



# BOARD OF TRUSTEES OF ST PATRICK'S COLLEGE, WELLINGTON

## MINUTES OF MEETING HELD AT ST PATRICK'S COLLEGE IN THE COLIN BOARDROOM ON WEDNESDAY 27 SEPTEMBER 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, and Neal Swindells.

**IN ATTENDANCE:** Gerardine Parkinson (Board Secretary)  
Johnathan English  
Peter Kitchenman

Roland opened the meeting with a prayer.

Paul thanked Xavier for his term as Student Rep and his contribution to the work of the Board.

1. **APOLOGIES** - Kate Southall (on Board approved sabbatical leave)

2. **MINUTES OF MEETING** (23 August 2017)

Accepted as true and correct. Paul Berry / AGREED.

Paul suggested that it would be helpful to circulate the approved Board Minutes to the parent community each month. John suggested that a URL could be inserted into the Weekly College Update. **Action: Gerardine.**

3. **MATTERS ARISING**

4. **ACTION POINTS** (23 August 2017)

- Cyclical Policy Review Update - David spoke briefly to the working Draft of Cyclical Review of Board Policies as tabled. The Charter and Policy subcommittee are to meet to prioritise and finalise what is required for the year ahead prior to the October meeting.
- Alignment of policies and procedures with Vision, Mission and Values - David raised a procedural matter related to items on the College website – *The Place of Sports and Cultural Activities at St Patrick's College* and *Special Character* page which included the old Mission and Values wording. He noted the need to edit out the old Mission Statement and Values and to replace them with the new version. David recommended that the Rector be delegated the authority to update any Policy related material that is outdated on the website. It was subsequently moved that the Rector be delegated the authority to update any outdated information on the College website to reflect the current Strategic Plan. David Ireland/John Campbell. AGREED.
- Elliot asked about the process of updating hard copies contained in the Board Policy Manual. The Board briefly discussed this matter and one suggestion was that the natural point in the cycle to replace updated policies in folders was over the summer break. Paul suggested that an alternative was for Board Policies to be accessed via the College website as long as it is being kept up to date. Elliot said that he was still in favour of

having an updated hard copy to refer too.

## 5. GENERAL BUSINESS

- Rector's Report - September 2017. Neal spoke briefly to the following points:
- ❖ the reduced roll at Year 9 level is impacting the GMFS for next year which is down by 2 teachers.
- ❖ Mr Maurice Atkinson has applied to the Board of Trustees for approval for secondment to the National Catholic Religious Centre for Terms 1 and 2, 2018 to help with the creation of Religious Education resources. It was subsequently approved by the Board of Trustees to grant Mr Atkinson leave as requested. **AGREED.**
- ❖ the Community of Learning is slowly developing, and the Memorandum of Understanding discussed at the last meeting is to be signed off. There is unlikely to be a Principal prepared to take on the lead role at this stage, and the position is to be advertised. The Board requested that the Community of Learning become a standing agenda item. **Action: Gerardine.**
- ❖ Te Ara has received a very good written unconfirmed ERO review which Paul Berry will sign on behalf of the Board of Trustees.
  
- The Rector presented his Report to Board of Trustees on Progress on the 2017 Annual Plan as at September 2017. The Board discussed the update and provided feedback for how to improve on the outcomes going forward or on options for consideration by SLT going forward. Due to the operational nature of continued activity, it was agreed that a number of the 2017 actions can now become business as usual. It was agreed that for 2018, the Rector will provide updates on continued actions through his Rector's Reports as/when required through the year.
  
- Points noted arising from discussion:
- Neal Swindells presented two reports: Report on Curriculum Review & Report on Pastoral Review ahead of a general discussion to assist in the planning for the areas of priority focus for the 2018 Annual Plan

General commentary or feedback from Board members on the Reports, focused on:

