



# 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 NOVEMBER 2017 AT 6 P.M.

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

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

John opened the meeting with a prayer.

1. **APOLOGIES**

2. **MINUTES OF MEETING** (25 October 2017)

These were accepted as a true and accurate record – David Ireland /Roland Bell.

3. **MATTERS ARISING**

4. **ACTION POINTS** (25 October 2017)

Updated and attached to reflect discussion.

5. **GENERAL BUSINESS**

- Update on appointment of Business Manager. A total of three people were interviewed for the position and it has subsequently been offered to one individual. It is expected that the Business Manager will commence work in mid to late January.
- The Rector presented his Report to Board of Trustees on Progress on the 2017 Annual Plan as at November 2017 and the draft Annual Plan 2018. Points noted arising from discussion:
  - Add in to the plan for next year the PB4L (Positive Behaviour for Learning) programme funded by the Ministry of Education. A presentation is scheduled for staff on Monday 4 December about PB4L and if there is an 80% buy in from staff then this can go ahead next year.
  - Paul commented that he was impressed with the improved standard of dress of students at Senior Prizegiving.
  - St Patrick's College Values. Kailie Harris has produced 3 large murals on sheets of ply which is an artistic rendition of 3 of the 6 values which will be installed under Chanel Block. Neal is going to focus on different ways of imbedding the 6 values which includes production of a bookmark listing the values. Other suggestions including having the values listed on the College newsletter and school letterhead.

- Focus Area 1 – action 4. Findings of the Archdiocese of Wellington Synod were circulated to the Board.
- Parents of Patricians meeting next year – the Ministry team are looking at holding 2 sessions for Year 9 parents and one meeting for the wider group.
- Staff changes for 2018 have impacted on the Waikato group as most of them are leaving. Neal has added to the group. Zac is going to present on Teacher only days on culturally appropriate pedagogy and a further Marae visit is planned.
- It will be a major challenge to find a strong teacher of Te Reo Maori.
- David asked whether Neal was going to hold Exit interviews with teachers who are leaving.
- Action 12 – Kapa Haka come out and become BaU.
- Engagement with stakeholders will require some surveys.
- Neal is concerned about targets for Focus Area 2 encouraging excellences and merits.
- Kate cited the example of a student taking Scholarship Calculus to improve his Level 3 Calculus results and that not all students doing Scholarship classes are seriously aiming at gaining a Scholarship.
- Kate has made a suggestion about having a Scholarship Honours Board in the hall.
- Suggestion to increase the number of tutor groups. A decision was made by SLT not to do this next year due to property restraints.
- The College is going to focus on poor attendance especially at Year 13 level.
- Careers Education Plan. Some progress on this with Neal suggesting that it would be helpful for other people to assist with the Careers Education Plan. It was noted that the plan has not been substantively progressed over the course of the year and the College has not met this target. Audrey suggested that it could be useful to take this to the Foundation as a potential project showing them what the College wants to introduce over a 3 year period, and to then chunk it out e.g. next year would be focused on introducing the software. In summary it was agreed that this area requires urgent focus. It was suggested that we should be sharing his work with the wider staff in some of the PD slots. Paul said that there should be a Career Plan for individual students and then see how this is measured e.g. via students and their families to see if this has added value. Kate suggested holding a Careers Day at the College for all students to open them up to the wider possibilities and inviting outside providers in. Johnny said that while at College he has visited various polytechnics including Whitieria. Currently a group of Pasifika students regularly visit Victoria University, and various university speakers visit the College on a regular basis to speak to Year 13 students (this is optional) during the period 6 timeslot on a Thursday.
- The Board IT subcommittee need to be refocused and using their experience to assist with strategy which is a discussion still to be had. The group will organise an initial meeting with Neal to see what he wants before the group go wider. The strategy should be school driven and could then be outsourced as a specialised skillset.

**Foundation update.** Paul reported back to the Board on the recent Foundation meeting which was the first time the Foundation Committee had met this year. At the meeting it was made clear that the Foundation wants to provide funds over and above what should be considered Board of Trustee business as usual costs.

The Foundation wants to see projects that:

1. will add value and are clearly linked back to the Strategic Plan.
2. that are subject to the agreement of the Board of Trustees before they are submitted to the Foundation.

Neal asked the Foundation for money for this year, and was questioned as to why the Foundation should fund these costs if the Board of Trustees has the money to cover them. Initially the Foundation approved a request to help needy families with the purchase of a Chromebook at Year 9, and the Board of Proprietors agreed to fund the cost of installing cameras on the artificial turf.

