



BOARD OF TRUSTEES OF ST PATRICK'S COLLEGE, WELLINGTON

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

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

Matt opened the meeting with a prayer.

1. **APOLOGIES**

2. **MINUTES OF MEETING** (26 June 2019)

The Minutes were agreed as true and accurate record. **AGREED.**

3. **MATTERS ARISING**

4. **ACTION POINTS** (26 June 2019)

Updated and attached to reflect discussion.

5. **GENERAL BUSINESS**

1. Election of Board Deputy Chair. After a brief period of discussion about the role of Deputy Chair, Angela Natoli offered to take on the role of Deputy Chair.

RECTOR'S REPORT - July 2019. This report was taken as tabled and read. Neal spoke to his Rector's Report and noted the following:

Supporting documents:

- Report from Jonathan Millmow on Winter Sports Discipline. Audrey asked if Jonathan and Dave Wanden can insist that all rugby coaches attend a session at the start of the season to focus on the College's MAHI values and player discipline? It was acknowledged that the number of tackling infringements is a technical matter as opposed to poor behaviour. The Board said it would be helpful to see the trend over time. The Board acknowledged Jonathan's work in this area.
- AoW Youth Ministry Proposal. Neal has not discussed this proposal yet with the Ministry team and requested that this item be held over till the next meeting to allow him to talk to staff about this. **Action: Neal.**

The Board of Trustees moved into committee at 7.04pm. to discuss an HR matter. The Board of Trustees moved out of committee at 7.06pm.

Audrey and John confirmed that they are going to attend the Board training offered by the Kāhui Ako on 4 September. John offered to send out the information that he has received today.

1. ERO documents:

- Board Assurance Statement. Neal spoke to this document and arising from discussion the following points were noted:
 - the staff have been informed around the use of physical restraint however the College has never offered any formal training largely due to the difficulty around getting suitably qualified people to facilitate training.
 - Annual reporting on EEO. While there is no specific formal reporting to the Board Neal does refer to this in Board reports. Going forward it was agreed that Neal could report on EEO each year in the November Rector's Report. **Action: Neal.**
 - Immunisation question (page 17 - number 12) this needs to be scoped out.
 - Property plan (page 30 - 12b) change the tick status to positive.
- International Student School Assurance Statement.
- Statistical Profile (our stats has changed while Neal has been here in the last 6 years).
- Background Information for our July 2019 ERO Review. Neal spoke to this document.

A reminder that ERO will have an initial meeting with available Board members on Monday 29 July at 1pm. The final report back meeting will be held on Tuesday 6 August at 2pm.

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

- the barbershop is going well and is working hard with Alice.
- there are a number of new International students who commenced College on Monday.
- a group of short-stay students from Hong Kong are due to arrive on Saturday.
- Luka is currently away overseas coaching a New Zealand junior volleyball team.
- the Home school partnership meeting is on tomorrow evening.
- settlement of the PPTA contract and negotiation of a \$1,500 payment.
- the Staff meeting on Monday concerning workload issues was positive.
- Acknowledgement of the work of Derek Wood, Alex Oldfield and Denise Moran organising Taylorfest and managing multiple events.

BUSINESS MANAGER'S REPORT (report attached). Joe noted the following points:

- finances are tracking well and our Net Surplus at end June is ahead of budget.
- it is expected that the positive variance relating to IFPS will continue as the year unfolds.
- most other expense categories are tracking slightly below budget.
- the letter sent to parents in June appears to have had a positive impact on the collection of donations. At end June the collection rate for donations is largely back in line with the same period last year.
- a summary of grant applications is detailed on the back of his report.

(a) Finance, Property & Maintenance/Development - as covered previously.

(b) Health and Safety - nothing of significance to report.

