



BOARD OF TRUSTEES OF ST PATRICK'S COLLEGE, WELLINGTON

NOTICE OF MEETING TO BE HELD AT
ST PATRICK'S COLLEGE IN THE COLIN BOARDROOM
ON WEDNESDAY 28 MARCH 2018 AT 6 P.M.

PRAYER roster – David Ireland

1. **APOLOGIES** – Sonny Mulitalo
2. **MINUTES OF MEETING** (21 February 2018)
3. **MATTERS ARISING**
4. **ACTION POINTS** (21 February 2018)
5. **GENERAL BUSINESS**
 1. Delegations Authority 2018
 2. McEvedy discussion (In-committee)
6. **SUBCOMMITTEE REPORTS**
 - (a) Special Character
 - (b) Appointments
 - (c) Charter & Policy - Update on “*SchoolDocs*”. Two sample policies are attached to the Agenda.
 - (d) Pastoral
 - (e) Finance, Property & Maintenance/Development
 - 2018 Budget
 - 2017 Annual Accounts
 - Finance Report as at 28 February 2018 (report attached).
 - (f) Health and Safety
 - (g) Catholic Community of Learning
 - (h) Te Ara (Wellington Activity Centre)
7. **RECTOR'S REPORT** - March 2018 (this report will be emailed out at the weekend).
8. **BUSINESS MANAGER'S REPORT** (report attached).
9. **STUDENT REPRESENTATIVE** (report attached).
10. **STAFF REPRESENTATIVE** (report attached).

11. **PARENTS' ASSOCIATION**
12. **WOMEN'S GROUP** (Minutes of 19 February 2018)
13. **POLYNESIAN PARENTS' ASSOCIATION**
14. **WHANAU GROUP** (report attached).
15. **CORRESPONDENCE**

Correspondence – Requiring Attention

Mr G Cook-Andrews, Resolution for funding - 22 March 2018

Mr W Mills, permission for International marketing trip - 22 March 2018

Correspondence – Inward

Mrs M Grealish, leave request - 26 February 2018

Ms K Southall, resignation - 14 March 2018

Correspondence – Reports & Circulars

NZCEO, Convention 2018 in Wellington, 13-15 June 2018

NZEI, Employment Relations Education Leave allocation for 2018

NZSTA News Term 1 2018

St Patrick's College, Wayne Mills - Attendance Analysis, Stand downs and Suspension Analysis 2017

Tukutuku Kōrero - NZ Education Gazette - 26 February 2018

Tukutuku Kōrero - NZ Education Gazette - 12 March 2018

Correspondence – Late

Correspondence – Outward

AoW, Attestation - 2017

Mr J Campbell to Mr S Mulitalo, re: granting leave in March - 26 February 2018

DATE OF NEXT MEETING

Wednesday 23 May 2018

St Patrick's College Board of Trustees

OPEN ACTION ITEMS

Month/action number	Action point	Owner	Date due
May 2016	<u>Scholarship funds</u> Work progressing with Board of Proprietors. The College is to request written advice from the auditor on the proposed transfer of funds. Neal noted at the March 2017 BoT meeting that he will follow up with Karen on this matter.	DI	To be left open
May 2017	David Ireland said that Denis Clifford is liaising with the auditor about moving these funds from where they currently sit to a fund outside of the Board of Trustees. Work will continue on this.		
June 2017	Neal is seeking clarity from the auditor after his conversation with Chair of BoP.	NS	
July 2017	Neal will progress this item with the auditor about providing a clear explanation around the constraints of transferring the Scholarship funds.		
August 2017	Neal has spoken to the auditor today and the auditor is adamant that the funds cannot be moved as per Ministry of Education guidelines. He agreed to put that advice into writing. David Ireland suggested that the Board could declare a Trust over those Scholarship funds and there is no reason why the Board cannot continue to administer those funds in light of the auditor's advice, but the key concern was over the lack of formal documentation for terms of trust on which the funds are held. David Ireland will pull together a draft declaration of trust for the Board to consider.	DI	22/11/2017
November 2017	David tabled a paper for future consideration on the treatment of Scholarship funds held at the College. It was noted that David will need to speak with both the SoM and BoP on this matter.	DI / All BoT	21/02/2018
February 2018	Neal and Joe will look at the paper and it will come back to the March Board meeting for sign off.	NS/JG	28/03/2018

