



# BOARD OF TRUSTEES OF ST PATRICK'S COLLEGE, WELLINGTON

## MINUTES OF MEETING HELD AT ST PATRICK'S COLLEGE IN THE COLIN BOARDROOM ON WEDNESDAY 28 AUGUST 2019 AT 6 P.M.

**PRESENT:** John Campbell (Chair), Alysha Dougherty, Jazz Hart, David Ireland, Basil Keane, Audrey Madigan, Heston Stanley and Neal Swindells.

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

Neal opened the meeting with a prayer.

1. **APOLOGIES** – Matt Appleby, Paul Berry, Angela Natoli.

2. **MINUTES OF MEETING** (24 July 2019)

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

3. **MATTERS ARISING**

Archdiocese of Wellington - Youth Ministry proposal. Neal has discussed this proposal with the Ministry team who were supportive of this initiative. He noted that this proposal has not yet been discussed with the Board of Proprietors. Neal sought “acceptance in principle” from the Board to allow him to scope it out in more detail with Dr Chris Duthie-Jung. Joe noted that there will be financial pressures on the College budget next year, and it was agreed that further action should be carried over to the next meeting so that potential funding mechanisms can be considered.

4. **ACTION POINTS** (24 July 2019)

Updated and attached to reflect discussion.

5. **GENERAL BUSINESS**

1. Gender Diversity – refer also the previously circulated paper from Alysha Dougherty on “*Strengthening support for the LGBTQI+ community by taking a stance of acceptance at St Patrick’s College*”.

Neal referred to the origins of Alysha’s paper and then spoke to his draft paper which had incorporated some of Paul’s comments. Audrey suggested that it would be useful to have a quote from the Pope as an opening line on the paper to give it some context. Audrey also recommended that the draft paper be shared with the Board of Proprietors, the Society of Mary, and the Senate to allow them an opportunity to comment. It is intended that eventually this document would be placed on the school website. Audrey also suggested that Neal include “small stepping stones” in the Weekly College update to inform the College community that the College, and Board of Trustees are thinking about this space, listening to student voice and can reference the Bishops document.

6. **RECTOR'S REPORT** - August 2019. This report was taken as tabled and read. The following points were noted in discussion:

- Audrey has offered to assist Neal with the appointment of Assistant DRS.
- Luc Townsend has been replaced by Kelsen Simonsen in a fixed term role till the end of the year.
- Peter Wadsworth, our College Counsellor has indicated that he would like to finish either at the end of this year or next year depending on the College's ability to employ a suitable replacement. Peter is a qualified teacher. The College will advertise the position and see if we get any applicants.
- Neal has tendered his resignation as Rector effective from the end of the year.
- the Mass for the Feast of the Assumption was very special.
- Tu Tagata was outstanding.
- Con Anima received an Excellence award at the Cadenza competition in Whanganui.
- Neal is hoping to travel to Napier next week for a couple of days.

Supporting documents:

1. Update on Progress against the 2019 Annual Plan. The following was noted in discussion:

- enthusiasm for the Mahi cards has waned slightly however there is now a bit more of an update with the offering of some inducements. The PB4L group are now working on restorative training, and PB4L is running the next 3 PD training sessions. Neal said that the challenge for him is to maintain staff motivation.
- the data produced from the Well-being survey is complex. Helen Figueira has taken this on as part of her CoL role, and she will report back to Neal going forward.
- the need to provide Te Reo Maori lessons for staff and how we can fulfil that need.
- there is a small steering group focusing on Digital Technology. The group is looking at introducing Digital Technology as a small block course for Year 10's next year as part of a learning strand at the end of the year, as well as possibly offering an integrated learning topic at the same time for Year 9's.
- Joe has organised for the upgrade to the cricket nets to take place during the next school holidays.

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

- the popularity of PB4L did drop off slightly for a period of time. This term the Mahi cards are orange. Awarding tuckshop vouchers and the inducement of a class pizza lunch is proving popular.
- Kaille is still working on developing a proposal for a staff jacket. Neal commented that he likes the style of sample jacket from Kilbirnie Sports.
- staff PD on Culturally Responsive Pedagogy has been very well received.
- Ainslie commented in the tabled report on the challenge of getting the Pasifika boys to focus on attaining all their remaining credits.
- it is a busy time for all departments with marking, moderation and exam prep as we hit the bottleneck at the end of this term.
- fundraising for the Barbershop trip south is ongoing.

- currently there is a lot of sickness among both students and staff. Jarrad is doing a good job of managing relief.

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

(a) Finance, Property & Maintenance/Development. Joe noted the following points:

- the Finance subcommittee met last week and in summary, the operating performance of the College is still tracking slightly ahead of budget.
- Joe noted that the Repairs and Maintenance expense includes a \$16.0k refurbishment, earlier this year, of the vacuum system which runs all through the Tech Department. This capital maintenance cost should be funded by the Board of Proprietors which will improve the College operating performance further.
- the College roll is down on last year and therefore Donations invoiced were 5.5% less than 2018. Collections of donations are 7.9% behind last year to end July. Joe will send out a reminder in the next month.
- cash deposits, working capital and available cash are all healthy.
- if the College appoints a new Counsellor who is not a registered teacher then they cannot be paid out of Teacher Salaries, and will instead have to be paid out of the Operations grant which would impact our bottom line.

