



BOARD OF TRUSTEES OF ST PATRICK'S COLLEGE, WELLINGTON

MINUTES OF MEETING HELD AT
ST PATRICK'S COLLEGE IN THE COLIN BOARDROOM
ON WEDNESDAY 22 MARCH 2017 AT 6 P.M.

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

IN ATTENDANCE: Gerardine Parkinson (Board Secretary)

Neal opened the meeting with a prayer.

1. **APOLOGIES** – Faga Asi

2. **MINUTES OF MEETING** (22 February 2017)

Three small amendments were requested and made as per Audrey email of 22 March 2017.

3. **MATTERS ARISING**

4. **ACTION POINTS**

Updated and attached to reflect discussion.

5. **GENERAL BUSINESS**

- Update on Parent A complaints matter (in-committee). The Board of Trustees moved into committee at 6.18pm to receive a verbal update on this matter.
- Update on Teacher B employment matter (in-committee). The Board of Trustees remained in committee and received a verbal update on this matter. The Board of Trustees moved out of committee at 6.31pm.
- The Board of Trustees moved back into committee at 6.32pm to briefly discuss another matter and moved out of committee at 6.34pm.
- Update from Chair on 2016 and 2017 Rector Performance agreement completion. It was confirmed that the 2016 Performance agreement is completed and a copy is available at the meeting for any board members who wish to read it.
- Update on Action Plan progress. Neal spoke to his first attempt to report against the Annual Plan. John had made some suggestions about the format however it was too late to be incorporated into this first draft. It was noted that this is largely 'business as usual' stuff. It was suggested that the report needs a first line to explain the purpose of the document or as an appendix. Audrey said that it also needs a column showing a clear timeline as some reporting items may need to be reprioritised or reworked. This could be in the form of a percentage but will allow the Board to see any areas that may be slipping. John suggested adding a column on 'what is still to be done'. The Board would like to see the final version of the Plan submitted to the Ministry of Education.

- Paul spoke about the perennial issue of motivating Year 13 students. He has tasked Kate and Xavier to look at that issue for the Board from the bottom upwards. They will report back to the Board on their findings and recommendations.
- Corinne Barnard is looking for support from the Board for opportunities to assist/support the Foundation e.g. sponsors, organising a table at the Foundation Dinner, grounds advertising etc.
- Update on Admin Review. The Board of Trustees moved into committee at 6.54pm to receive a verbal update. The Board of Trustees moved out of committee at 7.07pm.

6. SUBCOMMITTEE REPORTS

- (a) Special Character – Attestation 2016. The Special Character subcommittee met prior to submitting the Attestation report. Audrey said that it is good to see so many Special Character images/pics on the College Facebook page and it would be good to get some of them on the website.
- (b) Appointments – Neal noted that the College has a number of positions advertised in the current Gazette which are all due to commence at the beginning of Term 3.
- (c) Charter & Policy

Policies to be discussed and reviewed: at the Board meeting held on Wednesday 22 February a draft *Education Outside the Classroom (EOTC) Policy* was circulated and board members asked to consider it and put forward any queries or concerns prior to its ratification at the March meeting. It was confirmed that there is a line in the current Memorandum of Understanding between SPC and SCC which covers “safe environment”. It was subsequently moved “that the Board of Trustees adopts the new *Education Outside the Classroom Policy* as discussed” – David Ireland / Xavier English. AGREED.

- Governance Framework approach. David Ireland noted the comments from the February Board meeting that the document was too wordy, and also the comments from a parent about some gaps such as a *Code of Ethics*. David said that this framework should serve as a front piece to the Policy Manual, and that there are opportunities for the Charter and Policy committee to personalise it. From this meeting David and Tracey will work towards editing it, and draw attention to it at the next meeting for some specifics e.g. a *Code of Ethics* and meeting processes to work through.
- the Board briefly discussed the absence of board members in terms of *The Education Act 1989* which refers to where a board member is absent without the prior leave of the Board for 3 consecutive meetings. It was moved “that it be delegated to the Board Chair to be able to approve requests for leave that are signalled prior to a meeting” - David Ireland / John Campbell. AGREED.
- Tracey spoke briefly about the overall framework of governance and where it fits and shared a handout which included information on different “*Models of Governance*”. She noted that NZSTA offers great training opportunities.
- EOTC Policy. Adopted.
- Rector’s Annual Performance Appraisal Policy (NAG 3). The Board briefly discussed recommendations from last year and how this could be tweaked. Kate asked about the process for staff having input to the Rector’s Appraisal which could form part of a 360 appraisal. It was moved “that the Board adopt the

updated Rector's Annual Performance Appraisal Policy" - David Ireland / David Walsh. AGREED.

- Paul suggested a small edited change to the wording of the Concerns flow-chart as agreed by the Board of Trustees.

Paul raised the matter of recent events reported in the media relating to Wellington College and St Patrick's College Silverstream. As a result of discussion it was agreed that Neal would write to the parent community reiterating our College values and support available around responsible use of social media. **Action: Neal.**

(d) Pastoral – nothing to report.

(e) Finance, Property & Maintenance/Development. Neal spoke to his notes about the March Finance subcommittee meeting and School Fees Summary 2017.