February 2018	Scholarship Honours Board to be installed in the hall.	NS/PA	28/03/2018
August 2017	Acute Crisis Management - Neal will continue to flesh out in more detail and bring back to the Board.	NS	23/08/2017
October 2017	Board Self-Review and Strategic Review – Board members to feedback their comments to David so that it can be tabled for the October Board meeting.	All BoT	23/08/2017
October 2017	Charter and Policy committee will consider proposal to use SchoolDocs company to maintain College policies.	NS	22/11/2017
November 2017	Board IT subcommittee will organise to meet with Neal to discuss developing an IT strategy that is school driven and could be outsourced to a specialist.	IT subcommittee	21/02/2018
February 2018	Neal will suggest a meeting time to confirm with Board IT subcommittee.		28/03/2018
November 2017	Neal will share with the Board at the February meeting the projects that he intends to submit to the Foundation showing clear links to the Strategic Plan.	NS	21/02/2018
February 2018	Neal said that the Foundation has met and approved funding in a number of areas which he spoke about.		
November 2017	Health & Safety. Elliot will distribute to the Board a number of “checklists” taken from the Ministry of Education website for members to consider as part of the ongoing monitoring of Health & Safety at the College.	All BoT	21/02/2018 28/03/2018
February 2018	Neal to review Blues Criteria relating to academic achievement.	NS	28/03/2018
February 2018	Neal to email out an explanation to the Board about Roll based data versus Participation based data.	NS	28/03/2018
February 2018	Neal to circulate the 2018 Annual Plan for comment by Board members before submitting to MoE for 1 March 2018.	NS	28/03/2018
February 2018	Delegations Authority to be updated to include Business Manager and relevant delegations to this role.	NS/GP	28/03/2018
February 2018	Meeting of the Special Character subcommittee to be organised to review 2017 Attestation to AoW.	NS/GP	28/03/2018
	Neal to speak to Denis Clifford about the College not meeting the requirement for the required number of tagged teachers in 2017.	NS	28/03/2018
February 2018	Thank you cards from Board Chair to be sent to staff members who went away with students during the summer break.	JC/GP	28/03/2018

CLOSED ACTION ITEMS

Month/action number	Action point	Owner	Date closed
25/5/2016	David produced a draft work plan for the Policy review cycle over a 3 year period which will be part of the overall meeting plan. CLOSED	DI	24/8/2016
22/6/2016 A.01	Creative Commons Copyright Policy to be shared with staff and ICT group and their comments fed back at the next Charter and Policy Subcommittee meeting. CLOSED	NS/KS	24/8/2016
22/6/2016 A.04	Health & Safety Policy. Board to review content of tabled Draft Health & Safety Plan. Comments to be sent directly to DI. CLOSED	All	24/8/2016
22/6/2016 A.07	Board Orientation Day: Sunday 14 August. CLOSED	GP	
22/6/2016 A.05	<u>Stakeholder meeting</u> Board to review Stakeholder meeting dates for the remainder of the year. Select and email dates of their availability to GP for comprehensive list to be compiled for tabling at next BoT meeting. CLOSED	All	24/8/2016
22/6/2016 A.06	<u>Special Character Review</u> Discussion on paper CLOSED	NS	24/8/2016
25/11/2016 A.02	<u>'Strategic Framework/Aligning Goals'</u> Draft plan completed and to be sent to stakeholders for comment. Feedback will be reviewed at the November meeting. Place on November BoT Agenda. CLOSED	AM and GP	23/11/2016

