



BOARD OF TRUSTEES OF ST PATRICK'S COLLEGE, WELLINGTON

MINUTES OF MEETING HELD AT ST PATRICK'S COLLEGE IN THE COLIN BOARDROOM ON WEDNESDAY 26 JUNE 2019 AT 6 P.M.

PRESENT: Matt Appleby, John Campbell (Chair), Alysha Dougherty, Jazz Hart, Basil Keane, Angela Natoli, Audrey Madigan, Heston Stanley and Neal Swindells.

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

Neal welcomed the new Board and then opened the meeting with a prayer.

1. **APOLOGIES** - Paul Berry, David Ireland.

2. **MINUTES OF MEETING** (22 May 2019).

The Minutes were accepted as a true and accurate record subject to the amended changes as put forward by Audrey. Moved: John Campbell/Audrey Madigan. **AGREED.**

3. **MATTERS ARISING**

- Neal noted that the Cultural Strategic Plan is not yet available on the College website. **Action Neal.**

4. **ACTION POINTS** (22 May 2019)

Updated and attached to reflect discussion.

5. **GENERAL BUSINESS**

1. Election of Board Chair and Deputy Chair. Nominations were called for Chairperson of the Board of Trustees. Audrey Madigan nominated John Campbell which was seconded by Matt Appleby. No other nominations were received. John Campbell was unanimously elected as Chairperson of the Board of Trustees. John assumed the Chair and called for nominations for Deputy Chair. As no nominations were received it was agreed that election of a Deputy Chair would be carried over to the July meeting.
2. Composition of Board Subcommittees. John provided an overview to the Board subcommittee structure. John noted that since Joe's employment as Business Manager at the College that Joe has oversight of Finance and Property, and Health and Safety at the College. The Finance and Property Committee meet once a month in the week prior to the Board meeting on the Wednesday evening. Both the Appointments and Pastoral subcommittees meet on an adhoc basis. Matt put his name forward to serve on the Finance and Property subcommittee. **Action: this item of business will be carried over to the July meeting to confirm membership of Board subcommittees.**

3. Board members roster for attendance of Stakeholder groups. It was noted that it is important to have Board representation at the various Stakeholder meetings. Audrey said that these groups appreciate having insight from the Board when a board member attends their meetings. John noted that the Community of Learning Stewardship group was not included on the schedule and that it is good to have a board member attend. Neal said that he has recently agreed to take on the role of Chair of the CoL Stewardship group. It has not met this year. **Action: John asked Board members to email Gerardine if they are able to attend any of these meetings, and she will co-ordinate the roster.**
4. Conflict of Interest declarations. Neal provided background to the Board on this matter as a new Board and signalled the importance of declaring any potential conflict of interest should this arise in the future.

6. **RECTOR'S REPORT** - June 2019

Supporting documents:

1. Update on Annual Plan 2019
2. Curriculum Review - Report Update June 2019
3. Summary of Departmental Reports (this document will be emailed out separately).

Neal spoke to his Rector's Report and noted the following:

- concern about the roll as the College has had 2 relatively low year level cohorts at Year 9. Two factors driving the reduced roll numbers are 1. the small number of Year 8 boys at some of the Catholic feeder schools and 2. last year Wellington College accepted a number of students who had also applied to SPC.
- the College would like to have 160 Year 9 students next year. A reduction in student roll numbers is a concern as potentially we will have a reduction in staffing for next year. When appointing a new Science teacher recently the decision was made to make it a fixed term position for the remainder of this year rather than making it a permanent appointment.
- the number of International students will also drop in 2020 when the 10 Papuan students leave College.
- Sarah Parkinson, Assistant Rector is taking unpaid leave for Term 3. Jarrad Porima is going to be Acting Assistant Rector in her absence.
- Luc Townsend (English and Social Studies teacher) has resigned to take up a position at Scots College later in Term 3.
- the College is awaiting the written report from NZQA on the recent Managing National Assessment audit.
- the Mass to celebrate the Feast of Corpus Christi was well-received and elicited positive comments from students.
- Alysha was asked to comment on today's PPTA meeting. She said that the result of voting will not be known till either late Friday or early next week. She said that some aspects of discussion between the Ministry of Education and PPTA are positive such as the focus on staff well-being and workload issues however these issues do not form part of the settlement.
- Audrey asked that Neal provide an update at the July meeting on staff workload. He mentioned that at a meeting earlier this week with College PPTA reps they said that teacher appraisal would be abolished, and stated that some staff do not want to do an "Inquiry" as part of their current appraisal process. Neal stated that staff are to continue their normal appraisal process at the moment. There was a period of focused discussion on this issue.
- St Patrick's College has oversight of Te Ara (previously known as the Activity Centre). Te Ara continues to function well.

