **WOMEN'S GROUP**
13. **POLYNESIAN PARENTS' ASSOCIATION**
14. **WHANAU GROUP**
15. **CORRESPONDENCE**

Correspondence – Requiring Attention

NZ School Trustees Association tax invoice for \$1,309.92 – 2 November 2016. This invoice was approved for payment.

St Patrick's College, Proposed schedule of Board meeting dates 2017

Correspondence – Inward

Suze Strowger, Ministry of Education, granting an exemption – 7 November 2016

Peter Kitchenman – Greater transparency in BoT meetings requested – 18 November 2016

Peter Kitchenman – Comments on the proposed Vision, Mission, and Values Statement – 21 November 2016. Paul Berry acknowledged Mr Kitchenman’s late Memorandum re ‘*Comments on the proposed Vision, Mission, and Values Statement*’ as circulated.
Maria Elenio’s International Students 2016 Report (report attached)
Jonathan Millmow - Director of Sports Report (report attached)
Karen Page – Financial Report (report attached)
NZSTA – Earthquake Memorandum

Correspondence – Reports & Circulars

Lighting new Fires – Issue No.4 October 2016
NZ Education Gazette – 7 November 2016
STA News – October 2016

Correspondence – Late

Correspondence – Outward

Ms Shayna Gardner, approval of Request for maternity leave – 27 October 2016
BoT Secretary, acknowledgement of Memoranda, P Kitchenman - 3 November 2016
Hon Hekia Parata, seeking an exemption to the usual school opening hours due to extraordinary circumstances – 27 October 2016
Mr Steven Skells, approval of Leave request – 27 October 2016

Delegations Authority for December/January holiday period. It was moved that the Rector and Board Chair are tasked with the authority to make emergency decisions if required. Moved: Neal Swindells / Paul Berry. AGREED.

The Rector agreed to organise an end of year Board function on 14 December 2016.

The meeting was declared closed at 9.45pm.

DATE OF NEXT MEETING

Wednesday 22 February 2017