22/02/2017	<u>Student Council</u> Xavier to speak with Neal Swindells about ideas regarding a Student Council. CLOSED	XE	22/02/2017
22/02/2017	<u>Feasibility Study of Chanel Block</u> Suggestion that both Boards contribute \$25,000 for development of concept plans. David Walsh and Paul Berry to discuss with Denis. David Walsh noted the need to ensure financial capability to contribute the Board of Trustee share. CLOSED	DW & PB	22/02/2017
22/03/2017	<u>Board of Trustees and Board of Proprietors</u> Briefing and discussion on Bot/BoP relationship. David Walsh and Paul Berry to meet with Denis. Cashflow streams for BoP is very limited. This could and will impact on future property plans and development. David Walsh noted at the March 2017 BoT meeting that the BoP is re-engaging with NZCEO about seeking additional funding and working how to approach this matter. The roof replacement cost is significant. CLOSED	DW & PB DI, TA, NS	22/03/2017
22/03/2017	<u>2016 Special Character Attestation</u> The subcommittee will convene to complete the partially drafted report. CLOSED	RB, XE, AM, NS.	22/03/2017
24/05/2017	<u>Selection process to fill Board vacancy</u> David Ireland is to chair a small sub-committee to progress the selection process to fill the current Board vacancy. CLOSED	DI	28/06/2017
27/06/2017	<u>Redraft paper showing the structure of school donations to parents</u> Neal has produced a draft which was amended slightly following the BoT Finance Committee meeting to simplify the current 2 page fees and donations list. CLOSED	NS	28/06/2017
27/06/2017	<u>'Status and next steps' column</u>	NS	28/06/2017

	This data has been incorporated into Neal's reporting format. CLOSED		
27/06/2017	<p><u>"13 Reasons Why" – Netflix series on portrayal of suicide</u></p> <p>Elliot expressed concern about both <i>Blue Whale</i> (a daring system which includes self-injury and self-harming) and "<i>13 Reasons Why</i>" and how the College communicates with parents about these matters. Neal is to write to the parent community in the June newsletter about speaking to their sons about this series and promote available resources that parents/students can access.</p> <p>Neal will also mention in the next newsletter concussion injuries and the protocols around managing concussions at the College. Currently all rugby coaches and managers complete a <i>Rugby Smart</i> course which includes education about concussion.</p> <p>It was agreed that Neal should send a regular message about social media and behaviour matters to the College community.</p> <p>CLOSED</p>	NS	2/06/2017
28/06/ 2017	<p><u>Lynley Reid to be invited to attend BoT meetings but with no formal status in Kate's absence</u></p> <p>Neal and Kate will have a chat around how this could work.</p> <p>CLOSED</p>	NS/KS	Before the end of Term 2.
22/02/ 2017	<p><u>Charter and Policy</u></p> <p>Tracey to liaise with Audrey about models of governance and developing framework - work progressing.</p>	TA & AM	22/03/2017
26/07/2017	<p>CLOSED</p>		
May 2017	<p>Attendance Procedure (NAG 6) – Neal to come back with an overlay set of principles for the Board to approve and Neal to then manage.</p>	NS	28/06/2017
June 2017	<p>Neal will work on amending the existing wording of the DRAFT Attendance Procedure (NAG 6) to incorporate suggested changes from the Board.</p>	NS	26/07/2017
July 2017	<p>Neal has modified the wording of the DRAFT Attendance Procedure.</p> <p>CLOSED</p>	NS	28/06/2017