- The Pastoral Review being a difficult report to digest due to the nature and format of all raw data presented. It would have been more helpful for the Board to have had insights and theme based views (as per the Curriculum Review Report).
- Links into leadership – all Year 13 students are leaders in the school and how can this be embraced and built on.
- The use of language in referencing and grounding staff/students/ the community in the Focus Areas and what we are trying to achieve in terms of our values - for example what does Excellence in Professional Development look like so that our values and focus areas are underpinning our activity/priorities
- Important for Neal to place an emphasis on language used especially at key school events but daily with staff/students e.g. prizegiving and staff meeting at the start of year e.g. the creation of the Tourism Course or Coding at the College is a change the school is introducing to ensure that we are providing new and challenging opportunities for our boys to develop the skills needed for tomorrow's world and new career options.
- Whether the Consultant had a focus or interest on technology as it was only mentioned once in the report.
- There was discussion around how to bring out the themes from the Report into actions to ensure the College can shift toward students with:
  - Knowing the new basics in areas like digital and global working, design and entrepreneurship

- An ability to use knowledge to achieve results, through creative and critical thinking, working collaboratively to solve problems and communicate results
  - Being curious, tenacious, organised, emotionally resilient and a team player
  - Having a growth mindset that keeps you learning, unlearning and relearning
  - Many of the sporting, cultural, spiritual opportunities and offerings at the College provide these, but how do we ensure we are building on them and growing our expertise in delivery of them – each year through specific activity in the Annual Plan
- It would have been helpful to know the implications of BYOD and how it has influenced Year 11 students who have had Chromebooks since Year 9.
  - References were made to business examples like IBM who when they launched their global values all management structures spun off the 3 values. And everyone in the company globally could refer to the 3 simple values and judged their actions by these
  - There was discussion and interest in the student/teacher partnership and the need to tease out what makes students tick or excites them, so that can be leveraged.
  - The Board followed up on the comments made by Staff Rep earlier in the year following the information gathering period and format for both surveys.
  - Staff were able to express their views about the Curriculum Review through an opportunity provided at a recent staff meeting to discuss this in more depth.
  - It was suggested that Neal should discuss changes to the curriculum and structure of the school days with a group of senior students and staff as an action.

## OUTCOME

- The aim of the discussion, opportunities and feedback around the 2 Reports was to provide Neal (and the SLT) with the knowledge of where the Board wishes them to focus effort and attention. These can then become the areas for the Board to invest in when articulated through the Annual Plan.
- Examples: rather than a singular focus on PD for 2018 present to the Board a plan for PD across the next 3-5 years.
  - How will the work being done with Waikato University be embedded for 2018?
  - How will 'Write that Essay' PD be taken to the next step?
  - What are the steps for ensuring that all staff have had some level of xx PD across the next 3-5 years in order to achieve the PD goals?
  - Involve staff in developing the key areas of focus for PD
  - Link PD to the other Focus Areas e.g. Technology
  - What ICT upskilling/PD is needed for all staff by end 2018?
  - What does that look like for new teachers, IT savvy teachers, Support staff in the office, teachers not comfortable with IT
  - In the next 3-5 years How does the PD then assist us to achieve alignment to the school achieving its goals from FA4 of:
    - **Multimedia** based learning is in every classroom
    - **Digital technologies** are a core feature of all our educational programmes
    - We use **digital communications** with students, parents and Boards
- It is important in each Annual Plan we are not just thinking 12 months but about the incremental build of the 12months to the next 5-10 years to achieve the long term Strategic Plan.

## STRATEGIC PLAN REVIEW/UPDATE

- ICT Review and strategy. This small subgroup are still working on policy as opposed to strategy, and believe they need to task themselves with more research.
- Discussion was held regarding how the ICT Strategy could assist in linking all of the focus Areas enabling the College to plan better at a practical level; for example

developing a covering piece on linking in Chromebooks and they impact strategy and the use of Technology.

- The original idea was that Board members with backgrounds in ICT would help with advice in regards topics such as: use of technology in the delivery of the curriculum; tablets versus laptops; and how to progress use of ICT over the next 4-5 years.
- It was agreed that there was a need to reinvigorate the group to have a directed statement better aligned to the Focus areas (particularly FA4) in the Strategic framework.
- It was agreed to remove the Property Directional Plan off the Annual Plan as this will be managed through the BoP.
- Admin and Business Manager Role. This is captured and to be looked at early next year when an appointment is made. Hold on the Annual Plan.
- International Students – it was agreed it did not need to be a specific item in the 2018 Plan as it was a priority critical area in the next 12 months. However the focus for ensuring succession planning, documentation and support of processes should continue as business as usual.

