



BOARD OF TRUSTEES OF ST PATRICK'S COLLEGE, WELLINGTON

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

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

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

Neal opened the meeting with a prayer.

1. **APOLOGIES** – Elliot Bell, Sonny Mulitalo.

2. **MINUTES OF MEETING** (21 February 2018)

These were accepted as a true and accurate record. Paul Berry/Roland Bell. **AGREED.**

3. **MATTERS ARISING**

4. **ACTION POINTS** (21 February 2018)

Updated and attached to reflect discussion.

Audrey noted in discussion about the Attestation to the AoW that she had recently attended a meeting for Proprietors representatives for the 3 Marist Colleges. At the meeting it was stated that St Bede's College has moved away from completing an Attestation for the Christchurch diocese and instead is reporting to the Marist Senate. Fr Brian Cummings SM, Chair of the Marist Senate is going to speak to the AoW and Senate members about having one Attestation form which would be submitted to the Senate and Society of Mary rather than the diocese. The Senate is working to streamline the process and be consistent in their approach of maintaining the Marist Charism. The Senate is also looking at managing the induction of new Board members and focussing on the Marist charism.

John requested that Gerardine cull closed action items. **Action: Gerardine.**

5. **GENERAL BUSINESS**

1. Delegations Authority 2018. The Board discussed the content of the Delegations Authority for the Rector, Deputy Rector and Assistant Rector. John questioned the Rector's authority to suspend an employee, and Paul provided an explanation of the process previously used. It was reiterated that the Rector has the delegation to suspend but not sack a staff member. John wanted to have some caveats on this.

It was noted that in the College policy relating to staff leave that it states the Rector can grant discretionary leave for a period of up to 10 days as opposed to the Delegation Authority which only states 5 days. Neal said that he would prefer it if the Delegation Authority to the Deputy Rector and Assistant Rector is left at 5 days but for the Delegated Authority to the Rector that it is increased to allow granting up to 10 days discretionary leave. It was subsequently moved that the Delegation Authority for the Rector be changed to allow the approval of up to 10 days discretionary leave. Paul Berry/John Campbell. AGREED.

Audrey asked how clause g) of the Delegated Authority to the Rector “*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*” relates to the Complaints Flow Chart and also the Discipline-related Flow Chart. John Campbell said that he would review this. **Action: John.**

Delegation Authority to the Business Manager. Paul asked whether there are any Treasury rules or advice from STA about people below the Rector having different delegations when not acting as Rector. The Board will check out the DFA for the second role. Following a period of discussion it was subsequently moved that for the interim period until the next Board meeting on 23 May that the Delegation Authority to the Business Manager is amended to “*a) Engagement of contractors to a value of \$50,000 per annum under the direction of the Rector. b) Authorising expenditure payments up to a value of \$15,000.*” Tracey Arthurs/Roland Bell. AGREED. Furthermore, if the Business Manager can clarify that extra expenditure is needed then he can approach John Campbell who is authorised to approve it on behalf of the Board of Trustees.

2. The Board moved into committee at 6.48pm to discuss the McEvedy Shield Competition. The Board moved out of committee at 7.05pm.
3. Election of Staff Representative. The Board moved to appoint Gerardine Parkinson as Returning Officer to run the election process to appoint a new staff representative to replace Kate Southall when she leaves the role. AGREED.

John thanked Kate for her work as Staff representative and presented her with a bouquet of flowers.

6. SUBCOMMITTEE REPORTS

- (a) Special Character. Neal said that the Special Character subcommittee met to review the draft 2017 Attestation document. He also referred to a number of special character items listed under Focus Area 1 of his report.

Kaille Harris’ comment in her report on PB4L about possibly reducing the number of College Values from 6 to possibly 3 facilitated a period of lively discussion. The Board clearly stated that they do not support any move to reduce the number of College Values.

The New Zealand Catholic Education Convention is to be held at the TSB Arena in Wellington from 13 to 15 June. Board members were invited to consider attending

and if they would like to register to attend either one or both days of the conference to contact Gerardine to express their interest. **Action: all Board members.**

- (b) Appointments. Neal interviewed 3 candidates for the role of Library Manager and is working through the process of making an appointment. He has also appointed two new teachers to commence at the beginning of Term 2 - Tom Calvert and Anna McElroy. There is no change to the number of currently tagged teachers.
- (c) Charter & Policy - Update on “*SchoolDocs*”. Neal confirmed that all the requested information has now been sent off to “*SchoolDocs*” and referred to the two sample policies which were attached to the Agenda. Neal said that there will be further work required when the information is processed and returned.
- (d) Pastoral. Neal briefly mentioned that recent stand-down of a Year 9 student and the background to the incident. David offered to look at the actions around this in terms of verifying the jurisdiction around this. **Action: David Ireland.**
- (e) Finance, Property & Maintenance/Development
 - 2018 Budget
 - 2017 Annual Accounts
 - Finance Report as at 28 February 2018 (report attached).

Joe spoke to his 2 reports. The Board commented positively on Joe’s email encouraging parents to pay donations. The Board is keen to try and lift the collection rate which was 68% last year.