28/06/ 2017	<u>Report to Board of Trustees on Progress on the 2017 Annual Plan</u> It was agreed that this item will be elevated to General Business from now on.	NS/GP	26/07/2017
26/07/2017	CLOSED		
May 2017	<u>Health and Safety</u> Neal and Elliot to progress with Wayne developing the Hazard Management Register, and also to discuss with Wayne changing the format of the Health & Safety subcommittee Minutes. Elliot reported at the March 2017 BoT meeting that Wayne Mills and Peter Amitrano have committed to find a suitable format for the Hazard Management Register by the end of this term. Elliot noted that the Health & Safety committee have not met since the last meeting and that he hopes to have an update on progress with the Hazard Management Register by the June meeting.	EB/WM/NS	22/03/2017
June 2017	Elliot reported that Wayne and the team have had a lot on and have not met the initial target. The revised target is now mid Term 3. Elliot said that Wayne has reviewed the system used at St Patrick's College Silverstream which is quite comprehensive. It was noted that Peter Amitrano does have a Hazardous Substances Register which is different to the Hazard Management Register.	EB/WM/NS	August 2017
July 2017 23/08/2017	No progress as yet but should be progressed by the 23 August Board meeting. CLOSED	EB/WM/NS	August 2017
May 2017	Neal to discuss proposal with SLT for a joint meeting with the Board to meet re Strategic Focus.	NS	28/06/2017
June 2017	It was proposed that the joint meeting be scheduled for Thursday 3 August at 5.15 for about an hour.		
July 2017	It was agreed that Audrey will speak at the joint meeting about the Framework and four focus areas. Neal noted that the key items that the College are working through currently are the Curriculum Review and the Pastoral Review.	AM	3/08/2017
May 2017	Kate and Xavier are to speak with Neal to explore options going forward about opportunities to improve Year 13 achievement levels.	KS/XE/NS	28/06/2017
June 2017	Neal/Kate/Xavier has met. Kate is keen to explore this more possibly involving a panel discussion with Year 13 students. Kate took the view that Year 13's are out		

July 2017 23/08/2017	<p>of class too often whereas Xavier does not think attending some specific classes to learn matters (more of a university approach). He challenged Neal and Kate's thinking. It was agreed that it would be helpful to have a group of Year 13's as part of the focus group for the Curriculum Review especially in terms of pedagogy. Kate noted that shared timetable between SPC and SCC and if SPC choses to change the timetable how this would work. This remains a work in progress.</p> <p>Xavier will be part of the student focus group at the Curriculum Review meeting on Monday 31 July.</p> <p>This item will be incorporated into the Curriculum Review.</p> <p>CLOSED</p>		
June 2017 June 2017 August 2017 27/09/2017	<p>An updated draft Policy Framework was circulated with the May meeting papers. This is a communication piece for stakeholders. David requested that Board members read it and provide any feedback to him by the middle of June to allow him to collate it prior to the Board meeting on 28 June.</p> <p>Changes to the Education Act - powers and functions of Boards. David referred to the overview from NZSTA as circulated. He encouraged all Board members to read through this new Framework.</p> <p>As the Policy Framework document was not included in the July meeting agenda it has been deferred to the August meeting.</p> <p>Following a period of discussion and reflecting suggested amendments the Board adopted the SPC Policy Framework.</p> <p>CLOSED</p>	<p>DI/all BoT</p> <p>DI/all BoT</p> <p>DI/all BoT</p> <p>All BoT</p>	<p>26/07/2017</p> <p>26/07/2017</p> <p>23/08/2017</p> <p>23/08/2017</p>
July 2017 27/09/2017	<p>The ICT subcommittee of Roland, John and Sonny will meet to progress developing an ICT plan.</p> <p>CLOSED</p>	RB/JC/SM	23/08/2017
June 2017 July 2017	<p><u>Encouraging involvement in the Parents' Association</u></p> <p>Neal is going to write a brief article in the July newsletter encouraging more people to join especially men.</p> <p>Neal is still considering how to best to promote membership with a particular focus on encouraging more men to join the Parents' Association.</p>	<p>NS</p> <p>NS</p>	<p>7/07/2017</p> <p>23/08/2017</p>

August 2017 27/09/2017	Neal will decide a strategy on how to get more parents involved after the completion of the current raffle promotion. CLOSED	NS	27/09/2017
August 2017 27/09/2017	Neal was approached by the Polynesian Parents' Association about a request for uniform. He has asked them to work through Kilbirnie Sports and Neal is managing the process. CLOSED	NS	27/09/2017
May 2017 June 2017 July 2017 25/10/2017	Sexual Harassment (NAG 5) under Safe Environment. David/Tracey/Neal to meet to discuss referencing to sexual harassment via social media, and coordination with social media policies. David wants to bring this to the next meeting and to look at the Social Media Policy on the College website and Cyber Safety and how it all fits together. Neal requested some feedback from the Board about photos and publishing them. The Charter & Policy Subcommittee are continuing to progress work on Sexual Harassment (NAG 5) under Safe Environment and Social Media. CLOSED	DI/TA/NS DI/TA/NS DI/TA/NS	26/07/2017 28/06/2017 23/08/2017
July 2017 August 2017 25/10/2017	<u>Blues Criteria</u> Neal will speak with Jonathan about this matter. This matter will be discussed at the next meeting of the Sports and Cultural Blues committee. CLOSED	NS/JM NS/JM	
September 2017 25/10/2017	<u>Distributing BoT Minutes</u> Paul suggested that the confirmed BoT Minutes could be shared with the College Community each month via a URL in the Weekly College Update. CLOSED	NS/GP	
September 2017 25/10/2017	<u>Update of some documents on the College website</u> The Board agreed that the Mission Statement and Values should be updated in the Place of Sports and Culture on the College website as well as the Special Character section to reflect updates. CLOSED	GP/GCA	
September 2017	<u>Addition of the Community of Learning on Board meeting agenda</u> It was agreed that the Community of Learning should be added as a regular	NS/GP	

