



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 AUGUST 2017 AT 6 P.M.

PRESENT: Paul Berry (Chair), Tracey Arthurs, Elliot Bell, Roland Bell, John Campbell, Xavier English, David Ireland, Audrey Madigan, Sonny Mulitalo, Lynley Reid, and Neal Swindells.

IN ATTENDANCE: Gerardine Parkinson (Board Secretary)
Peter Kitchenman

Elliot opened the meeting with a prayer.

1. **APOLOGIES** - Kate Southall (on Board approved sabbatical leave)
2. **MINUTES OF MEETING** (26 July 2017).

These were accepted as a true and accurate record – Paul Berry / David Ireland.
AGREED.

3. **MATTERS ARISING**
4. **ACTION POINTS**
5. **GENERAL BUSINESS**

- Update on appointment of Business Manager (Incommittee). The Board moved into committee at 6.57pm to discuss an HR matter and Mr Kitchenman was requested to leave the room. David Ireland left the meeting at 7.10pm due to illness. The Board moved out of committee at 7.19pm and Mr Kitchenman returned to the meeting. The Board Chair briefly summarised the key points arising from Incommittee discussion which focused on the process agreed by the Board in appointing a Business Manager in terms of advertising the vacancy and the delegated Appointment panel.
- It was agreed that Roland's report on Cyber-Safety will be deferred to the September Board meeting.
- Report to Board of Trustees on Progress on the 2017 Annual Plan August 2017. The following items were raised in discussion:
 - Wayne needs to give some idea of next steps around Pastoral under Focus Area 1 / Action 4.
 - Bryan Gwilliam, the consultant employed to coordinate the Curriculum Review has met with staff, parents, and students. All of the teaching staff and some students were also surveyed. Bryan is working through preparing a report to the Board which will be a

major piece of work, and facilitate the Curriculum Review process. The aim is to implement some changes for next year, and then address other matters in the following years.

- Audrey commented that depending on the outcome of the Curriculum Review it may prove useful for the SLT to have a planning session to prioritise activity/actions they'd like to recommend to the Board as target Focus Areas for the 2018 Annual Plan. It may be that the outcomes of the review lean towards Focus areas 2 and 4 as the big drivers for next year. We collectively need to look at how much can be achieved with laser focus on a smaller number of Focus Areas, rather than feeling compelled to take on too many areas.
- Neal said that the Community of Learning is helpful for him in terms of listening to his primary colleagues.
- the Society of Mary have made the call that the Board of Proprietors will remain in the Common Fund. This means that St Patrick's College will remain within the Collective, and the Board of Proprietors will not need to set our own Attendance Dues or collect them.
- the 10 year property plan which is a working document is now completed and has some major implications for our Proprietors and what we need to get external funding for.
- Xero is working well but not producing Budget holder reports.
- Lynley was asked to comment on her view of the curriculum survey conducted with staff. She said that she did not feel that staff had a genuine discussion about the survey. A large number of staff members felt it was a loaded survey. Neal acknowledged that there is a lot more work to be done with the staff. Audrey recommended that once the report comes through, that Neal have a discussion with staff. He could position that post Review and ahead of a move to Phase 2 gaps were identified and we'd like to seek staff input as to what is missing, and may need to still be captured as activities we need to do. Sonny said that two recommendations that were strong within his Curriculum focus group was that the Curriculum needs to be student focused, and for staff to be upskilled regularly.

6. **SUBCOMMITTEE REPORTS**

- (a) Special Character - Neal has not yet surveyed parents of boys at the Catholic feeder schools but will do so to determine what the main reason is for them not enrolling here.

Elliot noted that he had attended the recent Vinnies Mass held at Bishop Viard College and said that it was an uplifting Mass and that St Patrick's College was really well represented.

- (b) Appointments – nothing to report.

- (c) Charter & Policy

Policies to be discussed and reviewed:

- SPC Policy Framework 2017 (for adoption) - paper attached. David spoke to the SPC Policy Framework which is based on STA Policy Framework with the

addition of the College values incorporated into it. At the July meeting Board members were asked to provide feedback. The current copy shows: mark-ups. The key substantive item is the opening introduction, where two options have been documented to replace the previous generic wording – one attempting to operationalise the concept of an ‘inclusive’ education, and the other based on Vision/Mission/Values and focus areas taken from the Strategic Plan. The remaining mark-up incorporates further reference to our Special Character. The Board discussed the changes and it was subsequently moved that we adopt the SPC Policy Framework as outlined with the inclusion of the second paragraph option - David Ireland / Roland Bell. AGREED.

- Complaints - General Complaints and Concerns and Staff Complaints Procedure. David spoke to this set of policies briefly and said that there was no decision required tonight. The Staff Complaints Procedure relates to personnel rather than staff but is staff-related; also in NAG 5 is the General Complaints and Concerns Procedure Policy. It was noted that the Staff Complaints Procedure is more detailed and that the previous Board spent a lot of time developing it. David posed the question for this Board as to whether the Complaints Procedure is too detailed and prescriptive. He noted that there are other models out there, which he and Tracey are considering as alternate options. The General Complaints and Concerns cuts across staff procedure, and opens up discussion on Anti Bullying, Sexual Harassment, and the absence of a flow-diagram as referred to under 5.4. The Charter and Policy Subcommittee need to do more work on this piece of work and to run two Complaints, one under NAG 3 and making the General Complaints and Concerns a bit more general.

