



BOARD OF TRUSTEES OF ST PATRICK'S COLLEGE, WELLINGTON

MINUTES OF MEETING HELD AT ST PATRICK'S COLLEGE IN THE COLIN BOARDROOM ON WEDNESDAY 22 MAY 2019 AT 6 P.M.

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

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

John opened the meeting with a prayer.

1. **APOLOGIES** – Kaille Harris, David Ireland
2. **MINUTES OF MEETING** (27 March 2019)

These were accepted as a true and accurate record – Roland Bell/Audrey Madigan.

3. **MATTERS ARISING**

- BoT nominations - currently there are 3 confirmed candidates nominated on the CES website and John confirmed that he will be submitting his nomination tomorrow.
- Submission on *Our Schooling Future: Stronger Together* - John thanked David for his work on the submission.
- The agenda items Finance and Property Maintenance and Health & Safety now come directly after the Business Manager's Report.

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

Updated and attached to reflect discussion.

5. **GENERAL BUSINESS**

- Draft Strategic Plan for Cultural Activities. Neal spoke to this report and the following was noted:
 - to progress this further the College needs to find a way to fund some release time for Denise Moran, teacher in charge of Drama, of approximately 5 hours per week from the start of 2020. It is possible that the College could apply for external funding or request financial support from one of the College's stakeholder groups. The projected cost is approximately \$12,000. Denise is keen to identify current staff skill-sets; look at programmes that other colleges are offering, and to work to get more cultural activities included in the curriculum, and to consider cross-curricular options.
 - Paul suggested that once the Draft Strategic Plan is edited that it could be shared with parents, and placed on the website.

6. RECTOR'S REPORT - May 2019

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

- a summary of Departmental reports will be available at the 26 June meeting.
- winning the O'Shea Shield was a wonderful achievement, and particularly gratifying for long-serving O'Shea Shield staff members - Andrew Brennan and Lynley Reid. The Board agreed that they wanted to acknowledge and affirm the staff involved and asked Neal to organise a morning tea from the Board.
- Catholic Schools Day is to be celebrated next week, and the College is going to recognise a number of staff members long-service.
- Pua Magasiva's recent death and the flow on effect of this. Elliot asked about the messaging to boys from the College, and how we speak to them and support them going forward.
- a sense of disappointment about the nature of the last minute cancellation of the 2nd XV rugby exchange with St John's due to our inability to provide sufficient billets. Elliot spoke about putting out a wider SoS to the College community when there is an urgent need for billets in the future.
- PPTA Teacher members industrial action on Wednesday 29 May. The Board discussed this matter, and it was duly resolved that the College would remain open and offer supervision for Year 9 and Year 10 students if specifically requested by parents. AGREED. This option will be communicated to parents via email with a request that parents contact the College by lunchtime on Tuesday, 28 May if they want their son to be supervised at College on Wednesday 29 May. There could also be planned future rostering home of year levels going forward in June, as well as rolling strike days.
- Neal said that support staff members are expected to work as normal on 29 May but will be able to finish work at lunchtime on Friday 31 May (the school is closed that day for the planned staff professional development) so that they can enjoy the long weekend.

Supporting documents:

1. Cultural Activities Strategic Review - Update May 2019 (as covered).
2. Annual Plan - Report Update May 2019. Points noted in discussion included:
 - Player/parent/supporter behaviour. There is a code of behaviour – Daniel/Jonathon.
 - Staff Special Character PD facilitated by members of the Ministry team sharing their own faith stories.
 - Dr Chris Bowden has offered speak free of charge on adolescent development on Tuesday 25 June.
 - Peter Wadsworth has a counselling student working with him which is working out very well.
 - Focus Area number 2 – work has recently commenced on culturally responsive pedagogy and it is developing well.
 - the Curriculum Review subcommittee has met twice, and is keen to get circulate an initial report by the end of the term. There is an option for Sarah Parkinson to attend the Board meeting, and present this report and talk to it if requested. The Board are keen for discussion arising from the Cultural Activities Strategic Review on Art and Music to be fed into the report.
 - Audrey commented that it would be good to access the Term 1 report on PDL to help understand what that has meant in terms of the shift that the Board was trying to put into place. Neal said that going forward he will share this report with the Board. **Action: Neal.**