25/10/2017	reporting item each month. CLOSED		
July 2017	<u>Complaints Policy (NAG 3)</u> . An update will be tabled for the July meeting for people to digest and talk to it.	All BoT	All BoT
June 2017	General Complaints and Concerns and Staff Complaints Procedure - work is ongoing. Paul Berry to follow up on seeking good advice about the criminal aspect of physical/sexual abuse from STA or NZ Principals Association.	PB	PB
August 2017	Tracey is driving this piece and is looking at different models. It is hoped that a draft will be circulated prior to the 22 November meeting to be tabled and then adopted at the February 2018 meeting.		
October 2017	Tracey tabled a Complaints and Concerns Policy for discussion. It was noted that some of the information circulated was based on supporting documents.		
22/11/2017	CLOSED		
21/02/2018			
22/11/2017	<u>Exit Interviews</u> Neal to hold "Exit" interviews with staff that are leaving.	NS	21/02/2018
February 2018	Neal met with all staff and had some positive takeaways and noted a few comments about some areas that were perceived as not working well. He will offer all staff who leave in the future an "Exit" interview.		
21/02/2018	CLOSED		
22/11/2017	<u>Lab Manager</u> Work on appointing a Lab Manager is ongoing.	NS / DW	21/02/2018
21/02/2018	CLOSED		
November 2017	<u>Changes at College in 2018.</u> Re the change to a 5 period day and a reduction in the number of credits offered. Neal informed parents about this in the 8 December 2017 newsletter.	NS	21/02/2018
21/02/2018	CLOSED		
November 2017	Privacy statement to be added to the 2019 Enrolment application form agreeing for information to be shared with stakeholder groups which allows parents to opt in or out. Neal and Gerardine to manage going forward.	NS/GP	21/02/2018
21/02/2018	CLOSED		

November 2017	Neal to scope out a Board retreat to be held at the Home of Compassion in Island Bay during 2018. Neal is looking into this but nothing is organised as yet.	NS/GP	21/02/2018
21/02/2018	CLOSED		

Thursday 22 March 2018

From: Gary Cook-Andrews

To: GP; NS

Re: BoT resolution for funding.

Hi Gerardine & Neal – the below funding resolution needs to be passed by the Board of Trustees at their next meeting. A copy of the meeting minutes and a list of those Trustees in attendance will need to be included with the upcoming funding applications.

It was resolved by the SPC Board of Trustees to apply to '**Pelorus Trust**' for funding for the sum of **\$3,360.00** to contribute towards the cost of:

- 56 x reserve player sub-jackets to be spread across all SPC rugby teams, for use throughout the 2018 and 2019 seasons and beyond.

Thanks,

Gary

ST PATRICK'S COLLEGE DELEGATIONS OF AUTHORITY TO THE ASSISTANT RECTOR 2018

The Board resolves to delegate to the Assistant Rector the following powers and responsibilities when the Rector and Deputy Rector are absent from the College:

- Stand down or suspend students
- Undertake any inquiry into a possible breach of discipline. In the event the issues under investigation are not resolved informally by discussion or the Assistant Rector is of the view that the matter should proceed to the Board, then the Assistant Rector may initiate formal disciplinary procedures by forwarding relevant documents to the Board for this purpose.
- Grant and/or require the following in relation to leave:
 - Medical certificate for an absence on sick leave in excess of five days
 - Discretionary leave not exceeding 5 days.
- Suspend any employee during any inquiry or following receipt of a complaint if satisfied that the welfare and interests of any student attending the school or of any employee at the school so requires.