(f) Health and Safety. This report was taken as read. Elliot spoke briefly to his report. Audrey noted that the Health & Safety Committee Minutes referred to both a Hazard Register and Hazardous Substances Register which are two different things. Neal has now received the formal Asbestos Management Plan. He is due to meet with Phil Stanley and Peter Amitrano to work through some of the identified areas of concern.

7. **RECTOR'S REPORT** – March 2017. This report was taken as read. Neal spoke briefly to the following:

- the sad death of a Year 10 parent.
- Neal facilitated a period of discussion about Maurice Atkinson's request to take students to visit the Marist Mission in Ranong. Neal was concerned about the students missing 2 weeks of school however Maurice has said that the dates could be altered so that students would only miss the first week of Term 1, 2017. Xavier expressed his support for the trip. Audrey sought clarification about how the criteria to select students would be applied. Both Paul and David Ireland requested specific information relating to the geographical risk profile and issues of ensuring student safety in terms of visiting Ranong. The outcome of discussion was that the Board agreed in principle that it supported the proposed trip but requested that Maurice provide specific information on the criteria, issues of safety and risk assessment utilising the EOTC policy framework. **Action: Maurice to provide the information for the May Board meeting.**
- Neal asked if there is a Board member prepared to be our representative on the *Catholic Community of Learning* (CoL) involving SPC, SCC, SMC and all the local Catholic primary schools as far north as Johnsonville. Xavier English and John Campbell both expressed their interest and willingness in this role.
- Neal sought some input from the Board about management of the Year 12 and 13 ball which is a large logistical social event. This matter was widely discussed and it was agreed that this is not a Board decision but rather a management issue to be worked through.

The Board of Trustees moved back into committee at 8.06pm to briefly discuss a HR matter and moved out of committee at 8.09pm.

8. **STUDENT REPRESENTATIVE** - this report was taken as read. Xavier spoke briefly to his report. Xavier has met with Neal to speak about 1. student feedback on teachers and 2. whether St Patrick's College should be 'streaming' students.

9. **STAFF REPRESENTATIVE** - this report was taken as read. Kate said that staff continue to have concerns over the College Wi-Fi and technology issues in some areas of the College. John suggested that the staff and students need to be proactive and specific in reporting issues. It is important that tickets are sent through to Norrcom to report identified problems.
10. **PARENTS' ASSOCIATION** - Kate attended the last meeting that focused on planning for the Big Boys' Breakfast.
11. **WOMEN'S GROUP** - Minutes of 20 February 2017 meeting. Following on from concerns expressed by the Women's Group, Neal and Karen are going to meet with NZ Uniforms.
12. **POLYNESIAN PARENTS' ASSOCIATION** - nothing to report.
13. **WHANAU GROUP** – this report was taken as read. Roland attended the Whanau meeting on Friday 10 March. The meeting was supported and fostered some great discussion. Matters discussed included: leadership roles for Maori students; reflecting positive NCEA Level One and Level Two results; new tutors are taking Kapa Haka and good levels of student enthusiasm.
14. **CORRESPONDENCE**

Correspondence – Requiring Attention

Maurice Atkinson, permission for trip in 2018 to Marist Mission in Ranong – 12 March 2017. *As previously covered in earlier discussion.*

Correspondence – Inward

Peter Kitchenman – Review of Complaints Policy – 23 February 2017

Peter Kitchenman – Correspondence received from BoT Chair – 24 February 2017

Peter Kitchenman – Comportment of the Board of Trustees in relation to a parent - 26 February 2017

Peter Kitchenman – to the Society of Mary, Request Chair stands down while complaints are before the Ombudsman – 3 March 2017

Peter Kitchenman – to the Society of Mary, Allege Catholic Social Teaching trampled on by Board - 12 March 2017

Peter Kitchenman – copy of email to the Ombudsman – 15 March 2017

NZEI Te Riu Roa – notification of paid union meetings – 21 February 2017

Correspondence – Reports & Circulars

Lighting new Fires – Issue No.1 March 2017

Tukutuku Kōrero - NZ Education Gazette – 27 February 2017

Tukutuku Kōrero - NZ Education Gazette – 13 March 2017

STA News – Jan/Feb 2017

St Patrick's College Wellington – Attendance Analysis – Stand downs and Suspension Analysis 2016

Correspondence – Outward

BoT Secretary, acknowledgement of Memoranda (23 & 24 February 2017),

P Kitchenman – 24 February 2017

BoT Secretary, acknowledgement of Memorandum (26 February 2017), P Kitchenman – 27 February 2017

BoT Secretary, acknowledgement of Memorandum (3 March 2017), P Kitchenman –

6 March 2017

BoT Chair, approval of leave – Fr Matt Crawford SM - 3 March 2017

BoT Chair, approval of leave – Lynley Reid - 3 March 2017

BoT Chair, approval of leave – Luc Townsend - 3 March 2017

BoT Chair, P Kitchenman – 14 March 2017

BoT Chair, Office of the Ombudsman – 14 March 2017

Please note that the Board meeting previously set down for 12 April is cancelled. Business that would otherwise have been considered at that meeting will be held over to the 24 May meeting.

DATE OF NEXT MEETING

Wednesday 24 May 2017