



# 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 JULY 2017 AT 6 P.M.

*Chris Smyth, HOD Technology joined the Board for dinner and facilitated a presentation on the Technology Department and the scope of the Technology Curriculum.*

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

**IN ATTENDANCE:** Gerardine Parkinson (BoT Secretary)  
Peter Kitchenman

Tracey opened the meeting with a prayer.

1. **APOLOGIES** – Elliot Bell, Xavier English, and Kate Southall.
2. **MINUTES OF MEETING** (28 June 2017).

Paul Berry requested that the Draft Minutes be amended to read that he was granted leave from attending the June Board of Trustee meeting. Audrey Madigan had also emailed through some edited changes which were incorporated into the Draft Minutes as circulated.

These were accepted as a true and accurate record – John Campbell/Neal Swindells.  
AGREED.

### 3. **MATTERS ARISING**

John welcomed Lynley to the meeting and noted that she will attend the meetings in Kate's absence to observe and comment from a staff perspective but is not eligible to vote.

### 4. **ACTION POINTS**

Updated and attached to reflect discussion.

### 5. **GENERAL BUSINESS**

- Update on Admin/Support Review - Neal & Audrey. The variations of employment agreements for the effected support staff are all now signed. Neal said that Wellington College are still working through the appointment process to employ a Business Manager. It was agreed that David Ireland would speak to Brendan Holland and scope out with him about whether he is in a position to help the College with this process. Neal said the he has not communicated to the wider staff the decision to appoint a Business Manager however he will do so in the coming week.

- Report to Board of Trustees on Progress on the 2017 Annual Plan – July. Neal spoke to the following items:
  - The recent Kapa Haka performance was a huge positive. It has also had flow-on effects in that it has improved and extended the boys speaking in Te Reo.
  - Year 13 students are busy planning a charity concert to be held in the College hall on Thursday 14 September at which both the Poly Club and Kapa Haka are going to perform.
  - The Health Curriculum survey is live at the moment.
  - Year 12 and 13 students will be participating in the ACC funded course “*Mates and Dates*” course.
  - Wayne is continuing to work on the Pastoral Review. Neal is contemplating making some changes in terms of Prefect structure and leadership roles for Year 13 students.
  - The Board of Proprietors have received the draft Directional Plan for Chanel and Egden. The Board is having urgent discussions with the Society of Mary about the monetary offer from NZCEO.

Audrey noted that the designated time for the parent focus group meeting as part of the Curriculum Review to be held on Monday 31 July was challenging for parents and made it difficult for some parents to attend.

## **SUBCOMMITTEE REPORTS**

- (a) Special Character – Neal said that a number of staff attended the funeral Mass for Papali’itele Savali (Mike Savali’s father). The combined Assumption Day Mass will be held on Tuesday 15 August at 2pm.
- (b) Appointments – nothing to report.
- (c) Charter & Policy

Policies to be discussed and reviewed:

- David said as the Policy Framework document was not included in the meeting agenda that it cannot be covered tonight. David will circulate an update of the Framework prior to the August Board meeting so that it can be adopted. He noted that this is the final opportunity for Board members to feed in their comments.
- Complaints Policy (update)
- NAG 5 - Safe Environment General Complaints Policy (update)
- Sexual harassment (existing policy as it is now) and Social Media (update). Tracey spoke briefly about unpacking the policy side of it and focusing on anti-harassment, abuse, racism, bullying etc and separating out procedures to manage the response, and the pure responsibility for the governance of the policy which will also connect to Special Character. Social Media will be a separate Policy with links for coherence. The Charter and Policy subcommittee is looking for confirmation of the process for consolidating current policies and to feed in the College’s values, and to provide direction to the Rector about developing procedures. It was noted that as a consequence this piece of policy work will also feed into NAG 5 - Safe Environment General Complaints Policy.
- John asked about the correlation between St Patrick’s College policies and St Catherine’s College, and Neal was asked to access their equivalent policies. It was confirmed that the Memorandum of Understanding signed between the two Colleges does have reference to NAG 5 – Safe Environment.

- DRAFT Attendance Procedure - Neal spoke about the amended wording which covered the Rector granting student leave and specifying that teachers do not have to set work or change assessments to fit students travel plans. Tracey noted that as this piece of work is a procedure and not a policy that it does not require the signature of the BoT Chair but rather the Rector, and it is up to Neal to manage and inform the staff about the updated procedure.

(d) Pastoral – there were 2 recent stand-downs.

(e) Finance, Property & Maintenance/Development:

- 10 year maintenance plan. David Monastra has prepared it and he will meet with Peter Amitrano and Karen Page. The plan will be available at the next BoT meeting.
- Fees and Donations for 2018 – as circulated via email to the Board. Neal has adapted this and spoke to the paper but noted that he is still working through the detail of it. He said that it would be helpful to use it as the base point for parents for next year. Board members made some suggestions about: tightening up the wording; noting that a percentage of the Donations are tax deductible; including a link as to how to apply for the tax rebate; and to add the College bank account details and methods of payments.

