



BOARD OF TRUSTEES OF ST PATRICK'S COLLEGE, WELLINGTON

MINUTES OF MEETING HELD AT ST PATRICK'S COLLEGE IN THE COLIN BOARDROOM ON WEDNESDAY 21 FEBRUARY 2018 AT 6 P.M.

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

IN ATTENDANCE: Gerardine Parkinson (Board Secretary)
Joe Gehrig (Business Manager)

Johnny opened the meeting with a prayer.

1. **APOLOGIES**

2. **MINUTES OF MEETING** (22 November 2017)

These were accepted as a true and accurate record.

3. **MATTERS ARISING**

4. **ACTION POINTS** (22 November 2017).

Updated and attached to reflect discussion.

5. **GENERAL BUSINESS**

- Annual Board election of Chair and Deputy Chair. Nominations were called for Chairperson of the Board of Trustees. Sonny Mulitalo nominated John Campbell which was seconded by Roland Bell and Elliot Bell. No other nominations were received. John Campbell was unanimously elected as Chairperson of the Board of Trustees for 2018. AGREED - none opposed. Nominations were then called for Deputy Chair. Sonny Mulitalo nominated Elliot Bell who declined the nomination. Elliot Bell nominated Sonny Mulitalo which was seconded by Paul Berry. AGREED - none opposed. The Board thanked both men for their willingness to take on their new respective roles.

Audrey Madigan and David Ireland both thanked Paul Berry and acknowledged his leadership and commitment as Board Chair. It was moved that a vote of thanks to Paul Berry be recorded in the Board Minutes. John Campbell assumed the Chair.

- Strategic Plan - summary from Neal on 2017 areas not completed (report attached). Neal spoke to his summary stating that was reasonably happy with progress on it. He noted that while both the Pastoral and Curriculum Reviews are not fully finished they have impacted on the start of year with PB4L and long term progress in that area. Paul stressed the need for people to keep looking at opportunities for improvement. Audrey recommended that Neal's report should

be linked to his Rector's Report to show it is hitting focus areas e.g. PD (Focus Area 3) can see it is being embedded and brought to life. David commented on the Scholarship programme and queried if improvements could be made. It was noted that the Analysis of Variance is due to be submitted to the Ministry of Education by 1 March. Kate expressed concern that Focus Area 1/Action 8 is not happening. She said that she would like to see the SLT going to tutor time so that they can see how it functions. John acknowledged both the workload and expectations on Neal. The Board hope that now that Joe has commenced as Business Manager that he can take some of the workload off Neal and that he will have more time to be able to get out around the school more. Paul and John have met about Neal's appraisal.

- NCEA results - summary of results from 2017 (report attached). Neal spoke to the report collated by David Martin. The following points were noted arising from discussion:
 - a new report out today has increased percentage results slightly.
 - national figures are down a little for the first time in many years.
 - the large Year 11 group which contains a lot of International students may have impacted on results slightly.
 - it is good that the U.E. rate has stayed around 70%.
 - pleasing statistics for Year 12 students who received Excellence. They were a strong cohort group at Level 1 who achieved good results last year and again this year.
 - Kate commented that boys receiving a Blue are based on academic achievement during 1 calendar year which leaves out boys who are accelerated and sit subjects at a higher level. She felt that the Blues Criteria acts as a disincentive to them. Neal said that he would be happy to look at this but that it is a complicated system. **Action:** Neal.
 - Year 13 results were disappointing with a low level of Excellence endorsements. Neal said that there is a side to NCEA which is increasingly irrelevant to students and that is a big challenge for the College to manage. Boys in Year 13 credit count and see an endorsement as a waste of their time.
 - Literacy and Numeracy results are strong.
 - UE results stack up nationally.
 - the last set of data relates to ethnic groups - Maori and Pasifika students.
 - The Board asked if Neal could email out an explanation of Roll based data versus Participation based data. **Action:** Neal.
 - Tracey would be interested to know what actions is been taken to help this bigger group at Year 11 who are now Year 12 and the lower end cohort (bottom tail).
 - Scholarship results were disappointing results with only 3 gained when the College should be getting at least 10 Scholarships a year. Neal said that this may reflect partly student and partly teacher motivation issues. There is a real need to think how the College is managing Scholarships. Paul asked whether the Board should incentivise the Scholarship programme. **Action:** Scholarship Honours Board to be displayed in the Hall.
- Strategic Plan 2018 - Neal to provide an update on finalising the 2018 plan. The Board spent a short period of time on focused discussion. It was noted that the 2018 Annual Plan document required a title and that some of the document needs to be tightened up. Audrey suggested that the 2018 Annual Plan be circulated to the Board via email so that it can be signed off and submitted to the Ministry of

Education by 1 March. **Action:** Neal will have the 2018 Annual Plan circulated to the full Board on Monday 26 February.

