



BOARD OF TRUSTEES OF ST PATRICK'S COLLEGE, WELLINGTON

MINUTES OF MEETING HELD AT ST PATRICK'S COLLEGE IN THE COLIN BOARDROOM ON WEDNESDAY 25 OCTOBER 2017 AT 6 P.M.

PRESENT: Paul Berry (Chair), Elliot Bell, Roland Bell, John Campbell, Johnathan English, David Ireland, Sonny Mulitalo, Kate Southall and Neal Swindells.

IN ATTENDANCE: Gerardine Parkinson (Board Secretary)
Peter Kitchenman

Paul opened the meeting with a prayer.

1. **APOLOGIES** – Tracey Arthurs and Audrey Madigan

2. **MINUTES OF MEETING** (27 September 2017)

These were accepted as a true and accurate record - David Ireland/John Campbell.

3. **MATTERS ARISING**

4. **ACTION POINTS** (27 September 2017)

Updated and attached to reflect discussion.

5. **GENERAL BUSINESS**

- Discussion regarding the recent publicity about St Patrick's College renting the hall for a Militaria Arms auction - discuss options and a way forward. Following a period of discussion it was agreed that the Board do not need an overarching policy on hall hire, and that the Rector would be delegated to manage facility hire at the College.
- Discussion about multiple letters received from Parent 'A' to the Board of Trustees - discuss options and a way forward. The Board of Trustees moved into committee at 6.35pm and Mr Kitchenman was requested to leave the meeting. The Board of Trustees moved out of committee at 6.58pm and Mr Kitchenman was invited to return to the meeting.

The Board Chair noted the following in summary regarding the multiple letters from Parent A. The Board of Trustees has received approximately 180 separate items of correspondence from Parent A over a 2 year period and have agreed unanimously to reiterate to Parent A their support of the intent of the letter from the Board Chair, dated 14 March 2017. The Board Chair reiterated that there is one point of contact for Parent A to communicate with the Board of Trustees which is via the Board Secretary, Gerardine Parkinson.

- Annual Plan – Neal spoke to this Draft and Board members offered various suggestions arising from discussion.

6. SUBCOMMITTEE REPORTS

(a) Special Character – Neal noted the following:

- it was good to have Fr Matt Crawford return to College after attending the General Chapter meeting of the Society of Mary in Rome.
- he recently hosted a visit by overseas priests based in Wellington.
- the Ministry Team are holding a planning session next Monday.

Appointments – Audrey is coordinating the shortlisting of candidates for the position of Business Manager.

(b) Charter & Policy

Neal said that he had recently met with representatives of a company, *SchoolDocs* that specialise in maintaining school policies and keeping them up to date in terms of relevancy and the latest legislation etc. All policies would be available online and accessible to parents. The cost would be approximately \$2,200 per annum. Neal said that he would discuss this option with David and Tracey and come back with a proposal at the November meeting. **Action: Neal.**

Policies to be discussed and reviewed:

- Cyclical Review of Board Policies - Update and report. David reported back on the recent meeting of the Charter and Policy subcommittee that took place in the school holidays which focused on the Cyclical Review of Board Policies over a 3 year period touching on as many policies as possible. David said that the committee considered specific policies to be placed on the Board meeting agenda for the remainder of this year, and will then progress developing a plan for 2018. The committee also discussed the Board Self-Review of functions in 2017.
- ‘Guidelines for use of physical restraints’ - verbal update. Neal said that the next Staff meeting will focus on the ‘Guidelines for use of physical restraints’ produced by the Ministry of Education. Neal said that under the Guidelines that basically staff can only use physical restraints when the safety of a student is seriously at risk, and that there is numerous processes involved in terms of methodology and reporting.
- Complaints and concerns policy - verbal update. David said that Tracey is driving this, and is looking at different models. He acknowledged that this is a bigger piece of work than originally planned. It is hoped that the Charter and Policy committee will have something to circulate prior to the 22 November Board meeting, and to then table it at the meeting with a view to adopting the policy at the February 2018 meeting.
- Scholarship funds trust terms. David has not yet had an opportunity to progress this due to work commitments.
- Memorandum of Understanding with St Catherine’s College. Paul moved that Neal be given approval from the Board of Trustees to proceed with signing an updated Memorandum of Understanding with St Catherine’s College.

Paul thanked the Charter & Policy committee for their ongoing work, and suggested that it would be good to revisit the composition of all the Board subcommittees at the beginning of next year.

(c) Pastoral – nothing to report.

(d) Finance, Property & Maintenance/Development. The Finance subcommittee has not met this month as Karen Page was away. There will be a full finance report available at the November Board meeting.

(e) Health and Safety (Hazard Register 2017). Elliot spoke about the report which Board members thought was comprehensive and well structured. There is a Google doc for staff to update Hazards online.

