



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 FEBRUARY 2019 AT 6 P.M.

PRESENT: Tracey Arthurs, Elliot Bell, Roland Bell, Paul Berry, John Campbell (Chair), Kaille Harris, David Ireland, and Neal Swindells.

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

Roland opened the meeting with a prayer.

1. **APOLOGIES** – Jazz Hart, Audrey Madigan.
2. **MINUTES OF MEETING** (28 November 2018).

These were accepted as a true and accurate record - Roland Bell/John Campbell.

3. **MATTERS ARISING** - it was noted that the Draft Strategic Plan for Cultural Activities will be included as an agenda item at the March meeting.
4. **ACTION POINTS** (28 November 2018)

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. Roland Bell nominated John Campbell which was seconded by David Ireland. No other nominations were received. John Campbell was unanimously elected as Chairperson of the Board of Trustees until BoT elections are held in early June. AGREED. Nominations were then called for Deputy Chair. Paul Berry nominated Roland Bell which was seconded by John Campbell. AGREED.
- Board of Trustee elections in 2019. David said there should be 4 Board of Proprietor representatives on the Board of Trustees, and currently there is only 3. Tony Joyce is the current Chair of the Board of Proprietors and the Board of Proprietors is looking to build their own membership. John said that he had a person to suggest for the Board of Proprietors. Neal said that it would be helpful for current Board members to think about people who may be interested in putting themselves forward to stand for the Board of Trustees and to pass any suggestions on to either Neal or John. It was noted that there has to be an election for a new Board Chair at the first meeting of the newly elected BoT in June.

- Status of Board vacancy following the resignation of Sonny Mulitalo. John spoke to this matter and given the proximity to BoT elections it was proposed that the Board not appoint or second a person to fill the vacancy for the rest of the term of this Board which is till May 2019 - John Campbell/David Ireland. AGREED.
- Delegations Authority 2019. The Board reviewed the Delegations Authority as tabled. Neal requested that the Delegation Authority for the Business Manager under section b) be increased to allow the Business Manager to authorise expenditure payments up to a value of \$25k (it is currently capped at \$15k) and the Board suggested editing section d) applying for funds, sponsorship or other monies. Paul queried the dollar amount and asked whether Joe should have the same delegation level as Neal? It was suggested that an appropriate value for authorising expenditure payments for the Business Manager would be \$20k. It was subsequently recommended that Joe should check out the Treasury cap for the public sector or seek advice from the auditor about this. **Action: Joe.**

In reference to the Delegations of Authority to the Rector the Board recommended some minor editing changes to reflect the final wording as follows: **section c) authorising expenditure up to a value of \$25k** and **section d) applying for funds, sponsorship or other monies.** Furthermore, it was suggested that **section d)** of the Delegations Authority to the Rector be inserted into the Delegations Authority for the Business Manager and would become **section c) applying for funds, sponsorship or other monies.** The Board agreed to these changes. The Board then approved the Delegations of Authority to the Deputy Rector and the Delegations of Authority to the Assistant Rector. AGREED.

- ICT Strategy. Roland spoke to his tabled report, and noted that the green boxes contain key information. The Board spent a short period of time in focused discussion on the ICT Strategy. Roland recommended that page 11 of the IT strategy should be available on the website to parents. Kaille offered her digital skills to reformat the report. **Action: Kaille.**
- National Network of Marist Schools - Code of Belonging. Neal spoke to this newly created document. The Board expressed their support for the Code of Belonging and John was authorised to sign off on it. AGREED.

6. **RECTOR'S REPORT** - February 2019. Neal spoke to his report and the following points were noted in discussion:

- the start of the school year has been very settled.
- only one new teacher started at the beginning of the year.
- the reduced number of Year 9 students is a reflection of the number of students that initially enrolled here and then withdrew their application to attend Wellington College instead. **The Board suggested that as an action point a staff member should be assigned to seek feedback on why parents chose Wellington College over St Patrick's College.** Tracey noted the reduction of student numbers from Year 12 to Year 13. Neal said that a small group of 4 students transferred to Tawa College. It was suggested that student enrolment has been negatively impacted by transport issues from the Northern suburbs.
- the College is slightly overstaffed.
- the *Taskforce on Tomorrow's Schools* could have a real impact on Catholic schools with loss of independence. Paul Ferris has produced a good summary on the potential impact. Neal offered to write a paper on this matter with the help of a board member to present at the March Board meeting as the deadline for

submissions is 7 April. David offered his support and input to assist Neal.