ST PATRICK'S COLLEGE DELEGATIONS OF AUTHORITY TO THE BUSINESS MANAGER 2018

The Board resolves to delegate to the Business Manager the following powers and responsibilities:

- a) Engagement of contractors to a value of \$100,000 per annum under the direction of the Rector.
- b) Authorising expenditure payments up to a value of \$25,000.

ST PATRICK'S COLLEGE DELEGATIONS OF AUTHORITY TO THE DEPUTY RECTOR 2018

The Board resolves to delegate to the Deputy Rector the following powers and responsibilities when the Rector is absent from the College:

- Stand down or suspend students
- Undertake any inquiry into a possible breach of discipline. In the event the issues under investigation are not resolved informally by discussion or the Deputy Rector is of the view that the matter should proceed to the Board, then the Deputy Rector may initiate formal disciplinary procedures by forwarding relevant documents to the Board for this purpose.
- Grant and/or require the following in relation to leave:
 - Medical certificate for an absence on sick leave in excess of five days
 - Discretionary leave not exceeding 5 days.
- Suspend any employee during any inquiry or following receipt of a complaint if satisfied that the welfare and interests of any student attending the school or of any employee at the school so requires.

ST PATRICK'S COLLEGE DELEGATIONS OF AUTHORITY TO THE RECTOR 2018

The Board resolves to delegate to the Rector the following powers and responsibilities:

- a) Employment of:
 - Non teaching staff
 - Teaching staff up to and including the level of Head of Department
 - Staff required for long term relieving and fixed term positions.
- b) Engagement of contractors to a value of \$100,000 per annum.
- c) Authorising expenditure payments up to a value of \$25,000.
- d) Applying for funds, sponsorship or other monies up to a value of \$40,000.
- e) Performance management of all staff
- f) Competency procedures in relation to teaching staff in accordance with the Secondary Teachers' Collective Employment Agreement ("STCEA") through to the completion of the evaluation report as set out in clause 3.3.2(d) of the SCTEA. The report and any recommendation will then be provided to the Board for any decision as set out in clause 3.3.2(e) of the STCEA.
- g) Undertaking any inquiry into a possible breach of discipline. In the event the issues under investigation are not resolved informally by discussion or the Rector is of the view that the matter should proceed to the Board, then the Rector may initiate formal disciplinary procedures by forwarding relevant documents to the Board for this purpose.
- h) Suspending any employee during any inquiry or following receipt of a complaint if satisfied that the welfare and interests of any student attending the school or of any employee at the school so requires.
- i) Grant and/or require the following in relation to leave:
 - Medical certificate for an absence on sick leave in excess of five days
 - Discretionary leave not exceeding 5 days.
- j) Signing of declarations on behalf of the Board in relation to information required by the Ministry of Education, or other organisations.
- k) Mandatory reports to the Education Council.

Staff report for BoT meeting - 28 March 2018

- The PD sessions we are having every Wednesday morning seem to be productive and generally well received.
- The PB4L (Positive Behaviour For Learning) is underway. Wayne is the team leader, Kaille Harris is the coach, and they went to their first training day on March 14th. We as a school have since been visited by the person appointed from the Ministry to establish our strengths and weaknesses, to collect data, and to discuss the next steps.
- The Dean of International Students, Julia Sharp, has placed a big focus on attendance at the start of the year. She has written profiles about the boys and their goals during their stay at SPC, and this has been helpful for staff. She also runs the International Students Club on Thursday lunchtimes.
- A lot of disruption to class with camps, athletics, Easter etc
- Paul Chapman and a number of other teachers ran 2 weeks of Year 9 camps which were successful.
- A huge number of staff have been involved in athletics, whether it be for McEvedy or sports teams that are currently away on tournament.
- The St Patrick's Day celebrations went well on Friday 16th, and Lucy MacLeod ran a good session at school for the Year 9 students.
- The school production Joseph is in its planning and auditioning stage - Derek Wood, Roger Powdrell, Denise Moran and Andrew Brennan are heavily involved.