### **DRAFT 2018 Annual Plan.**

The following matters were noted in discussion in preparation for the Draft Plan being presented to the Board at the November meeting:

- All activity and goals in the Plan to be articulated using the S.M.A.R.T goal framework
- The Board need to challenge itself to ensure we are looking at long term challenges and gains when assessing 2018 goals
- Prepare a view for a multi-year frame that can be refreshed and built on annually rather than being ad hoc or tactical for the bigger items.
- As a result focus on the first 12 months of a 3-5 year term plan.
- Tracey said that following changes to the Education Act, the Ministry of Education is to release guidelines next year about Strategic Planning for Boards in schools.
- the Community of Learning needs to be fitted into 2018 plan.
- Critical that the Board remain focussed on our Mission, Vision and Values in support of student achievement targets and the focus area goals
- The importance of “marketing speak” to reinforce and celebrate what the College is doing and always being conscious to ground this within the strategic framework areas of focus and goals.
- Agreed that the Neal would take the discussion and feedback to the SLT and staff to develop a draft 2018 Annual Plan before the November BoT meeting.

## **6. SUBCOMMITTEE REPORTS**

(a) Special Character - not covered at this meeting.

(b) Appointments - not covered at this meeting.

(c) Charter & Policy – briefly covered under Action Points.

(d) Pastoral - not covered at this meeting.

(e) Finance, Property & Maintenance/Development – Paul noted that the Finance Committee had met on Monday evening and that the end of year surplus should be around \$9k.

Gary Cook-Andrews – BoT Resolutions for Funding Applications – 22 September 2017.

Resolution to apply for funding as follows:

It was resolved by the SPC Board of Trustees to apply to **'Infinity Foundation Ltd'** for funding for the sum of **\$7,000.00** to contribute towards the cost of:

- Van/Trailer Hire, accommodation and uniform/packs for the St Patrick's College Rugby Sevens team to attend and compete in the Condor 7s National Tournament, being held in Auckland, 30 November – 4 December 2017.

Moved: Paul Berry/Seconded: John Campbell. **AGREED.**

(f) Health and Safety - not covered at this meeting.

7. **STUDENT REPRESENTATIVE** – no stakeholder report was received.
8. **STAFF REPRESENTATIVE** – no stakeholder report was received.
9. **PARENTS' ASSOCIATION** – no report was received.
10. **WOMEN'S GROUP**
11. **POLYNESIAN PARENTS' ASSOCIATION** – no report was received.
12. **WHANAU GROUP** – no report was received.
13. **CORRESPONDENCE**

#### **Correspondence – Requiring Attention**

Funding application from Gary Cook Andrews for Rugby Sevens. *As previously covered under Finance and Property.*

#### **Correspondence – Inward**

Maurice Atkinson, NCRS Secondment Permission - 15 September 2017. *As previously covered and approved arising from the Rector's Report.*

Ministry of Education – School Leaver Achievement and Destination Profile 2016

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

Community of Learning Interim Stewardship Group, Report from John Campbell -18 September 2017. Report noted as received but not for discussion.

NZCEO Cyber Safety session, Report from Roland Bell - 23 August 2018. Report noted as received but not for discussion.

NZSTA Membership matters

STA news, Issue 275 - August 2017

St Patrick's College Women's Group Minutes - 18 September 2017

Tukutuku Kōrero - NZ Education Gazette - 28 August 2017

Tukutuku Kōrero - NZ Education Gazette - 11 September 2017

#### **Correspondence – Outward**

#### **Correspondence – Late**

#### **Other items of General Business**

- Paul noted the invitation from Colleen Flynn to all Board members to attend the Gateway Graduation function.
- Audrey requested leave from the Board Chair to miss the Board meeting to be held on Wednesday 25 October due to work commitments. AGREED.
- Neal invited Board members to attend Senior Prizegiving which is to be held on Thursday 2 November.

The Board meeting was declared closed at 8.42pm.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**DATE OF NEXT MEETING**

**Wednesday 25 October 2017**