Gary Cook-Andrews – BoT Resolutions for Funding Applications – 26 July 2017.  
*After hearing from the Chair as to the reason why the item was late and could not be deferred to the next meeting, the Board of Trustees resolved to deal with the request at the meeting:*

Resolution to apply for funding as follows:

It was resolved by the SPC Board of Trustees to apply to **‘Four Winds Foundation Ltd’** for funding for the sum of **\$8,000.00** to contribute towards the cost of:

- Travel and accommodation for the St Patrick’s College Junior A and Senior A Basketball, 1<sup>st</sup> XI Football & 1<sup>st</sup> XI Hockey teams taking part in **2017 NZSS Winter Tournament week events**, 4 - 10 September. Venues: Junior Basketball – New Plymouth; Senior Basketball – Palmerston North; 1<sup>st</sup> XI Football – Napier; 1<sup>st</sup> XI Hockey – Levin.

Moved: Neal Swindells/Seconded: John Campbell. AGREED.

- Neal reported that the Watters Block roof is now finished. The cradle could not be taken down by the crane last weekend due to bad weather but it is hoped that it can be removed this weekend.
- A new false ceiling is in the process of getting installed in the Tuckshop area to encapsulate any asbestos contained in the roof.

(f) Health and Safety – Neal reported briefly on the first meeting of contractors that he met with about the training programme that they are required to do under the Asbestos Management Plan to be able to work on the College site.

6. **RECTOR’S REPORT** - July 2017 (report attached). Neal spoke on the following matters:

- Year 9 in 2018 Enrolment update. The College currently has received approximately 120 preference enrolments, and there are still a total of 59 boys at our Catholic feeder schools still to enrol. The expectation is that some of the 59 boys will chose to enrol at St Patrick's College.
- Teaching and learning. The Year 11 Study Skills programme will be held on Monday 31 July and all Year 11 students will have an hour and a half slot.
- The Poly Group were outstanding at Tu Tangata, and if there was a winner they would have voted for St Pat's Town. This is significantly student led with a lot of involvement from Old Boys.
- Te Ara (the Wellington Activity Centre) is to have an ERO review on 28/29 August. He will include a report in the August Board meeting papers. Neal will need to meet with the ERO reviewers a couple of times during the course of the review.
- CoL report and action plan. A meeting was hosted at St Patrick's College during the first week of the holidays with 10 of the 13 schools represented. The Board Chair of Sacred Heart School may agree to Chair that stewardship group. John Campbell has agreed to attend the next meeting.
- Rector's Report on the National Association of Principals of Catholic Schools Conference in Queenstown 1-4 July 2017. Neal said that he enjoyed the workshops that he attended and came away with some good learnings and ideas.

John Campbell queried the percentage of parents who attended Parent/teacher/student interviews. The College is trying to track this data currently. Lynley spoke about staff trying to meet with specific families at the 3 way conference earlier in the year, and then again at Parent/teacher/student interviews and some of the challenges faced.

7. **STUDENT REPRESENTATIVE** - Xavier's report as emailed out and was taken as read.

David Ireland spoke briefly about the Criteria for awarding Blues. He said that the Handball team who were awarded Certificates of Distinction last term felt that this lesser award or acknowledgement was the source of some embarrassment. **Action: Neal to speak to Jonathan Millmow about this.**

8. **STAFF REPRESENTATIVE** (report attached). Lynley's report as circulated was taken as read. Lynley invited questions from the Board about the content.
9. **PARENTS' ASSOCIATION** - Neal spoke about the planned raffle to be held this Term. Information will be circulated in the next week.
10. **WOMEN'S GROUP** - it was noted that the Mother and Son Dinner will be held in the College hall on Thursday 10 August.
11. **POLYNESIAN PARENTS' ASSOCIATION** - Sonny was unable to attend the recent meeting however he did email Ainslie to see if there were any issues that they would like to raise. Sonny noted that the Polynesian Parents' Association made a gift to the Savali family on the death of Papali'itele Savali.
12. **WHANAU GROUP** – Roland's report was taken as read. Roland mentioned that Ngahuaia is happy with the professional development and support provided by Waikato University.
13. **CORRESPONDENCE**

### **Correspondence – Requiring Attention**

### **Correspondence – Inward**

NZEI Te Riu Roa, Notification of paid union meeting - 4 July 2017

### **Correspondence – Reports & Circulars**

STA News, Issue: 274 - July 2017

Tukutuku Kōrero - NZ Education Gazette – 10 July 2017

### **Correspondence – Outward**

BoT Chair, re staff perspective on BoT in Kate Southall's absence - Lynley Reid - 3 July 2017

BoT Chair, re approval of leave of absence - Kate Southall - 29 June 2017

BoT Chair, re approval of leave without pay in 2018 – Rob des Tombe - 29 June 2017

### **Correspondence – Late**

Roland Bell, Whanau Group Update July 2017

Xavier English, Student rep report July 2017

SPC Statement of Comprehensive Revenue and Expense for month ended 30 June 2017

SPC Fees and Donations for 2018

Neal Swindells, Rector's Report on the National Association of Principals of Catholic Schools Conference in Queenstown 1-4 July 2017

The meeting was declared closed at 8.44pm.

### **DATE OF NEXT MEETING**

**Wednesday 23 August 2017**