



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 MARCH 2019 AT 6 P.M.

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

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

John opened the meeting with a prayer.

1. **APOLOGIES** – Elliot Bell
2. **MINUTES OF MEETING** (27 February 2019).

These were accepted as a true and accurate record – AGREED.

3. **MATTERS ARISING**

- the action point on Joe seeking information on the Delegated Authority for the Business Manager will be carried over till May.
- the action point on Roland and Kaille can be closed as the IT committee will deal with this.
- the process for following up on students who enrolled for Year 9/2019 but did not attend will be followed up by Neal/Joe/Gerardine.
- Taskforce on Tomorrow's School. Neal noted the summary paper he had circulated with the March meeting papers and also noted the paper that Audrey had circulated from the Christchurch Diocese. Submissions close 7 April.
- Minister of Education's Reform of Vocational Education. Neal spoke about Chris Gosling's (CEO of Weltec and Whitirea) address to the recent GWSSPA meeting. Neal said that he will write a submission on behalf of the College.
- SchoolDocs. Approximately 95% of the draft policies have been reviewed, and work is progressing.
- Gender Issues paper. Neal said that he had not had a chance to progress this, and it was agreed that this item could be deferred to the May meeting.

4. **ACTION POINTS** (27 February 2019)

Updated and attached to reflect discussion.

5. **GENERAL BUSINESS**

- Appointment of Returning Officer for BoT elections. It was moved that the Board of Trustees contract Canterbury Education Services (CES) to manager parent elections and appointed Gerardine Parkinson to act as Returning Officer for the staff election. AGREED.

- Promoting Board elections to our College community. Neal asked that all Board members assist him in identifying and ‘shoulder-tapping’ people in the College community, and ask them to consider seeking nomination. Roland referred to the discussion item from the recent Whanau Hui meeting of 19 March requesting that the Board consider having a mandatory Maori representative on the Board of Trustees. Due to legislative or regulatory issues around this request the Board suggested that it would be preferable to encourage a member of the Whanau Group to stand in the parent elections, and if that person was not elected then it was possible that they could be co-opted or if eligible be considered as a Proprietor’s rep. **Action: Neal/John/Gerardine to meet about identifying possible parents that could be approached.**
- Draft Strategic Plan for Cultural Activities. Neal said that this item remains a work in progress, and that he still needs to consult with a number of key staff members. He confirmed that it will be available at the May Board meeting. **Action: Neal.**

6. RECTOR’S REPORT - March 2019

Neal spoke to his report and the following points were noted in discussion:

- Julia Sharp’s position was advertised as a LTR (long term relieving) position for the rest of the year, and the College may need to appoint a new Assistant HoD Science internally. Neal will also advertise internally for a new International Student Dean to replace Julia.
- Fr Matt Crawford SM has been appointed as the new DRS (Director of Religious Studies) however there is some uncertainty about when he will take up this role as he is currently overseas on sabbatical leave. The SoM are discussing a possible clinical, pastoral placement for him before he returns to school.
- Paul assisted Neal to refine and edit the draft 2019 Annual Plan following the February Board meeting. The finalised plan was submitted to the MoE on Friday 1 March.
- the school had a moving liturgy on Monday 18 March after the Christchurch event. Students also made a banner which they took up to the Kilbirnie Mosque after school, they sang a lovely Fijian hymn, and were invited into the Mosque. In response to a query from Paul, Neal confirmed that the College had sent clear messaging to students and parents about social media, and the offer of counselling services as required.
- the College was pleased with improved student behaviour at McEvedy, the strong student leadership and strong athletic performance. It was disappointing that the College was tagged the night before McEvedy and going forward it was agreed that the College should contract a security company to provide high level and visible security before and after McEvedy next year.
- John spoke about the completion of Neal’s appraisal for 2018. He said that a copy would be available to Board members if requested. Kevin Palmer is going to be contracted to conduct an external appraisal for Neal this year.
- the Old Boys Association held their AGM last night, and Brad Hudson was elected as President. Neal is considering how to celebrate the College’s anniversary on this site which falls on Monday 19 August.
- the Catholic Community of Learning are holding a ‘super staff’ meeting in the College hall on Monday 1 April.
- there are 2 planned staff only days in the last week of this term – Wednesday 10 April is Progress Conference day and Friday 12 April is an ‘essentials day’ on Restorative Training for all staff.