- the Ministry of Education is going to conduct a roll audit in the first week of Term 3.
- Neal is very pleased with overall tone of the school which is reflected in what Jazz said - reflected in leadership of senior boys and staff work on PB4L.
- Report on Wayne Mills - *Report on Attendance Analysis Stand downs and Suspension Analysis 2018*. The Board queried whether they should have received this report earlier in the year and also asked what the takeaway from this report is? In reference to the Suspension and Stand-downs are on page 9 of the report Neal explained that the stats are a bit higher for 2018 due to one specific incident at the start of last year involving a number of students.
- an ERO Review will be held early in Term 3. The College last had an ERO Review in 2014. Neal explained that ERO will want to meet with board members at some stage, and will provide a verbal report back to the Board in the second week. Neal gave a verbal outline of ERO's focus and completion of the Board Assurance Audit. Neal said that he will report to the Board on this going forward. It was noted that Wayne has completed the separate International Student Assurance Audit prior to going away on the overseas marketing trip.

The Board meeting paused at 6.57pm to allow members to attend the Kapa Haka dress rehearsal in the hall. The meeting resumed at 7.35pm.

1. Update on Annual Plan 2019

- Neal said that student enthusiasm has dropped a little at this point in the term to keep the momentum going for Mahi matters. The presentation from Dr Chris Bowden on talking about adolescent mental health was well-received by our parents.

2. Curriculum Review Group

- Neal referred to the 2-page summary on the Curriculum Review. Changes already implemented previously include a change in the College timetable from 6 periods a day down to 5 periods a day, and also the introduction of a number of new subjects. It is proposed that this is a 5-year programme however some changes to the Year 9 programme can be implemented for 2020. It was noted that Jarrad Porima will lead this group during Term 3 when Sarah Parkinson is on leave. Audrey asked whether the Curriculum Review Group were also considering non-academic pathways as part of their scope of work.

3. Summary of Departmental Reports

- Neal noted that this document is largely a review of the outcome of meetings he held with HoD's in the last 2 weeks of Term 1. The following was noted arising from discussion:
 - currently there are no reports for either French or Drama.
 - implications of SNA's (subject not attempted) in NCEA. If the College could reduce the numbers of SNA's then this would possibly lift our achievement significantly.
 - some subjects do not have any external exams and the number of papers for each subject varies considerably.
 - the College has reduced the numbers of credits offered to 20 or under.
 - an acknowledgement that subject classes are set in December and that some of our lower level classes have ended up bigger than they should be.

- the College still does some streaming (we call it banding). There has been discussion of whether we should continue to maintain banding at junior level. The HoD's of Maths and English are in favour of this however it means that while some junior English and Maths classes are very small that other subject classes are much larger. Basil said that it is important to engage with research, and what it is telling us when making a decision going forward, and that it should not be based on staff preference. He said that it is important to keep on top of the evidence.
- the Literacy requirement in terms of essay writing in a lot of subjects means that some students do struggle. This year Religious Education offered a lower level course at Year 13 to meet the needs of some students who struggle with the literacy levels of R.E.

7. **STAFF REPRESENTATIVE** (report attached). Alysha spoke to her report and the following was noted:

- Open Day was really successful with positive feedback received.
- teacher workload issues were touched on.
- Staff well-being. The Board spent a short period of time discussing this matter arising from the suggestion that a doctor comes into school to check in on staff health. Neal thought that there could be concerns in the modern medical world about this, and continuity of medical care. Basil suggested that possibly the College could get a nurse practitioner in. As a decile 8 school we would not qualify for any subsidised service. Neal said that he would enquire with the DHB about this, and scope it out further at the GWSSPA. Neal noted that all staff have access to EAP counselling services and that each winter all staff are offered a free flu jab.
- Angela asked about the comment in her report about 'hungry' students. It was acknowledged that there is a number of things happening within the school in this context.
- John read out an email an affirming email from a Year 10 parent which was received after Parent Teacher interviews.
- Matt asked about IT issues. Joe commented on this and said that Norrcom are working to address the issues.

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

(a) Finance, Property & Maintenance/Development (Finance Report attached for 5 months ending 31 May 2019. Joe noted the following points:

- the College receives a sufficient amount of income at the start of the year which includes a big injection of International Student funds.
- for the 5 months to 31 May there is a variance of nearly \$100k ahead of budget due largely to the income from sports and International Student fees. This will likely wash out in the next few months.
- a number of expenses are below budget currently including: International Student expenses; caretaking and cleaning costs (related to Waste Management invoices); and Heat, Light and Water costs.
- the collection of donations for this year compared to 2018 are tracking down in terms of percentage collection. Joe sent out a letter in June to try and encourage parents to pay the two major donations.