- New Business Manager - meet and greet Joe Gehrig. The Board welcomed Joe to this new role and gave him the opportunity to speak. Joe provided a short verbal summary on his qualifications and working background.

Paul Berry moved that the new Business Manager, Joe Gehrig has the same level of delegated authority as the Rector in terms of finance and is also authorised to sign off the 20th of the month accounts. **AGREED.** **Action:** the 2018 Delegations Authority needs to be reviewed and updated to reflect the appointment of a Business Manager and the authority delegated to this role within the College.
Neal Swindells / Gerardine Parkinson.

- Curriculum Review - update on progress. Neal reported that there is no real update other than what was included in the Annual Plan. The Curriculum working group have not yet started but have important work to do by mid-year.
- Pastoral Review - update on progress. Neal said that the College has opted in for PB4L (Positive Behaviour for Learning) and that the programme is going to get underway shortly. Until that is bedded in a decision was made not to make any changes to current systems but rather focus on ensuring current systems are being properly used.
- Social Media. Neal said that he wanted this discussed at Board level due to Year 13's recent inappropriate use of social media – Year 13 Facebook page which has since been shut down. He said that in talking to Roger Moses from Wellington College that no one is able to start up a social media platform in the name of the College without the explicit permission of the Headmaster. Since the incident here some Year 13 students have approached him about restarting the Facebook page but in a changed management format i.e. that there would be 2 administrators plus a staff member to manage it. Neal said that he was worried about the danger of inappropriate use by students and how the school can manage this going forward. The Board said that they support Neal in his thinking on allowing Year 13 students to restart their Facebook page as long as they moderate it and a staff member is able to oversee it. It was suggested that the College could see if School Docs has a policy on the use of Social Media.
- Board attendance at NZ Law Society “Education Law 2018” conference. Both Neal and David have attended in the past. David suggested that the Board pay for a member to attend and to then share the knowledge gained. David said that he is willing to attend but thought other Board members might like to attend in his place. Audrey also offered to attend. It was noted that this conference could also be of interest to members of the SLT or other senior staff. It was agreed that it would be helpful to have a précis for the Board.

6. **SUBCOMMITTEE REPORTS**

- (a) Special Character. The draft 2017 Archdiocese of Wellington Attestation report was discussed. The Special Character subcommittee will organise to meet to review the draft report. **Action:** organise a meeting date for this subcommittee to review draft report and then John Campbell is delegated to sign the 2017 Attestation. Neal noted that the College does not meet the criteria for the required number of tagged teachers.

Over the last 2-3 years the College has had a number of tagged teachers leave and they have been replaced with non-tagged teachers. **Action:** Neal is to speak to Denis about the College not meeting the required quota of tagged teachers. David Ireland said that the Board of Proprietor reps are going to a course on Saturday 10 March and will air this concern. Audrey noted her surprise at the number of students who did not receive communion at the Academic Mass and it was agreed that this is a huge challenge in terms of evangelisation.

- (b) Appointments. Nothing to report.
- (c) Charter & Policy - School Docs. The process for transferring information over to School Docs is currently in progress.
- (d) Pastoral. The Board of Trustees moved into committee at 8.16pm to receive a report from Paul Berry about the outcome of the Pastoral hearing held on Monday 19 February. The Board of Trustees moved out of committee at 8.27pm.
- (e) Finance, Property & Maintenance/Development. The following was noted arising from the financial reports tabled:
 - Joe and Karen are working through the draft accounts.
 - On the Profit and Loss Report for year ending 31 December 2017 Joe has highlighted the actual less expenses. Currently the report is showing a loss of in excess of \$10k but noted that there is funds to be paid across from the Board of Proprietors for Chaplaincy costs and also \$25k from the Board of Proprietors received from the Marist Education Trust to help fund needy families which could result in a surplus of around \$50k.
 - Balance Sheet and Statement of Financial position. The College has had an increase in the amount of funds set aside in cash holdings due to revenue received in advance for International Student fees and homestay costs plus an increase in funds generated from operations during the course of last year.
 - The Budget is in a draft format as a number of changes arose from a recent meeting with Neal. It is anticipated that the budget will show a surplus of \$35k at this stage.

Paul suggested that the Board Finance subcommittee be authorised to sign off on the financial statement and accounts. **AGREED.**

- (f) Health and Safety. The Health & Safety Committee have not yet convened this year. Neal updated the Board about the progress on reroofing Egden Block. He noted that the results of asbestos testing continue to be negative. During the next stage of the seismic remediation of Egden Block which is expected to commence at Easter some of the soil outside the Admin block will need to be removed as it may contain asbestos. The yew trees will also need to be removed.
- (g) Catholic Community of Learning. John said that there has not being a stewardship meeting for 2018 as yet.