- 2019 Annual Plan and how Neal is reporting on progress against it. Arising from discussion the following points were noted:
 - Audrey suggested that it would be helpful if Neal looked at the due date of specific actions and they were then discussed at the Board meeting in the same timeframe.
 - David recommended that with Board elections and a new Board taking over in June that it might be helpful for new Board members if the 2019 Annual Plan is worked through in detail as an induction tool.
 - Audrey said that it would also be useful in terms of Neal's commentary to provide an indication of the impact e.g. Focus area 1, point 5 such as following the Restorative training day for staff on 12 April to provide an update on what happened and were there any gaps etc. Kaille could speak on the challenges, and whether there is a need to have another bite at it.
 - Roland commented that the empty boxes stand out in terms of future action and suggested keeping the original timeframe down in that column.
- Our Schooling Futures: Stronger Together – Neal spoke to his summary and provided some background to his comments. Following a period of Board discussion David offered to draft a submission on behalf of the Board of Trustees which he would share with Neal and the Board. **Action: David.** John requested that Gerardine copy the various submissions that Neal has received to all Board members. **Action: Gerardine.**

7. **STAFF REPRESENTATIVE** (report attached). Kaille spoke to her report which contained lots of photos. She said that there are quite a few cool things happening at school. She noted in discussion:

- Daniel Silvester was awarded an Asia NZ Foundation scholarship.
- PB4L is going well.
- organising a school jacket specifically for staff members.
- Shibuya Makuhari visit for the 15th year.
- the clever and very comical images of Peter Wadsworth, as designed by Alysha Dougherty, at the initiative of the Hauora/Wellbeing group to promote his work as College Counsellor. Keller spoke at assembly today to encourage the students to choose to be device free each Friday and to interact with others.
- it has been a busy Term One.

8. **BUSINESS MANAGER'S REPORT** (report attached)

Joe spoke to the following:

- an update on developments with Chanel block and Todd theatre replacement plans. The consultation phase with key stakeholders on the redesign of the final product to ensure that it meets the functional needs of the College is complete. The next stage of the project involves David Monastra, the quantity surveyor costing the project out based on the new design parameters which should be finished by mid-April. It is hoped that the BoP can meet with the Senate on Thursday 9 May to determine whether the project can proceed.
- Tracey requested that in future all student names listed within the Health & Safety Report be redacted. Audrey commented that from looking at the report whether the data is skewed to 80% of others as it has become a default, and asked whether this was a system constraint.

Resolution to apply for funding as follows:

It was resolved by the SPC Board of Trustees to apply to '**Air Rescue and Community Services**' for funding in the sum of **\$1,000.00** to help offset the cost of:

- Travel and accommodation for the St Patrick's College **Cross Country** team to attend the 2019 National Championships in Timaru.

It was resolved by the SPC Board of Trustees to apply to '**Lion Foundation**' for funding in the sum of **\$5,000.00** to help offset the cost of:

- The purchase of a tandem trailer for the St Patrick's College **Rowing Club** to transport tents, ergometers, and rowing gear to competitions nationally each year.

It was resolved by the SPC Board of Trustees to apply to '**New Zealand Community Trust**' for funding in the sum of **\$4,650.00** to help offset the cost of:

- The purchase of training balls and first aid kits for St Patrick's College **Rugby** teams for use throughout the 2019 season.

It was resolved by the SPC Board of Trustees to apply to '**One Foundation**' for funding in the sum of **\$6,300.00** to help offset the cost of:

- The purchase of playing and training kit for both the St Patrick's College **Basketball and Football** teams for use throughout the 2019 season.

Moved: Paul Berry/Audrey Madigan. AGREED.

9. **STUDENT REPRESENTATIVE** (report attached). Jazz spoke to the short bullet points contained in his report:
- he was impressed on Friday 15 March at Mass in the city how well the boys waited outside the church for the last busload of students to arrive.
 - there are lots of teams away for Tournament Week.
 - the visit to the Kilbirnie Mosque on Monday 18 March by a number of students and staff to present a banner, and to sing a Fijian hymn was well received and how peaceful the people at the Mosque were.
 - at the Ash Wednesday liturgy, the students presented the challenge of a Lenten fundraiser for the Marist Mission in Ranong - 40 days/40 students.
 - the recent Mufti Day raised just under \$2,000.
 - Home School Partnership meeting. Jazz invited all the Board members to attend the meeting on Thursday evening (4 April) which will conclude with a huge Island feast. Neal noted that there is going to be a special presentation to Marcus Tuma'ai recognising his New Zealand Scholarship for Samoan.

10. **SUBCOMMITTEE REPORTS**

- (a) Finance, Property & Maintenance/Development - it was noted that the Finance Committee had not convened last week. Joe spoke briefly to the Finance Report as tabled for the 2 months ending 28 February 2019. He noted that in relation to the 2018 Annual Accounts and the budget surplus referred to at the February Board meeting of approximately \$60,000.00 this has now reduced significantly down to a \$5,000 surplus due to a number of changes made by the *Accounting for Schools* as follows: \$45,000.00 for cyclical maintenance and \$25,000.00 for depreciation. Joe and Karen are going to query both sums. It was noted that changes to the treatment of the Scholarship Fund will again cause an adjustment to this year's accounts of an additional \$84,000.00 positive.