Neal will show the Board in February the projects that he intends to submit to the Foundation showing clear links to the Strategic Plan. **Action: Neal.**

**Draft 2018 Annual Plan 2018** - Neal requested some help from the Board to support him in developing better targets and tying them into the overall goals. It was agreed that Audrey and Roland would meet with Neal to work on the Draft Annual Plan. Action: Neal/Roland/Audrey.

**Extra item under General Business** - Neal noted that St Patrick's College does not have a Lab Manager and he is working towards resolving that. The HoD Science is normally the Lab manager however Mr Walker does not want to take on the role. The College is working through the ramifications of this and looking at the possibility of the Lab Technician taking on this role.

## 6. SUBCOMMITTEE REPORTS

(a) Special Character - the following was noted:

- the Leaver's Mass was fantastic.
- Year 9 students have participated in the *Loving for Life* programme.
- Year 10 students enjoyed Health day.
- the 2017 Annual Attestation is due and a meeting of the Special Character subcommittee will be organised to discuss the draft report.
- 8 Year 13 students are going to the Young Catholic Leader camp at Otaki in mid-December and a further 15 boys are going to Marist Youth Leader at Hato Paora in January.
- Fr Mark Walls SM has organised a trip for all the Marist secondary principals to visit Murupara for a Tuhoe experience weekend after school finishes.

(b) Appointments - as covered in the Rector's Report.

(c) Charter & Policy

Policies to be discussed and reviewed:

- Complaints and concerns policy. Tracey spoke to the paper tabled for discussion. She noted that the background to this was to facilitate discussion about the flavour of the policy, and the intent to make it more user-friendly and accessible. It was noted that a lot of the information circulated was based on supporting documents and that the Concerns Flow Chart was not included but is referenced.

The Board discussed the content and sought clarification on some points including models on how a process could be put in place based on a template from the School Trustees Association. The Board Chair allowed Mr Kitchenman an opportunity to speak to the Board at this point in the meeting in relation to the paper. The Charter and Policy subcommittee was asked to progress the draft and report back to the next meeting of the Board.

- Scholarship funds Trust terms. David said that he was not seeking a decision on this tonight but rather tabling a paper for future consideration demonstrating some rigour around the treatment of Scholarship funds held at the College. Both the Charter and Policy Subcommittee and the full Board will need time to study the paper. David noted that he will need to speak with both the Society of Mary and Board of Proprietors on this matter. Following discussion it was agreed that this item will be tabled for consideration at the February Board meeting. David requested that Board members provide any feedback to him.
- Neal sought authorisation from the Board of Trustees to contract *SchoolDocs* which is a specialist company that maintains school policies and keeps them up to date in terms of relevancy and the latest legislation. This is intended to help relieve some of the workload of the Charter and Policy subcommittee. It was subsequently moved that St Patrick's College will contract *SchoolDocs* for next year. AGREED.

(d) Pastoral. There was one recent stand-down of a Year 9 student.

(e) Finance, Property & Maintenance/Development. The Finance subcommittee met on Monday evening and the following points were noted:

- College accounts are in a positive situation.
- it was noted that the increase in the number of International students has helped lift income. The College is expecting to receive payment for next year for the Papuan International students before the end of the school year.
- the College has budgeted to pay the cost of employing a Business Manager and the Board of Proprietors will share some of the cost.
- there is some property maintenance work to be completed over the summer break.
- the Board of Proprietors have agreed to fund the cost of cameras on the College turf.

Property - the Board of Proprietors have moved quickly to organise the re-roofing and seismic remediation of Egden Block. This work is expected to start as soon as College finishes. The Library will be out of use for a couple of months. The second stage of the project is to do the seismic strengthening of Egden Block which will involve drilling, etc but there is no planned modernisation of this block at this stage due to the uncertainty around future property plans.

Health and Safety. Elliot referred to the Minutes of the Health & Safety Committee held on 1 November which were circulated to all Board members via email today. He noted that they were largely self-explanatory and that the most important thing is that Wayne has completed the Hazard Register. Elliot had requested that the Board provide feedback to him to see if the document is fit for purpose and he had received feedback around best practice from Paul which he had sent to Wayne. Elliot would like feedback about due diligence and to check that the right processes and practices are in place. It was noted that the Ministry of Education has helpful website links

including templates to be signed off and dated but that they do not contain a lot of information about how and when you would use them. Tracey commented that the use of templates and checklists are useful as long as they are relevant to the school setting. It was agreed that Elliot will distribute the document to Gerardine to forward to Board members to look at. **Action: Elliot/Gerardine.** The Board agreed that Health & Safety should be a standing agenda item at SLT meetings. Paul noted that Elliot will step back from attending Health & Safety meetings at the College once the Board are satisfied with compliance and the way the subcommittee are managing our risks.