Kate Southall

Student Rep Report

Wednesday 21 March

Events that have been:


- St Patrick's Day was last Friday and was successful in all aspects. The day started off with the annual Big Boy's Breakfast with students and their fathers. A highlight for me was listening to TJ Perenara. The boys also did a Haka for former Rector, Bishop Paul Martin which was done well. We rekindled an old tradition of having Mass at St Mary's of the Angels, which we haven't done since 2011. Although we didn't quite march in the boys enjoyed it and the Mass was very good.
- We had our first mufti day with all proceeds going to Caritas. I think we raised just under \$4,000 although some boys need to be worked on to donate.
- We currently have an Easter Egg appeal underway with students donating Easter eggs to those in need.
- Swimming sports was good with some great performances by some of the juniors.
- Many senior students are now starting internals or have already started a few.
- Tournament week is this week. We have rowers at Maadi in Twizel, water polo players at North island champs, volleyballers at the nationals and our futsal teams competing to retain their national titles.

Upcoming events

- Holy Week next week.


Staff Conduct

Our **Employer Responsibility Policy** sets out the steps we take to meet our obligations and commitments as a good employer.

We expect all employees to maintain proper standards of integrity, conduct, concern for the well-being of students, and public interest. All teachers are expected to fully understand the expectations of **Our Code, Our Standards** .

Staff conduct is monitored through:

- our **performance management** policy
- **Our Code, Our Standards** (which incorporates the revised Standards for the Teaching Profession)
- professional standards in the relevant **employment agreements**
- **attestation** (comparing each teacher's performance against the relevant professional standards to confirm that they have met the standards required)
- **appraisal** and **vetting** of non-teaching staff.

All staff members are expected to read, sign, and abide by our school's code of conduct .

Note: We can include this sentence and a link to your school staff code of conduct if you supply one. Otherwise we remove the sentence.

Breaches of standards

All concerns about staff conduct are documented by the school, and managed through the **complaints** procedure.

Concerns about staff conduct, in and out of school, are filed and kept for the board "in-committee".

Concerns about serious misconduct are **investigated through the formal complaint** procedure, and advice is sought from appropriate individuals and agencies such as NZSTA, insurance companies, legal professionals, teacher unions, and regional Ministry of Education staff. The Ministry of Education defines serious misconduct of staff as conduct that, if proven, "would have the effect of wholly destroying the trust and confidence that the board has in that employee". The **Education Council** provides more detail on the criteria for reporting serious misconduct.

The school follows the mandatory reporting guidelines of the Education Council.

Resources

- Education Council: **Our Code, Our Standards** 
- Ministry of Education: **Collective Agreements** 
- Ministry of Education: **Individual Employment Agreements** 
- Education Council: **Making Reports and Complaints** and **Mandatory Report form** 
- NZSTA: **Effective Governance: Recruiting and Managing School Staff**, section 2 

If you don't have a code of conduct, see **NZSTA for guidelines to create one**.

Release history: Term 3 2017, 30 November 2014

Texts and emails

Electronic communication is easy and popular, particularly for broadcasting information about school closures, or schoolwide events. For some interactions, a phone call or a face-to-face meeting is more appropriate than a text or email. Always consider the best way of communicating information, not just the quickest or easiest.

As with any other medium, keep the email/text appropriate.

Also, consider whose responsibility it is to communicate specific information. In the case of a serious incident or crisis, the principal or a nominated spokesperson may be the only one with authority to pass on information or comment publicly. If you're not sure about passing on information, check!

Complaints or concerns relating to staff use of social media are dealt with through the **Complaints** procedure.

Related topics

- Digital Technology and Cybersafety**
- Privacy**
- Publishing Student Information**
- Copyright**

Resources

- Education Council of NZ: **Teachers & Social Media pages** for information and resources

Release history: Term 4 2017

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Staff Social Media

Schools can change the highlighted text in this topic. The default is to show nothing.