7. **RECTOR'S REPORT** - February 2018 (report attached). Neal spoke to his report. It was suggested that the Board should host a 'staff meet and greet' next month. It was agreed that this could be scheduled for Wednesday 28 March prior to the Board meeting and rather than have a full meal the Board could have some finger-food.

8. **STUDENT REPRESENTATIVE** (report attached). Johnny spoke to his report and it was noted that he had recently sailed on the *Spirit of Adventure* and enjoyed a lot of student trustee professional development during the 3 days. He also spoke positively about the excellent trip to Ranong and that Mr Atkinson hopes to offer it again next year.
9. **STAFF REPRESENTATIVE** (report attached). Kate spoke on various matters including: the lack of time to process PD or unpack it at the 2 Staff Only Days; the general lack of time scheduled for Departmental meetings; and the impact of a reduced Tutor time to 10 minutes which makes it difficult to meet all the expectations placed on tutor teachers.
10. **PARENTS' ASSOCIATION** (Minutes - 7 February 2018). The Parents' Association are focused on planning for the Big Boys Breakfast. Tickets go on sale on Wednesday 28 February and Neal encouraged everyone to attend. Neal said that he was pleased to have been able to help the Association gain sponsorship of the event through Designgroup Stapleton Elliott Architects. It was noted that the Parents' Association had donated money for new lockers and that the old lockers in Redwood Block are due to be removed.
11. **WOMEN'S GROUP** (Minutes - 20 November 2017). Neal noted that the Women's Group had generously donated \$6,000 to the College of which \$1,000 was given to the Maths Department to purchase 10 graphics calculators and \$5,000 given to the Science Department for special equipment.
12. **POLYNESIAN PARENTS' ASSOCIATION**. Sonny said that the first meeting of the year was well supported with a good turnout of parents and their sons. Topics covered at the meeting included: reinforcing the College values; discussion on respect; and also the requirement to have a minimum of 85% attendance if you want to play sport. The first Home School partnership meeting of the year is to be held in April. Tu Tangata is to be held on Friday 27 July. The students are pleased to be able to wear their ie faitaga on special formal College occasions.
13. **WHANAU GROUP**. Roland spoke about the welcome held for the new Te Reo teacher, Mr Ian McFayden. Neal said that Ian will receive peer support from Whetu Henry, the Te Reo teacher from St Catherine's College and that the College will also organise for Ian to access various courses and PD.
14. **CORRESPONDENCE**

Correspondence – Requiring Attention

Correspondence – Inward

Mr M Atkinson, re future Ranong trips - 15 February 2018.

The Board discussed Maurice's letter. Neal asked that he have an opportunity to meet with Maurice and Fr Matt.

Arising from discussion the following points were noted:

- the trip was valued by both the Marist Mission and also by the young men who participated in the trip.
- Roland suggested that the College should provide a forum for the students to reconvene so that they can work through their emotions and the whole experience.
- Elliot noted that there is a video of the boys doing the haka on the Marist Mission Facebook page. It was recommended that videos showed at assembly should be available on the College website.

- Kate suggested that it would be appropriate of the Board to acknowledge all the staff who volunteered to go away on student camps and trips over the summer break. **Action:** cards to be sent to a number of staff members. JC/GP.

Correspondence – Reports & Circulars

NZSTA AGM reminder - 8 February 2018
 NZSTA Regional Newsletter - Term 4 2017
 STA News Nov/Dec 2017 - Issue 278
 Tukutuku Kōrero - NZ Education Gazette - 27 November 2017
 Tukutuku Kōrero - NZ Education Gazette - 29 January 2018

Correspondence – Late

Tukutuku Kōrero - NZ Education Gazette - 12 February 2018
 Gary Cook-Andrews, Resolution for funding - 19 February 2018

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 **\$6,000.00** to contribute towards the cost of:
 - Travel and Accommodation (Nationals, Palmerston North, 03/2018), Coaching and Playing Uniforms for the St Patrick’s College **Senior A Volleyball** team.
2. It was resolved by the SPC Board of Trustees to apply to ‘**Four Winds Foundation Ltd**’ for funding for the sum of **\$10,000** to contribute towards the cost of:
 - Travel and Accommodation for the St Patrick’s College Rowing team attending MAADI (Twizel, 19-24 March 2018).
3. It was resolved by the SPC Board of Trustees to apply to ‘**The Lion Foundation**’ for funding for the sum of **\$5,000.00** to contribute towards the cost of:
 - Winter sports balls and equipment across codes (basketball, football, hockey, rugby).

John Campbell moved that the Board of Trustees agrees to support all these applications. **AGREED.** The Board requested that any future funding applications to be submitted to the Board be submitted in a timely manner so that they can be included on the meeting agenda.

Correspondence – Outward

Krystyna Geris leave approval - 23 November 2017

The meeting was declared closed at 9.30pm.

DATE OF NEXT MEETING

Wednesday 28 March 2018