(f) Catholic Community of Learning. John will attend the next meeting and then report back.

7. **RECTOR'S REPORT** – October 2017. This report was taken as read. The following points were noted in discussion:

- Gerard Tully was named as Old Boy of the Year.
- The Association of Boys Schools of New Zealand (ABSNZ) has contracted an Australian company to conduct a survey about Excellence in boy's education. Over the next 2 weeks – Board members, parents, staff and old boys will receive a letter about this and a link to an online survey. The results will not be released fully till 2019 but St Patrick's College will receive some limited information as feedback next year.
- The Code of Practice for International Students was formally attested by the Rector following a review undertaken by Maria Elenio and Wayne Mills.

8. **STUDENT REPRESENTATIVE** – Johnathan's report was taken as read.

9. **STAFF REPRESENTATIVE** – Kate's report was taken as read. The Board spent a period of time discussing student motivation and goal-setting as well as the wider impact of students counting credits. David suggested that this issue could be incorporated into the 2018 Annual Plan.

10. **PARENTS' ASSOCIATION** – Neal has met with the Parents' Association Executive team.

11. **WOMEN'S GROUP** – Neal attended the last meeting and noted that the Women's Group have donated \$6,000 to the College to be used for a special project. The Women's Group farewelled Sophia Lewis at the meeting and Kay Cunningham was appointed as the new Chair.

12. **POLYNESIAN PARENTS' ASSOCIATION** – Sonny attended the most recent meeting. The Association are working to develop strategies to help Pasifika students who are falling through the cracks. He noted that in some cases the parents are not actively engaged with the school community. The Association plan to hold a few social evenings and current parents will try and network to invite other parents along. Sonny asked if he could socialise the results of the Curriculum Review with a subgroup of parents. The Rector said that he would need to consider the timing around this. The Association were

pleased that a good amount of money was donated at the Home School Partnership meeting.

13. **WHANAU GROUP** – Roland said that the Whanau Group has not met recently. He noted that Kapa Haka was a positive initiative in helping grow parent engagement.

14. **CORRESPONDENCE**

Correspondence – Requiring Attention

Gary Cook-Andrews, Resolution for funding – 19 October 2017.

Resolution to apply for funding as follows:

1. It was resolved by the SPC Board of Trustees to apply to ‘**Pelorus Trust**’ for funding for the sum of **\$5,000.00** to contribute towards the cost of:
 - Travel and Accommodation for the St Patrick’s College **Athletics** team attending NZSS Champs, December 2-3, Auckland.
2. It was resolved by the SPC Board of Trustees to apply to ‘**Trust House Foundation**’ for funding for the sum of **\$3,400.00** to contribute towards the cost of:
 - Playing uniforms for the St Patrick’s College **1st XV Rugby** team for use through season 2018 and beyond.
3. It was resolved by the SPC Board of Trustees to apply to ‘**First Sovereign Trust Ltd**’ for funding for the sum of **\$5,000.00** to contribute towards the cost of:
 - Coaching (via Kaizen Academy) fees for the St Patrick’s College **Football** Premier Youth Grade teams (1st XI through to 4th XI and Under 15 Premier) for the 2018 season and pre-season.
4. It was resolved by the SPC Board of Trustees to apply to ‘**New Zealand Community Trust**’ for funding for the sum of **\$17,000.00** to contribute towards the cost of:
 - Coaching fees and pool hire fees (\$7,000) for the St Patrick’s College **Water Polo** teams throughout 2018; Travel & Accommodation (\$10,000) for **Senior Water Polo** teams to attend and compete in the NZSS North Island Championships, March/April 2018, Auckland.
5. It was resolved by the SPC Board of Trustees to apply to ‘**Pub Charity**’ for funding for the sum of **\$4,000.00** to contribute towards the cost of:
 - Coaching fees for the St Patrick’s College **1st XI Cricket** team throughout 2018.
6. It was resolved by the SPC Board of Trustees to apply to ‘**Infinity Foundation**’ for funding for the sum of **\$6,000.00** to contribute towards the cost of:
 - Coaching fees for the St Patrick’s College **Senior A Basketball** team throughout 2018.

Paul Berry moved that the Board of Trustees agrees to support all these applications.
AGREED.

Paul suggested that the College could consider applying to the *Winton and Margaret Bear Trust* in the future for needy students or educational programmes.

Correspondence – Inward

P Kitchenman - OIA Request - 13 October 2017

Correspondence – Reports & Circulars

Good News & The News - September 2017

STA news, Issue 276 - September 2017

Tukutuku Kōrero - NZ Education Gazette – 16 October 2017

Correspondence – Outward

BoT Chair, P Kitchenman re OIA Request - 18 October 2017

Correspondence – Late

The meeting was declared closed at 8.31pm.

DATE OF NEXT MEETING

Wednesday 22 November 2017