(f) Catholic Community of Learning. John said the October meeting was deferred until December and Neal had missed the last principal meeting of the Community of Learning. Progress for formal bid to the Ministry of Education are in progress and there is further work required on the secondary challenge. No applications were received for lead principal and the criteria has been widened to allow more principals or deputy principals to apply.

7. **RECTOR'S REPORT** - November 2017. Neal's report was taken as read. The following points were noted in discussion:
  - Con Anima is going to be performing with Sol3Mio in December.
  - NCEA exams appear to have gone well so far. There was concern expressed about the NCEA Level 1 Maths exam.
  - Audrey suggested that the change to the 5 period day and the reduction in the number of credits offered provides an opportunity for Neal to communicate these planned changes to parents in the next newsletter.
  - Attendance Dues were touched on.
  - request from the Polynesian Parents' Association seeking permission for students to wear a lava lava on special, formal College occasions. The Board spent a period of time in focused discussion on this matter and it was agreed to delegate this matter to Neal to deal with.
8. **STUDENT REPRESENTATIVE.** Johnny said that some students would like senior exams at the College moved from Term 3 to Term 4. He said that there was also some concern expressed to him about student voting for leadership positions and how it worked. Neal congratulated Johnny on obtaining a scholarship for a berth on the *Spirit of Adventure* for their February sailing next year
9. **STAFF REPRESENTATIVE** (report attached). Kate's report was taken as read.
10. **PARENTS' ASSOCIATION** (report attached). Key matters noted were:
  - planning for the Big Boys' Breakfast.
  - possible opportunities for the Parents' Association to spend some of their money either by upgrading the hall kitchen or purchasing a new oven.
  - a request to access the database of College parents. It was suggested that a privacy statement could be added to the College enrolment form agreeing for information to be shared with stakeholder groups and parents can then choose to opt in or out. Currently prospective Year 9 parents are asked when interviewed if their information can be shared with College stakeholder groups.
  - recently the Parents' Association agreed to fund new lockers for the Redwood Corridor and to purchase 15 iPads for Senior PE students.
11. **WOMEN'S GROUP.** The Women's Group meeting focused on the upcoming Christmas BBQ for prospective Year 9 parents to be held on Thursday evening.

12. **POLYNESIAN PARENTS' ASSOCIATION.** Sonny attended the meeting at which the following items were raised in discussion:
- the attitudes of the Year 9 students and ensuring that parents of junior students uphold standards.
  - Pasifika 1<sup>st</sup> XV members need to brush up on their behaviour and know that they have a responsibility to behave and to be positive role models. Neal said that the new rugby coaching staff for next year should help make a difference as Nalu is the new head coach and is an old boy of the College.
  - this weekend is the Mass and lunch to farewell and thank Pasifika leaders. Board members are invited to attend.
13. **WHANAU GROUP.** Roland said that the Whanau Group has not met for a period of time. The Whanau Group needs to be reinvigorated and re-energised in the New Year.
14. **CORRESPONDENCE**

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

The Board moved into committee at 8.42pm to discuss two requests for discretionary leave.

1. Krystyna Geris, Application for unpaid leave - 15 November 2017. Following a period of discussion the Board approved the application for leave as requested. **AGREED.**
2. Neal Swindells, Application for leave next year - 17 November 2017. Following a period of discussion the Board approved the application for leave as requested. **AGREED.**

The Board moved out of committee at 8.48pm.

NZ School Trustees Association, NZSTA Subscription tax invoice - 6 November 2017. Paul Berry moved that this tax invoice be paid. **AGREED.**

#### **Correspondence – Inward**

Maria Elenio, International Student Report 2017. This report was taken as read. Tracey commented that she is uncomfortable receiving a report detailing student's names and asked that in future any reference to individual student names be removed.

Chris Taylor, resignation letter - 9 November 2017

P Kitchenman, OIA Request - 6 November 2017

Ngahuia Madden, resignation letter - 14 November 2017

Shane Wilson, resignation letter - 14 November 2017

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

NZCEO, Aoraki No 28 - November 2017

NZSTA, Membership Matters - 31 October 2017

St Patrick's College, Parents' Association Meeting Minutes - 6 November 2017

STA news, Issue 276 - October 2017

Tukutuku Kōrero - NZ Education Gazette - 30 October 2017

Tukutuku Kōrero - NZ Education Gazette - 13 November 2017

#### **Correspondence – Outward**

BoT Chair, P Kitchenman re OIA Request - 8 November 2017

Neal said that he had visited the Home of Compassion in Island Bay and would like to suggest that the Board hold a retreat there in the future.

The meeting was declared closed at 8.51pm.

**DATE OF NEXT MEETING**

**Wednesday 21 February 2018 – election of Board Chair.**