Action: Neal and David.

- there is also a new review out on the tertiary sector and polytechnics, and a review of NCEA due out shortly.
- the PPTA is likely to take industrial action on Wednesday 3 April which will either be a strike day or paid union meeting.
- Neal, John Campbell and Tony Joyce recently attended a meeting with the Society of Mary relating to historic abuse.

John said that Neal's performance appraisal is nearly completed, and that once it is completed that it can be shared with the Board. Neal said that he has met with one external appraiser and is continuing to look for the appropriate person.

Additional information:

- the year has started well at Te Ara, the Activity Centre. This year Te Ara has 13 students – 5 of whom are new, and for the first time - 2 students at Year 12 level.
- the Community of Learning is continuing to slowly build momentum. A super staff meeting of CoL schools is planned for Monday 1 April which will be held in our College hall.
- the Board need to take action on the role of the Business Manager for 2019 post June when Joe Gehrig's current contract expires.
- the four McEvedy Colleges have worked in collaboration to change the culture around McEvedy. A day was hosted at Rongotai College recently which brought together 60 senior students from each College to work together to build McEvedy values. Neal said that all 4 schools are hoping for improved behaviours at McEvedy. As part of the organisation on the day the host school has invested in an improved sound system and good commentators. High vis vests were purchased for the staff of all schools so that they could be easily identified.

Supporting documents:

2018 Analysis of Variance. This document has to be submitted to the Ministry of Education for 1 March. The following was noted arising from discussion:

- David noted the reference on page 3 to the Cultural Plan. Neal said that this has yet to be shared with the SLT, and that he will bring it back to the March Board meeting.
- in reference to Academic results and targets Neal spoke about the change to measuring data. Neal said that he was disappointed with NCEA Level 3 and UE results.
- David encouraged Neal to be aspirational in setting academic targets for 2019.
- Scholarship results were good and it was positive that Scholarships covered a multitude of subjects.
- Maori student achievement was strong.
- Pasifika student achievement was disappointing.
- Neal said that the SLT are considering the current study line which results in 140 boys not having to be in class, and whether that results in some students wasting time. The SLT is considering how the study line could be structured.
- Paul suggested that it is important that the College develop data that tracks the success of students who take a Careers/Gateway pathway, and are successfully gaining apprenticeships when they leave College. He said that their story should be packaged and put on the College website.

Academic Targets for 2019. Neal and Sarah have worked to set academic targets for 2019. Neal said that he has a positive impression and feel about the expansion of the

tutor group system. He said it is positive to have experienced HoD's and senior teachers taking tutor groups, and that no tutor group has more than 20 students.

Comments on 2018 NCEA Results. This item was covered as part of the discussion on the 2018 Analysis of Variance.

2019 Annual Draft Plan. This document has to be submitted to the Ministry of Education for 1 March. The following was noted arising from discussion:

- the Board offered advice on how to improve the document by tweaking it to move some of the actions, and to show them against some of the KPI's.
- Paul said that he was happy to have it sent to him and for him to then edit it as needed.
- should the IT Strategy be added and then consideration of the steps?
- under Focus area 1, step 3 the College spoke last year about Counsellor resources. Does this need to be expanded upon?
- Tikanga Maori – it was suggested that some of Jarrad's 2018 plan could be incorporated. Roland said there should be some statement about the opportunity for training staff, and to strengthen that with resources. He also thought there should be some reference to kapa haka as well as inclusion about *'The Battalion'*.
- add in the number of PDL sessions for teachers and the plan for introducing the 2020 Digital curriculum.