Social media includes Facebook, Twitter, Instagram, Snapchat, online forums, and any internet-based site that allows people to connect and share information.

Anyone using social media needs to be aware that any information published, including images, becomes public and out of your control; it can be shared, reposted, altered, and exist forever – the internet never forgets...

In their use of social media, teachers have extra responsibility in preserving confidentiality, and maintaining professional standards. The following guidelines promote the positive use of social media by teachers.

Using social media in your professional role

Staff may use social media as part of their role at school, for example, in classroom blogs, the school website, and/or Facebook page; and to communicate with members of the school community. The enthusiastic and appropriate use of social media at school encourages students to confidently use the technology and understand the issues involved.

Staff are vigilant about safe and appropriate out-of-school contact with students, including through social media, texting, and emails.

Staff should:

- inform parents and caregivers why and how you are using social media in your teaching
- take care to represent the school and its individuals in a respectful and positive way, and in accordance with the school's **Privacy policy** and **Publishing Student Information** guidelines
- check that the material you are publishing is suitable and accurate.
 - If you refer or link to another site or resource, check that it is appropriate and that you have read all the content.
 - Be sure to acknowledge your sources, and conform to any copyright restrictions.

Using social media in your personal life

Personal use of social media by staff must also be governed by confidentiality and professional standards. As well as the general points above, staff must:

- keep privacy settings appropriate, and make sure you understand the terms of service of the social media platforms you use, specifically, how your posts may be accessed, re-used, or republished
- maintain a professional boundary. Consider:
 - whether it is appropriate to extend or accept friend or connection requests with parents, students, or others involved with the school
 - using a non-school email address for your personal social media interactions
 - how material or images posted of you reflect on you as a professional associated with the school.
- avoid personal use of social media during school hours/time
- report any inappropriate communication from a student to the principal as soon as possible.

Whanau Group update – 28 March 2018 BoT

First official whānau hui of the year was held Tuesday 20th March. Jarrad Porima was Chair, supported by new Te Reo teacher Ian McFadyen and another new teacher Carolyn Renata.

Six parents (including Tracey and myself), an old boy and two boys attended.

There was a new energy in the room as we introduced ourselves and prepared for some very engaging discussion. Key discussions were as follows:

Overnight Noho Marae

Jim Moriarty spoke to whānau of a planned Noho Marae that he and his wife were offering to run. Everyone was very supportive; and after discussion on how wide we should cast the net for inviting attendees (e.g. whether we should open up to St Catherine's and/or St Mary's), we settled on current St Pat's Te Reo students plus those identifying as Māori.

Candidate date was set for Friday 4th May, and Jim was speaking to two or three local marae as possibilities. Jim and his wife would get back to Ian and Jarrad with a possible agenda and activities for the weekend, all designed to address what it means to be Māori at St Patrick's. The event would end on Saturday night with everyone invited to attend a performance called "The Battalion" about the Māori Battalion in World War II, at St Oran's College. This play would be performed by students from St Oran's College, St Pat's Silverstream working with Te Rakau Trust.

Kapa Haka – School Haka

Ian, Jim and Te Po discussed how the school haka had changed over the years and was actually morphing away from its original and correct form. There was general agreement to "reset" the school haka, re-introducing the correct words and rhythm of the performance.

The teachers would document suggestions to the Rector on opportunities for boys to learn the haka, including the possibility of using tutor time in the mornings to haka tuition.

Kapa Haka – General

There was further discussion about assembling a group for Kapa Haka similar to 2017. Many boys who did Kapa Haka in 2017 had left so there was a need to get a group together as well as a tutor. An initial possible performance was the opening of O'Shea Shield 2018 which was to be held at St Catherine's on 12th/13th May.

Strategic Plan

Jarrad shared the 2018 Te Ara Poutama: Māori Students' Success Strategic Outcomes Framework. While we didn't have time to review it in any detail, it as clearly a significant document and included input from the Māori student hui held in February.

Communication

We further discussed keeping in touch using a Facebook group or similar. I volunteered to discuss options with the IT Group and get back to Jarrad and Ian.