- In relation to Focus Area 1 - Goal 4, Audrey noted that the Tertiary Education Commission has an app for staff to use to encourage use of Te Reo and to help with pronunciation. She suggested that the College make contact with the Ministry of Education as they are likely to have similar tools for staff and students to use (or TEC may be able to advise on their provider).
 - the *Battalion* was a real success.
 - Kapa Haka is going really well with the involvement of 8 -10 boys.
3. Wellington Catholic Schools Kāhui Ako Status Report : Term 1 2019. Neal commented that the CoL is progressing well and that staff here are leading PD. The challenge continues to be facilitating primary and secondary teachers to link together. As an aside it was noted that the College is having real difficulty recruiting sufficient relief teachers to cover our needs.
4. NCEA Change Package 2019. Neal said there is a widespread planned whole revamp of NCEA which includes : rewriting of standards; more externals; and no longer carrying over 20 credits each year. These changes will be introduced over a 6 year period.
7. **STAFF REPRESENTATIVE** (report attached). Kaille's report was taken as read. It was noted that the sample of the proposed staff jacket was not yet available, and that there are some questions to be worked through including funding as nothing has been allocated in this year's budget to meet costs.
8. **BUSINESS MANAGER'S REPORT** (report attached)
- (a) Finance, Property & Maintenance/Development (Finance Report attached for 3 months ending 31 March 2019. Joe noted the following points:
- financials for the first 3 months of the year. Last year the reporting structure was based on a full year P & L and split across 12 months which meant that he was having to constantly speak to all the variances. This has been changed for 2019 to reflect the expected timings for revenue receipts and expenditure payments rather than full year numbers being allocated evenly across 12 months.
 - for the 3 months to 31 March the \$21,325 variance to the net surplus is as a result of higher than budgeted receipts from full fee paying International students.
 - donations – tracking behind where we were last year. At the end of February last year Joe did a letter which went out with statements in March and end of tax year was coming up. He missed doing that this year and he thinks this may be why we have a drop off this year. He has it diarised for next year.
 - note on the 2019 Budget relating to the new Cleaning contract. Due to extra negotiation around the cleaning contract the new price is \$26,000 more than originally budgeted for but has still resulted in a cost saving of \$27,000 on 2018.
 - the 10-year property plan developed by David Monastra reflected a significant increase to the cyclical maintenance previously estimated for internal and external painting work. The total maintenance cost totals \$690,440 and the provision in the accounts is being added to each year by around \$40,000. A further \$40,000 charge to the provision has been added to the Budget in 2019 which has reduced the predicted full year surplus to \$29,462.
 - update on Chanel Block. The Board of Proprietors has met with both the Marist Senate and Society of Mary. Further work is required to try and

finalise funding and it is hoped that there will be some certainty going forward in the coming weeks.

Resolution to apply for funding as follows:

It was resolved by the SPC Board of Trustees to apply to ‘**Air Rescue & Community Services**’ for funding in the sum of **\$65,500** to help offset the cost of the College Rowing club.

These costs include:

• Coaching fees for 2019	\$10,000
• 2 megaphones and a ratings watch	\$ 1,500
• A second hand racing 4 boat	\$20,000
• A set of 4 oars for this boat	\$ 4,000
• A tandem trailer for tents, ergs and gear to regattas	\$ 5,000
• A boat trailer for transporting boats to regattas	<u>\$25,000</u>
	<u>\$65,500</u>

It was resolved by the SPC Board of Trustees to apply to ‘**Pub Charity**’ for funding in the sum of **\$20,000** to help offset the cost of Travel and Accommodation for our teams to attend the National tournaments:

• Under 15 Rugby team for the U15 National Championship in Napier	\$ 5,000
• Football team for the National Championship in Napier	\$ 6,000
• Basketball team for the National Junior Championship in Napier	\$ 3,000
• Basketball team for the National Senior Championship in P/North	\$ 3,000
• First XI Hockey team for the National Championship	<u>\$ 3,000</u>
	<u>\$20,000</u>

It was resolved by the SPC Board of Trustees to apply to “**Winton and Margaret Bear Trust**” for funding in the sum of **\$15,000** to help offset the cost of:

Constructing wire cricket nets in the practice cricket wickets to replace the existing mesh nets that are regularly unplayable in the high winds experienced at the College.

Moved: Paul Berry/Audrey Madigan. AGREED.

(b) Health and Safety - Joe noted that the annual electrical tag testing has been completed with a lower number of failures this year. The College continues to maintain an up-to-date Asbestos register, and regular asbestos testing is ongoing. Asbestos specialists tested and found asbestos residue in the 1st floor Chanel Block bathrooms which is believed to be coming from the roof. The bathrooms are not used and the doorframes are taped off.