Statement on Gender issues. Neal said that this paper serves as more of a position statement, and provided some background information on his motivation for developing the paper. He has drawn on the document from the National Centre for Religious Studies (NCRS) which the Catholic Bishops are reviewing. Neal said that he wanted to produce a 1-page statement for staff and others if needed. The Board discussed the title and content of the paper and it was subsequently agreed that the title should be changed to Gender Diversity. The Board recommended as a next step that Neal share the paper with the Rectors from St Bede's and St Patrick's College Silverstream, and that it could be raised with the Senate. **Action: Neal.** John recommended that the revised document be tabled for discussion at the next March Board meeting with the intent that it can then be provided to College staff.

Proposed Delegations Authority for 2019. As previously covered.

Update on International students and Marketing for 2019. Neal referred to the 3 documents in front of the Board. He noted that there was not yet a definitive proposal around the second planned trip to China later this year. David said that he took strong exception to Wayne's comment about not needing a second person from the College to accompany him on the trip to China. David said that he would not be able to support any proposed trips unless another College staff member attends. He said that this is a very important part of our College, and wanted more than one person to have a good understanding of it.

7. **STAFF REPRESENTATIVE** (report attached). Kaille spoke to her report and reiterated the calm and settled start to the school year. She said that staff members have expressed concern about ongoing issues relating to IT at the College. Joe spoke to this matter and said that he has recently taken on oversight of the management of IT issues from the perspective of meeting the needs of the College in a timely manner. Joe said that he will email staff to let them know of the change and that he can track all work tickets raised with Norrcom and he will monitor the time taken to fix problems.
8. **BUSINESS MANAGER'S REPORT** - February 2019. Joe spoke to the following:

- a brief update on progress of developing building plans and costings for the proposed redevelopment of Chanel Block. Key staff members have visited other colleges to look at their facilities and to have input to ‘fine tune’ the spaces. The timeline is currently for the architects to have a more detailed design on paper by early to mid-April. The next step then is for the Board of Proprietors to present a business case to the Society of Mary seeking their financial support.
- the College sought proposals from a number of cleaning contractors over 2018 and a new contractor, Cleanmaster International, has been appointed at a substantial cost saving. The new contractors commence on 4 March, 2019.
- Joe has taken on the temporary role of processing grant applications for the College to get a better understanding of the process and how it might be improved, and managed going forward. Tracey suggested that Joe should look at the WCC library funding database system as a helpful tool which can be used to match up grant applications. Tracey offered to ring and speak to Joe about this matter.

Resolution to apply for funding as follows:

It was resolved by the SPC Board of Trustees to apply to ‘**Pub Charity**’ for funding in the sum of **\$1,000.00** to help offset the cost of:

- Pool hire fees for the 2019 season for the St Patrick’s College **Underwater Hockey** teams.

It was resolved by the SPC Board of Trustees to apply to ‘**Infinity Foundation**’ for funding in the sum of **\$7,500.00** to help offset the cost of:

- Bus hire, accommodation and for the St Patrick’s College **1st XV Rugby** squad to play in the annual traditional game against Gisborne Boys High in Gisborne in March 2019.

This away game provides the coaches with an opportunity to assess the players and finalise the 1st XV squad that will compete in this year’s Wellington Secondary Schools’ 1st XV tournament.

It was resolved by the SPC Board of Trustees to apply to ‘**One Foundation**’ for funding in the sum of **\$8,500.00** to help offset the cost of:

- Travel and accommodation and for the St Patrick’s College **Waterpolo** teams to attend and play in the 2019 New Zealand National Championship event in Auckland in May 2019.

It was resolved by the SPC Board of Trustees to apply to ‘**Four Winds Foundation**’ for funding in the sum of **\$10,000.00** to help offset the cost of:

- Travel and accommodation and for the St Patrick’s College **First XI Cricket Team and a Development Cricket Team** (around 24 students) in Brisbane, Australia to play four matches against various Brisbane secondary schools in July 2019.

Moved: Paul Berry/Tracey Arthurs. AGREED.

9. **STUDENT REPRESENTATIVE** (report attached). This report was taken as read. Kaille said that she had enjoyed reading Jazz’s report and his comments on the positive start to the year. Kaille commended Jazz for his strong student leadership and modelling

'Keep the Faith - do the Mahi' as one of the chant leaders at Old Boys' Cup Athletics recently.