- Cash holdings are reasonably healthy.
- the last 2 pages of the report focuses on Financial Reporting Dashboard 2019 which is based on Ministry of Education national benchmark advice. Ministry advice is that, after accounting for Teacher salary funding, additional salary costs should not be greater than 65% of the total Operations Grant provided. SPC is currently at 58%. In terms of working capital (current assets less current liabilities) the College is also tracking at a reasonably healthy level.
- John mentioned that since Joe commenced at the College in the role of Business Manager that he has renegotiated both the photocopying and cleaning contracts which has resulted in significant cost savings.

Property Update - Joe provided a brief verbal background to the seismic strengthening work at the College over the last 5 years, and the replacement of the asbestos roofs. In reference to the Chanel Block redevelopment discussions are ongoing between the Board of Proprietors and the Society of Mary around funding requirements. It is hoped that there will be clarity on project funding by late July. In the interim design work is progressing to the “Developed Design” phase which will be completed by late July.

(b) Health and Safety - as covered in Joe’s report. It was noted that:

- the College held an Emergency Procedures Lockdown Practice on 16 May and that consultant, Harrison Tew oversaw the process.
- a safety review of Tech Department equipment is to be held in Term 3.
- discussion is ongoing with the Lab Technician relating to investigating requirements for the future Dangerous Goods store. We are also trying to dispose safely of some no longer needed chemicals.

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

- preparation for Taylorfest is underway, and the opening ceremony will be held on Monday.
- Poly Club is looking good and they will continue to practice during the holidays. Jazz is the Student Manager.
- the boys are looking forward to the Kapa Haka performance on Friday 5 July.
- Sasa was a great experience.
- the Mahi values are dying down a bit and he thinks this is due to the boys incorporating them as part of their normal routines.
- the special Mass for the Feast of Corpus Christi was very well received by the students and commented on positively.
- the students have enjoyed the 2 recent half days (Reporting afternoon and P.U.M)
- the Hato Paora exchange is on next Wednesday.

10. **SUBCOMMITTEE REPORTS**

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

(d) Policy Update on SchoolDocs - as previously covered.

11. **PARENTS’ ASSOCIATION** - nothing to report.

12. **FRIENDS OF ST PATRICK'S COLLEGE.** Neal said that 100 tickets have sold already for the Mother and Son Dinner.
13. **POLYNESIAN PARENTS' ASSOCIATION.** Neal said that the focus is on preparing the boys for Tu Tangata, and that the group will perform at the Home School Partnership in week 1 of Term 3.
14. **WHANAU GROUP** - the group have not met due to the focus on Kapa Haka this term. A meeting is planned for early Term 3.
15. **CORRESPONDENCE**

Correspondence - Requiring Attention

Notification of ERO Review - 17 June 2019

Correspondence - Inward

Change for Education 2019 meeting at Wellington East Girls College on 31 July - 4 June 2019

PPTA, Notice of Strike - 24 May 2019

PPTA, STCA regional strikes called off 17 June - 12 June 2019

PPTA, Notice of cancellation of strike action – June 25 and July 2, 2019 - 17 June 2019

Correspondence - Reports & Circulars

Wayne Mills - *Report on Attendance Analysis Stand downs and Suspension Analysis 2018*

NZSTA Regional Newsletter - Wellington Wairarapa Region Term 2 2019

NZSTA Trusteeship - A Guide for school trustees 2019

NZSTA Workshop Term 4 on Leading an Effective Board Wellington - 17 June 2019

NZSTA Workshop on Governance Essentials Wellington - 19 June 2019

SchoolDocs Advisory - Introducing SchoolDocs to Board members - 20 June 2019

SchoolDocs Advisory Update - 18 June 2019

SchoolDocs - Your SchoolDocs site is signed off - 20 June 2019

STA News - May 2019

Tukutuku Kōrero - NZ Education Gazette - 3 June 2019

Tukutuku Kōrero - NZ Education Gazette - 17 June 2019

Correspondence - Late

Correspondence - Outward

John Campbell to Maurice Atkinson re permission for trip to the Marist Mission in Ranong, Thailand in January 2020 - 19 June 2019

John Campbell to Andrew Brennan, Patricia Cuttance, Lucy MacLeod, Alex Oldfield, Jarrad Porima, Lynley Reid, Cathrine Skelton, Derek Woods re O'Shea Shield thanks - 9 June 2019.

The meeting was declared closed at 8.45pm.

DATE OF NEXT MEETING

Wednesday 24 July 2019