In terms of the under-provision for cyclical maintenance Neal suggested that it would be preferable to spread this out over a period of time and to revisit where the College is at in 2 to 3 years’ time.

The 1 page summary of the 2018 Budget shows a small budgeted surplus. It was subsequently moved that the Board of Trustees approve the 2018 Budget as presented this evening with the stipulation that some minor amendments are to be made - Paul Berry/John Campbell. **AGREED.**

It was also moved that the Board of Trustees approve the 2017 Annual accounts showing a net surplus of \$103k be sent to the auditor by 31 March and then to be submitted to the Ministry of Education by 31 May – David Ireland/John Campbell. **AGREED.**

The Board granted retrospective permission for Wayne Mills current marketing trip. Board members recommended that it is vital that the College develop an over-arching strategy for international student marketing. The Board requested further information including: cost of proposed trip later in the year; a cost-benefit ratio; and measure of future trips before they can consider the request further.

- (f) Health and Safety. Joe referred to the Hazard Register and noted that it contains a number of control actions, some of which are still to be implemented. It was noted that there is an annual requirement to test and tag electrical devices. **Action: Joe.** The process for ensuring all accidents at the College are recorded and included in an Incident Register was noted.

- (g) Catholic Community of Learning. Work is continuing, and there is a planned meeting of the Discernment group on leadership facilitated by Frank McLaughlin to be held tomorrow night.
- (h) Te Ara (Wellington Activity Centre). Neal said that he had completed Jonathan Cobb's appraisal as Director of Te Ara, and that Te Ara's Governance group met last week. Te Ara is functioning well and has a full roll. Te Ara has organised a large, national conference for Activity Centres following the Easter break.
- **RECTOR'S REPORT** - March 2018. Neal spoke to his report as tabled. In discussion he also mentioned that he, David Martin and John Campbell had attended an ERO review session. In reference to PB4L it was suggested that Kaille Harris could meet with a smaller subcommittee of the Board. The PB4L group also requires a Board member to attend their regular meetings which are normally held after school on a Monday, once a month from 3.30 to 4.30pm. Paul Berry and John Campbell said that they could possibly share attending the PB4L meetings taking 3 meetings each. They would like clarification on what the role of the Board member would be. **Action: Gerardine is to feed the meeting dates for the year to Paul and John.**

7. **BUSINESS MANAGER'S REPORT** (report attached). Joe provided a verbal update on building work at the College including the revised timetable. He is also working on standardising the typeface used on College documentation, and a refresh of the College website. Board members noted that the process for registering for winter sport via the website was great. John noted that both Doug and Chris had mentioned their observations of the College website at the IT subcommittee meeting earlier and Joe will follow this up with them. **Action: Joe.**

The issue of why some grants were not submitted on time was raised and whether this was something systemic? Neal acknowledged that there are some improvements that can be made in terms of managing grants.

8. **STUDENT REPRESENTATIVE** (report attached). Johnny spoke to his report and spoke briefly about his enjoyment of the Big Boys' Breakfast.
9. **STAFF REPRESENTATIVE** (report attached). Kate spoke to her report. She commented on the positive change that Julia Sharp has made in her new role as International Student Dean and the number of initiatives she has implemented.
10. **PARENTS' ASSOCIATION.** Neal commented on the success of the recent Big Boys' Breakfast.
11. **WOMEN'S GROUP** (Minutes of 19 February 2018). The Board moved into committee at 8.43pm to hear a report from the Rector and moved out of committee at 8.49pm.
12. **POLYNESIAN PARENTS' ASSOCIATION.** Neal attended a meeting about securing funding from the WCC for Tu Tangata recently with the Mayor. The first Home School Partnership meeting is to be held on Wednesday 4 April.
13. **WHANAU GROUP** (report attached). Roland spoke to his report. He said that Jarrad Porima has taken over as Chair since Ngahuia Madden left. Two new teachers, Ian McFadyen and Carolyn Renata both attended the meeting. Jim Moriarty has offered to organise a Noho marae which will culminate in the boys attending a performance of *The*

Battalion on the Saturday evening. Roland also mentioned how the Haka has morphed and changed over a period of time and that there was discussion about re-setting it. Kapa Haka is yet to get up and going. Tracey commented positively on the Strategic Plan that Jarrad has devised and his inclusion of student engagement. Neal said that he has not yet had an opportunity to read it through in depth.

14. **CORRESPONDENCE**

Correspondence – Requiring Attention

Mr G Cook-Andrews, Resolution for funding - 22 March 2018. Neal/Roland. AGREED.

Resolution to apply for funding as follows:

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.

Moved: Neal Swindells /Seconded: Roland Bell. AGREED.

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

Correspondence – Inward

Mrs M Grealish, leave request - 26 February 2018. Following discussion it was moved that this period of leave be approved - David Ireland/Neal Swindells. AGREED.

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

The meeting was declared closed at 9pm.

DATE OF NEXT MEETING

Wednesday 23 May 2018