Paul said that under General Complaints and Concerns that section 5.5 needs to be brought out. He also sought clarification of what a “helping agency” is. Paul expressed concern that there is no mention of the criminal aspect of sexual or physical abuse by a teacher or involving the police. Paul offered to go away and find some good advice from STA or Patrick Walsh of the NZ Principals Association. **Action: Paul Berry.** It was suggested that this should be moved into personnel. Audrey suggested that the wording may need to be reviewed once moved out as there is specific referral to the Teachers Collective which does not cover Support Staff, Ground Staff etc. The other matter raised relates to sexual/physical abuse between pupil to pupil which does come into the General Complaints and Concerns Policy but crosses over into the Anti-bullying and Sexual Harassment policies. David said that he was not averse to starting again. Paul offered to look at the obligations in terms of criminal reporting, and that at the front of all Board thinking that the child must be put at the forefront. The Charter and Policy Subcommittee will look at how to pull this all together, and that a lot of the work can be done electronically online. Neal commented positively on the development and implementation of the Concerns Flowchart which has helped him direct specific concerns.

- Acute Crisis Management (discussion). Neal spoke briefly about the drivers behind reviewing and updating material relating to the College managing a scenario involving either a student or staff member’s death or a serious crisis. Wayne Mills and Peter Wadsworth have worked through the Crisis Management procedure and updated it so that the College continues to have clear procedures in place. Neal will continue to flesh this out in more detail

and will then bring it back to the Board who have tasked him to develop the necessary procedures.

- Student Stand-down, Suspension, Exclusion and Expulsion Policy (discussion). Paul provided some background to this topic following on from a STA training session that he had attended recently. He thought it was timely to revise this Policy in terms of any changes under the Education Act. He said that it is important to be aware that all Board members other than the Rector can be delegated to sit on the Discipline Subcommittee and make decisions in accordance with the Education Act. In terms of both the staff and student rep sitting on the Discipline Subcommittee it was noted that the Board would need to be mindful of not putting either the staff or student rep in an awkward position or where there was a conflict of interest. Lynley said that when she was staff rep that she only attended 2 Discipline or pastoral hearings and was not normally asked to be part of the panel due to her teaching role. David said that the delegations are captured at page 18 of the SPC Policy Framework.
- Board Self-Review and Strategic Review (discussion). David asked Board members to look at the Policy and then feedback their comments to him. **Action: all Board members.** David said that the Board do need to embark on the self-review process and that he will table this matter for the October Board meeting to operationalise this.

(d) Pastoral – Neal said that there was one Year 10 student stood-down in the last month.

(e) Finance, Property & Maintenance/Development – it was noted that:

- that the bank accounts are healthy.
- there was a mistake in the financial reports sent out to Board – an extra zero was mistakenly added to income.
- the predicted end of year surplus has grown slightly due to multiple factors – increased income from International students, grants, and that the roll has remained stable.

(f) Health and Safety - Minutes of Health & Safety Committee Meeting - 9/8/2017.

7. **RECTOR'S REPORT** - August 2017 (report attached) plus supporting papers:

- Health Consultation Survey Feedback. Neal said that Sarah Parkinson had organised the survey and provided the feedback summary. It was noted that the survey size was small which had resulted in some repetition. The Board gave permission for the feedback to be shared with the College community in an edited form.
- St Patrick's College: Costs for 2018. The Board discussed the circulated draft paper. Paul suggested that the focus should be on encouraging parents to pay College costs and donations and to focus on the convenience of a regular AP, and to remove the reference to the AoW Attendance Dues. It was subsequently proposed that the Board of Trustees adopt the Costs for 2018 once the suggested changes are made and that it can be circulated to the College community as the 2018 costs - Neal Swindells / Tracey Arthurs. **AGREED.**
- Wellington Catholic Schools Community of Learning - MoU. The Board discussion the MoU and noted the duplication of 3.1. John said that the achievements and targets will be around literacy/numeracy/well-being/critical thinking. Both Neal and John have attended meetings both together and

separately. Neal said that principals have requested one consistent Board member to represent the various schools and Colleges on the Interim Stewardship Group. John said that he would be happy to represent St Patrick's College on the Interim Stewardship Group. The Board of Trustees accepted that in principle and also gave their approval of signing the Memorandum of Understanding with the Community of Learning noting the change required about the repetition of 3.1. AGREED.

- Paul Berry was requested to authorise a research project at Te Ara which they have agreed to participate in but it does require the Board Chair to sign off on.

8. **STUDENT REPRESENTATIVE** - nothing to report.
9. **STAFF REPRESENTATIVE** (report attached). Lynley's report was taken as read.
10. **PARENTS' ASSOCIATION** - nothing to report.
11. **WOMEN'S GROUP** – Neal spoke briefly about the enjoyable and successful Mother & Son Dinner.
12. **POLYNESIAN PARENTS' ASSOCIATION** - "Proposal for a Study Group Setup and implementation" - Sonny Mulitalo. Sonny requested at the meeting that any Board discussion be set aside to allow the Polynesian Parents' Association an opportunity to have more discussions.
13. **WHANAU GROUP**. Roland's report was taken as read.
14. **CORRESPONDENCE**

Correspondence – Requiring Attention

Correspondence – Inward

Message from the Minister of Education : Replacing the decile system

Correspondence – Reports & Circulars

Archbishop of Wellington – Cardinal's Message to Proprietor's Appointees – August 2017

NZCEO – Aoraki No 27 July 2017

Tukutuku Kōrero - NZ Education Gazette – 14 August 2017

Correspondence – Outward

Correspondence – Late

The meeting was declared closed at 8.06pm.

DATE OF NEXT MEETING

Wednesday 27 September 2017