Chanel Block and Todd Theatre Redevelopment. Joe referred to the section 3 in his report relating to a recent review of Option H by Brian McGuinness on behalf of the Society of Mary. As a result, new designs are now being developed to retain the two existing buildings structures, and remediate both the asbestos and seismic issues as well as fully refurbishing both buildings. This plan includes demolishing the flats, and improving the street frontage with extensive landscaping.

(b) Health and Safety. Points noted in discussion included:

- ENGEO identified asbestos particles in two areas:
  1. in the closed off bathrooms in the 1<sup>st</sup> floor offices in Chanel Block which are taped up and not used and
  2. On some flat surfaces in the PABX/Storage room adjoining the office. The room was thoroughly cleaned over the holidays and has since being retested. This test showed the room to now be clear of any asbestos fibres.
- The recent Health & Safety committee meeting discussed establishing a policy around staff bringing children to work (this is not a regular practice).

David thanked Joe for the quality of financial information and analysis that he produces each month.

Resolution to apply for funding as follows:

It was resolved by the SPC Board of Trustees to apply to “**New Zealand Community Trust (NZCT)**” for funding in the sum of **\$10,000** to help offset the cost of: Travel and Accommodation for the St Patrick’s College Junior water polo team to compete at the North Island Secondary School (NISS) competition from 27 November to 1 December 2019. **AGREED.**

## 9. **STUDENT REPRESENTATIVE** (report attached). Jazz spoke to his report and noted the following points:

- a round-up of key sporting semi-finals and finals.

- the Assumption Day Mass was enjoyed by the students.
- he has recently spoken at assembly promoting the upcoming student rep elections.
- the Year 13 formal is to be held at Te Papa next month.
- Tu Tagata was an amazing experience.
- Winter Tournament week is coming up soon.
- the Barbershop nationals is to be held in Dunedin next month.

10. **SUBCOMMITTEE REPORTS**

(c) Te Ara (Wellington Activity Centre). Neal noted that the Governance Group is meeting tomorrow, and that Te Ara is continuing to run well.

11. **PARENTS' ASSOCIATION** - Angela's stakeholder report was tabled as read. Neal said that the Sports Sale on Saturday 17 August was unfortunately impacted by the poor weather later in the day. The challenge in recruiting/encouraging men to join the Parents' Association was noted.

12. **FRIENDS OF ST PATRICK'S COLLEGE** - Paul's stakeholder report was tabled as read. Noted in discussion was the reference to the state of the pantry (as previously minuted) and managing crockery etc. The Board also discussed the number of stakeholder groups competing for prizes/sponsorship when fundraising, and the subsequent issues that can arise.

13. **POLYNESIAN PARENTS' ASSOCIATION** - Angela's and Heston's stakeholder reports were tabled as read. Heston noted in discussion:

- Tu Tagata was a great success.
- Tu Tagata ticket sales went quickly and a larger capacity venue may be required in future.
- the fantastic Home School partnership night held on 25 July.
- Ainslie's focus on study and raising Pasifika student achievement.
- the Association are planning to hold a special function to farewell the Year 13 Leavers at The Pines on 29 November and the group will shortly begin fundraising for this.

14. **WHANAU GROUP** - the Whanau Group have not met recently.

15. **CORRESPONDENCE**

**Correspondence - Requiring Attention**

Jacqui Bisley, request for LWOP - 20 August 2019. *The Board granted the period of leave as requested. AGREED.*

**Correspondence - Inward**

Archbishop of Wellington, Proprietors Appointees newsletter - July 2019

Archbishop of Wellington, Memo re Retirement of General Manager - 20 August 2019

David Ireland, Scholarship Funds Declaration of Trust

Ministry of Education, Resourcing Audit and Review of Attendance Management - 31 July 2018

NZQA, Managing National Assessment Report - 2 August 2019

School Trustee Elections, Election update on student election process - 25 July 2019

**Correspondence - Reports & Circulars**

Paul Berry, Stakeholder Report on August FOSPC meeting  
Friends of St Patrick's College (FOSPC) Minutes - 22 July 2019  
Angela Natoli, Stakeholder Report on July Parents' Association meeting and August  
Polynesian Parents' Association meeting  
SchoolDocs Advisory - 25 July 2019  
Heston Stanley, Stakeholder Report on Polynesian Parents ASOSI August meeting  
Tukutuku Kōrero - NZ Education Gazette - 5 August 2019  
Tukutuku Kōrero - NZ Education Gazette - 19 August 2019

### **Correspondence - Late**

Tom Calvert, Request to take a school History trip to Vietnam - 28 August 2019.  
*Following a period of discussion, it was recommended that the Board give permission for an initial meeting to be held to scope out the level of interest/support, and if it is to then proceed that there will be some conditions put in place – John Campbell/Basil Keane. AGREED.*

Michelle Duffy, HoD Learning Support, request for Refreshment Leave - 23 August 2019. *Following a period of discussion, the Board granted the period of leave as requested. AGREED.*

Shayna Gardner, request for leave - 27 August 2019. *Following a period of brief discussion, the Board granted the period of leave as requested. AGREED.*

STA News - August 2019

Neal Swindells, letter to John Campbell - 27 August 2019. *As previously covered. On behalf of the Board of Trustees David offered his thanks to Neal, and his wife Anna expressing the Board's appreciation of Neal's leadership and hard work over the last 6 years. He said that Neal will be missed at St Patrick's College.*

### **Correspondence - Outward**

Kaille Harris, Board approval of leave - 29 July 2019

The meeting was declared closed at 9.15pm.

### **DATE OF NEXT MEETING**

**Wednesday 25 September 2019**