7. **STUDENT REPRESENTATIVE.** Jazz provided a verbal report and noted the following points:
- he thought that student behaviour on Taylorfest day was much better than last year.
 - both the 2nd XV and Under 15B's lost their games at the Hato Paora exchange.
 - the Home School partnership meeting is on tomorrow night at 6pm.
 - at the Home School partnership meeting the Poly Group of approximately 78 boys will perform their whole Tu Tangata bracket.
 - the Kapa Haka competition was on the last day of Term 2 at the TSB Arena. Our group peaked on the day, and performed the best out of the solely mainstreamed schools. Basil commented on how impressed he was with Te Po's leadership and management of the group, and his contribution in building community between our 3 schools. The students will get NCEA credits for their performance.
8. **SUBCOMMITTEE REPORTS**
- (c) Te Ara (Wellington Activity Centre). Neal said that Jonathan Cobb has sent off the required half year report to the MoE and that their Annual accounts have also been submitted.
- (d) Policy Update on SchoolDocs. As previously covered.
9. **PARENTS' ASSOCIATION**
- Minutes of 10 June and Minutes of 1 July 2019. The Minutes were taken as read.
10. **FRIENDS OF ST PATRICK'S COLLEGE**
- Minutes of 24 June 2019. The Minutes were taken as read. The reference to the hall kitchen was noted, and Joe said that there is money allocated in the property maintenance plan for 2020 for work in this area.
11. **POLYNESIAN PARENTS' ASSOCIATION.** Neal said that the Chair of the Polynesian Parents' Association, Pa'ala Lefao's father had died recently and that he along with other staff members, and a number of students attended the funeral. The Polynesian Parents' have presented the Rector with a special shirt to wear at Tu Tangata.
12. **WHANAU GROUP.** A meeting was held on Tuesday 23 July and Basil noted the following:
- the meeting was attended by a small but hearty group of 4 parents plus Neal, Jarrad and Ian.
 - it was decided that it would be better to meet at 6pm.
 - discussion included meeting a few challenges such as: how do boys leaving St Patrick's College be culturally prepared for New Zealand society e.g. knowing about the indigenous culture and language; being able to say their pepeha, and being welcomed in a marae setting.
 - Neal said that he went home feeling inspired, and that discussion focussed on practical suggestions about giving boys life-skills in the workforce.
 - Te Reo signage around the school remains a work in progress. Basil offered his skills as a translator.
 - the Whanau group is intending to make a submission going forward about representation on the Board.

Attendance at Stakeholder meetings: Heston said he will attend the Polynesian Parents' Association meetings and Basil will attend and report on the Whanau meetings.

13. **CORRESPONDENCE**

Correspondence - Requiring Attention

Correspondence - Inward

Wellington Catholic Schools Kāhui Ako Status Report : Term 2 2019

Correspondence - Reports & Circulars

Tukutuku Kōrero - NZ Education Gazette - 1 July 2019
STA News - July 2019

Correspondence - Late

Wayne Mills, Report on trip to China and Hong Kong - 22 July 2019. *Arising from discussion on this report the Board requested more detailed information including:*

- *analysis of what went well*
- *the extra level of the 'so what' - is it a good spend and the right place to go, and at the right time?*
- *what is the plan for next year?*
- *what is the strategy to try to ensure we can maintain 20-25 fulltime equivalent students?*
- *are there things we can learn from what other schools are doing?*
- *Joe offered to circulate to the new Board his previous report on International students).*

It was requested that this item be placed on the September meeting agenda and that both Wayne and Blair be invited to come along and speak. Action: Gerardine.

Kaille Harris, leave application - 3 July 2019. *The board granted Kaille maternity leave for terms 1 and 2, 2020.*

Jonathan Millmow, email re proposed Rugby trip in 2020 - 22 July 2019. *The Board discussed this proposal and Basil mentioned that it would be helpful if the College had a few touchpoints when considering such requests which included information on: the dollar amount, timing - how far out is the trip, organisation - process to follow, and the skillset of the management of the team. Neal is going to review if the College has a specific policy or guidelines on this process. Action: Neal. It was subsequently agreed by the Board that planning for this trip can proceed with the support of the Board.*

Correspondence – Outward

The meeting was declared closed at 8.49pm.

DATE OF NEXT MEETING

Wednesday 28 August 2019