9. **STUDENT REPRESENTATIVE** (report attached). Jazz spoke to the short bullet points contained in his report:

- following the St John’s exchange boys were recognised at assembly today.
- the exchange with Wellington College is to be held next Tuesday. It was moved due to the strike on Wednesday.
- the Poly Group attended Pua Magasiva’s funeral at the request of the family. –
- he is not aware of any poor behaviour from students.
- the House Sasa Competition is to be held this Friday and there are a number of teachers participating in the Kennedy performance.

- the Poly Group are working hard to prepare for Tu Tangata.
- the O'Shea Shield win was well received by the College.

10. **SUBCOMMITTEE REPORTS**

(c) Te Ara (Wellington Activity Centre). Nothing further to report.

(d) Policy Update on SchoolDocs. As previously covered.

11. **PARENTS' ASSOCIATION** - Paul spoke briefly to the 2 stakeholder reports he had tabled from the April and May meetings which he had attended. The comments around the state of the hall kitchen facilities and a future revamp was raised. Joe noted that this planned work is included on the Board of Proprietors planned property maintenance to be updated next year (2020). Joe is going to follow up on ensuring that the hall kitchen is cleaned more thoroughly. **Action: Joe.**

The new Parents' Association office holders have met with Neal to discuss some matters.

12. **FRIENDS OF ST PATRICK'S COLLEGE** - Audrey spoke briefly to the stakeholder report she had tabled from attending the April FOSPC meeting. Items noted in discussion included:

- the need to have clear and robust communication around the asbestos issue across the whole College community to help mitigate current rumours.
- the College is going to develop a general 'stakeholder group' information sheet/checklist which can be placed on the College website providing guidance around the consumption of alcohol when hiring the College hall, and the process for applying for a liquor licence. This statement would need to refer to the current SchoolDocs policy wording.
- the checklist will include a reminder about care with privacy requirements on personal information e.g. email address lists and health and safety obligations.

13. **POLYNESIAN PARENTS' ASSOCIATION** - there was nothing to report apart from the ongoing work supporting the Poly Group in the lead up to Tu Tangata.

14. **WHANAU GROUP** - there was nothing to report as last week's planned Hui was cancelled as there is a degree of crossover with Kapa haka. It was reiterated that it is important that the Whanau Group continue to meet to build upon some of the great ideas arising from the Term 1 meeting.

15. The Board moved into committee at 8.19pm to discuss an HR matter. The Board moved out of committee at 8.59pm.

16. **CORRESPONDENCE**

Correspondence - Requiring Attention

Maurice Atkinson, seeking permission for Ranong trip - 1 May 2019. *Neal spoke in support of this request. It was subsequently moved that the Board of Trustees approve the request for permission to organise a further Ranong trip at the start of next year as outlined – Paul Berry/Tracey Arthurs. Three Board members abstained on voting due to a possible conflict of their son's seeking to participate in this trip - Elliot Bell, John Campbell and Audrey Madigan. AGREED.*

Correspondence – Inward

Change for Education, email re proposal from Wellington East Girls College students about sex education teaching - 12 April 2019. (*John provided some context to this issue of teaching consent and had contacted Sally Haughton on this matter. Sally subsequently communicated with Neal about the background and developments going forward*).
NZSTA AGM, Saturday 13 July 2019 in Dunedin - 2 May 2019

Correspondence - Reports & Circulars

Paul Berry, Notes on SPC Parents' Association Meeting Minutes - 8 April 2019
Paul Berry, Notes on SPC Parents' Association Meeting Minutes - 6 May 2019
CES BoT Election Newsletter No 4 - 3 May 2019
Audrey Madigan, Notes on FOSSPC Meeting - 8 April 2019
SchoolsDocs Policies and Procedures Advisory: Term 2 Reviews
SPC Parents' Association Meeting Minutes - 8 April 2019
SPC Parents' Association Meeting Minutes - 6 May 2019
STA News - April 2019
Tukutuku Kōrero - NZ Education Gazette - 8 April 2019
Tukutuku Kōrero - NZ Education Gazette - 7 May 2019

Correspondence – Late

Paul Berry, Request for leave - 17 May 2019. Approved.
David Ireland, Request for leave – 22 May 2019. Approved.
NZEI, Paid Union Meetings for Support Staff - 20 May 2019
NZSTA Annual Report 2018
Tukutuku Kōrero - NZ Education Gazette - 20 May 2019

Correspondence – Outward

St Patrick's College Board of Trustees - Submission to Tomorrow's Schools Independent Taskforce - 5 April 2019
John Campbell to Ailsa Hibbard re permission for trip to France in April 2020 - 11 April 2019

John thanked all the Board members who were leaving the Board. The meeting was declared closed at 9pm.

DATE OF NEXT MEETING

Wednesday 26 June 2019