10. **SUBCOMMITTEE REPORTS**

(a) Finance, Property & Maintenance/Development - it was noted that the Finance Committee had convened last week. Joe spoke to the following:

- if the Chanel Block redevelopment proceeds then the rental income from the flats will be lost.
- departmental cost to the Board was \$160k for the year and extra-curricular costs were \$109k for the year. The Board discussed the importance of sports managers adhering to their budgets, and ensuring that students only travel away on school trips if the student has paid the cost of the actual trip.
- a review of the admin office structure is to be undertaken.
- the Board considered the proposed 2019 budget summary which shows a budgeted surplus of \$108,435 and it was agreed that it would be adopted allowing that a few adjustments may be necessary. **AGREED.**

(b) Health and Safety - Joe noted the main issue is around motor vehicles in the school grounds, and also the logistical challenges posed by the cycleway construction.

(c) Te Ara (Wellington Activity Centre) - as previously covered.

(d) Policy Update on SchoolDocs. Elliot sought confirmation about the process for reviewing the Health & Safety policies that he was allocated to review in terms of reviewing or wordsmithing. He said that nothing appeared misaligned when checking the SchoolDocs version against the current Board policy. Neal requested that the Charter and Policy subcommittee meet to assist him to work through the outstanding policy documents to edit them, and then get the SchoolDocs system live for the parent community. **Action: Tracey, David and Neal will organise to meet.**

11. **PARENTS' ASSOCIATION** - planning for the Big Boys' Breakfast is well underway.

12. **FRIENDS OF ST PATRICK'S COLLEGE** - FOSPC held their first meeting on Monday 18 February.

13. **POLYNESIAN PARENTS' ASSOCIATION** - the Polynesian Parents' Association met on Monday 11 February however no report was available.

14. **WHANAU GROUP** - Neal confirmed that a meeting is to be held on Tuesday 19 March.

15. **CORRESPONDENCE**

Correspondence - Requiring Attention

Archdiocese of Wellington Catholic Schools Commissioning Mass 2019 on Tuesday 5 March at 5.30pm at Ss Peter & Paul Church, Lower Hutt

Gary Cook-Andrews, application for paid leave - 21 February 2019. *It was noted that Joe is handling this matter.*

Mike L'Estrange, request permission for Cricket trip to Australia - 20 February 2019. *It was moved that the Board of Trustees give their permission for this trip to proceed as requested - Neal Swindells/Paul Berry. AGREED.*

NZSTA Tax Invoice for 1 January - 31 December 2019. *The Board approved this invoice for payment.*

The National Network of Marist Schools - A Code of Belonging. *The Board discussed this matter briefly and expressed their full support. The Board Chair, John Campbell was authorised to sign the Code of Belonging.*

Correspondence – Inward

Crombie Lockwood, 2018 Insurance Manual year commencing 1 December 2018 - 29 November 2018

Nicola Willis, invite to public meeting about the future of education - 7 February 2019

Correspondence - Reports & Circulars

CES (Canterbury Education Services) Timeline for 2019 BoT elections

NZSTA AGM - Sunday 14 July 2019

SchoolDocs Advisory Update - 13 February 2019

STA News - Nov/Dec 2018, Issue 288

St Patrick's College Library Report - December 2018. *The Board noted this very positive report from Ellie and expressed their appreciation for both the report and her ongoing work in the College Library.*

Tukutuku Kōrero - NZ Education Gazette - 26 November 2018

Tukutuku Kōrero - NZ Education Gazette - 10 December 2018

Tukutuku Kōrero - NZ Education Gazette - 28 January 2019

Tukutuku Kōrero - NZ Education Gazette - 11 February 2019

Correspondence – Late

Tukutuku Kōrero - NZ Education Gazette - 25 February 2019

Correspondence – Outward

Andrew Brennan, letter from John Campbell approving leave request - 14 December 2018

Parent A, letter of response from John Campbell - 3 December 2018

The Board meeting was declared closed at 9.22pm.

DATE OF NEXT MEETING

Wednesday 27 March 2019