The Finance committee should meet in April as there is no Board meeting that month.

- (b) Health and Safety - this was previously covered in Joe's Report. John suggested that going forward Finance & Property Maintenance and Health & Safety come directly after the Business Manager's Report for agenda/discussion purposes. **Action: Gerardine.**
- (c) Te Ara (Wellington Activity Centre) - Neal noted that the Te Ara Governance committee met last week and that all 3 principals attended. Te Ara is hosting the Activity Centres 2019 NZ National conference in April at which the Minister of Education, Tracey Martin is going to speak.
- (d) Policy Update on SchoolDocs - Neal has met separately with David and Tracey. He said that they have reviewed 90 to 95% of the policies. The aim is to have all the policy changes made, and uploaded to SchoolDocs so that the site is accessible to parents by the end of the school holidays. Roland raised a concern around the SchoolDocs Privacy statement, and the need to ensure that other related or aligned policies on (Personal Information, Publishing Student Information, Sharing Images of students, SPC Student Consent Form, and SPC Student Information) match College practices and documentation.

- 11. **PARENTS' ASSOCIATION** - Neal commented on the recent great Big Boy's Breakfast which was another wonderful event hosted by the Parents' Association.
- 12. **FRIENDS OF ST PATRICK'S COLLEGE** - Paul has offered to attend their April meeting.
- 13. **POLYNESIAN PARENTS' ASSOCIATION** - there was no update on this group however Neal noted that Paala Lefao is the Chair and that the group meets regularly.
- 14. **WHANAU GROUP** - Roland was unable to attend the meeting but did present a summary based on the Minutes as follows:
 - approximately 8 boys are attending Kapa Haka regularly. There is a large group of 30 girls from St Mary's College.
 - St Patrick's College is hosting a meeting of the 3 Colleges involved in Kapa Haka on Wednesday, and confirmed that as yet there are no definitive costings for contracting tutors.
 - Jarrad Porima is supporting the Whanau Group and also the Kapa Haka group.
 - Neal said that there was a good group of between 15-20 people that attended the meeting.
 - in reference to the suggestion of BoT representation it was agreed that Neal will speak to a prospective parent about standing for the BoT. **Action: Neal.**
- 15. John Campbell recommended that the Board move into committee at 7.51pm, and Kaille, Jazz and Neal were requested to leave the meeting so that a HR matter could be discussed. The Board of Trustees moved out of committee at 8.03pm and Kaille, Jazz and Neal were asked to return to the meeting.

16. **CORRESPONDENCE**

Correspondence - Requiring Attention

Ailsa Hibbard, Request to organise trip to France in 2020 - 19 March 2019.

Neal spoke to this request and stated he has confidence that the planned trip will be well managed. It was moved that the Board of Trustees give permission for this trip to proceed – Neal Swindells/Paul Berry. AGREED. The Board noted how impressed they were with Ailsa’s organisation and seeking early permission.

Correspondence – Inward

Ministry of Education, Integration Agreement and Supplementary Agreements - 5 March 2019

NZCEI, Employment Relations Education Leave (EREL) - 13 March 2019

NZSTA, 2019 Triennial School Trustee Elections - 26 February 2019

Correspondence - Reports & Circulars

CES (Canterbury Education Services) Timeline for 2019 BoT elections

Tukutuku Kōrero - NZ Education Gazette - 11 March 2019

Correspondence – Late

Roland Bell, Whanau Group Update - 27 March 2019

CES, 2019 BoT Election Newsletter No 2 - 27 March 2019

Paul Martin, Diocese of Christchurch, Our Schooling Futures: Stronger Together - 5 March 2019

Tukutuku Kōrero - NZ Education Gazette - 25 March 2019

Neal Swindells, Paper to the Board of Trustees - Summary and Thoughts about the Tomorrow’s School Review: *Our Schooling Futures: Stronger Together*.

Neal Swindells, Annual Plan 2019, Progress Update - March 2019

Correspondence – Outward

John Campbell to Mike L’Estrange re permission for cricket trip - 18 March 2019

Additional items of General Business

- David noted Lucas Graham-O’Connor’s selection in the NZ Under 19 Handball team travelling to Kosovo to compete in the Intercontinental Champs.
- Neal noted that Junior Waqabaca has been selected to play basketball for the Fijian open team.
- David offered an apology for the Board meeting to be held on 22 May. He acknowledged and thanked Tracey and Roland for their service on the Board.

The meeting was declared at 8.08pm.

DATE OF NEXT MEETING

Wednesday 22 May 2019