



BOARD OF TRUSTEES OF ST PATRICK'S COLLEGE, WELLINGTON

MINUTES OF MEETING HELD AT ST PATRICK'S COLLEGE IN THE COLIN BOARDROOM ON WEDNESDAY 25 SEPTEMBER 2019 AT 6 P.M.

PRESENT: John Campbell (Chair), Matt Appleby, Paul Berry, 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)
Vincent van Lierop (new Student Rep)
Wayne Mills (Deputy Rector)
Blair Florance (International Student Dean)

John opened the meeting with a prayer. He acknowledged Jazz's contribution as Student representative and formally welcomed Vincent to his new role as Student representative on the Board of Trustees.

1. **APOLOGIES**

2. **MINUTES OF MEETING (28 August 2019)**

The Minutes were agreed as true and accurate record - Angela Natoli/Joe Gehrig.
AGREED.

3. **MATTERS ARISING**

4. **ACTION POINTS (28 August 2019)**

Updated and attached to reflect discussion.

5. **GENERAL BUSINESS**

1. Mr Wayne Mills and Mr Blair Florance attended the meeting to speak with the Board about International Student Marketing. A report on *International Students – 2020* was tabled and formed the basis for discussion.

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

- two staff members will be on maternity leave next year, one for a full year and the other for Terms 1 and 2.
- the GMF as advised by the Ministry of Education for 2020 is going to make for difficult timetabling issues due to a reduction in funded teacher positions. Currently two teachers hold fixed term positions which means that we should be able to staff the College without needing to make any redundancies.
- Dr Preeti Gupta, a part-time Mathematics teacher, has resigned effective from the end of this year.
- the Course Selection evening was well supported.
- the Year 9 *Parents of Patricians* evening was well received.

- the behaviour of some members of the Under 15 rugby team at Tournament Week was disappointing, and resulted in the team defaulting against Wellington College on the last day of competition. As a follow up there was a meeting with the players, parents and coaching/management staff to consider team behaviour.
- Helen Figueira produced the analysis of the Wellbeing@School - Student and Teacher Survey results which included data from 13 schools and colleges. It was noted that there was no key to provide an explanation for the colour graph, and Neal could not explain the low staff response. The Board discussed the results and agreed that there needs to be a focus on teaching resilience. Audrey recommended that some of the takeaways from the survey content needs to be incorporated into the 2020 Annual Plan. The Board discussed offering parent and student education next year.
- Alysha said that Gero Sera Jose had spoken at assembly today on suicide, and students going through hard times and needing to reach out. The student body had responded very positively to Gero's speech. Neal said that Dr Chris Bowden is trying to launch a trial youth suicide prevention programme in Wellington next year, presented by youth to Year 10 students. Heston spoke about the importance of conversation starters, and getting boys talking about suicide and referenced an old boy who is running a programme called *Chop Suey*. David mentioned *Voices of Hope* and that they also speak at schools and have a number of resources.
- Communication Survey - it was noted that Neal has written a short survey and that it just needs Gerardine to circulate it.

Draft ERO Report - the Board briefly discussed the content and edited changes to the draft report as recommended by Neal. Basil suggested further clarification was required to the sentence relating to Maori and Pasifika student achievement to provide clearer meaning. The Board said once that amendment was made then they gave their approval for the Board Chair to sign off on the Draft ERO report. AGREED.

Supporting documents:

1. Update on Progress against the 2019 Annual Plan. Neal will produce a Draft Annual Plan for 2020 for consideration at the October Board meeting so that it can be finalised at the November Board meeting. **Action: Neal/SLT.**
 2. Gender diversity - as previously covered under Action Points.
7. **STAFF REPRESENTATIVE** (report attached). Alysha spoke to her report and the following was noted:
- the upgrade of the sleeping quarters with new bunks at Waiohine camp looks great.
 - Derek Woods Drama 102 and 203 class performances were well supported and very successful.
 - Doug Walker's 2019 Eureka prize winners received good cash grants.
 - all Board members are invited to the Gateway Graduation on Tuesday 29 October (please RSVP to Colleen Flynn).
 - all subjects with externals need to have completed all their internals by the end of this term.
 - Technology, DVC and Art are focused on 'portfolio time' and students and teachers are working long hours to get them completed.
 - Barnaby Elder placed 8th in the Prepared section and 11th in the Impromptu section at Ngā Manu Kōrero and he was well supported by Ian McFadyen and Derek Woods.
 - Level 3 Science students enjoyed their trip to Kapiti Island.

- Year 10 Pasefika students enjoyed Open Day at Victoria University accompanied by Ms Sauvao.
- the teachers are looking forward to the Year 13 formal this Saturday.

8. BUSINESS MANAGER'S REPORT (report attached)

- (a) Finance, Property & Maintenance/Development. Joe noted the following points:
- finances are tracking along well relative to budget for 8 months.
 - net operating surplus for the year is \$50k ahead of budget for the 8 months.
 - standard reporting information about the collection of donations.
 - reporting on cash balances now includes both prior to current month positions. The Operations Grant is received quarterly (last payment was received in July and the next one is due in October).
 - the overall cash position is still healthy.
 - the Financial Dashboard metrics are all satisfactory.

2020 College Budget. Joe referenced his report outlining a number of looming operational changes that are likely to impact the trading result of the College next year in a negative way. These included:

- the impact of the Chanel Block redevelopment including loss of rental income from both the college flats and Young Marists, possible loss of hall hire income, and a cost for alternative housing accommodation for the Custodian.
- reduction in student roll numbers.
- reduction in the number of International students.
- Audrey asked about the potential budgetary impact on Board funded roles and also the appointment of a replacement College Counsellor if they are not a registered teacher?

The financial impact of some of these events raised will be permanent while others will only have a temporary impact.

Resolution to apply for funding as follows:

1. It was resolved by the SPC Board of Trustees to apply to “**Air Rescue & Community Services**” for funding in the sum of **\$4,000** to offset the cost of Coaching Fees for St Patrick's College **Futsal** team for the 2020 season.
2. It was resolved by the SPC Board of Trustees to apply to “**Four Winds Foundation**” for funding in the sum of **\$6,000** to help offset the cost of Coaching Fees for St Patrick's College First XI **Cricket** team in 2020.
3. It was resolved by the SPC Board of Trustees to apply to “**One Foundation**” for funding in the sum of **\$9,000** to replace the **Cricket** bowling lane nets in the practice wicket area.
4. It was resolved by the SPC Board of Trustees to apply to “**Infinity Foundation**” for funding in the sum of **\$4,500** for replacement St Patrick's College **Rugby** jerseys for the 2020 season.
5. It was resolved by the SPC Board of Trustees to apply to “**Pub Charity**” for funding in the sum of **\$5,000** to offset the cost of Travel and Accommodation for St Patrick's College **Sevens Rugby** team to attend the Rugby Sevens Condor Tournament in Auckland.

It was moved that all the Funding applications as specified above be approved - John Campbell/Matt Appleby. AGREED.

(b) Health and Safety - Joe verbally referenced the accidents as outlined in his report. Neal said that the College has asked students and staff to provide evidence of their immunisation status given the measles outbreak. The College will also request that parents of incoming Year 9 students in 2020 provide the same information, and the enrolment application form for 2021 will be updated to request proof of immunisation status.

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

- he wished Vincent well in his new role.
- disciplinary issues around Under 15 rugby team at Tournament Week.
- the Youth for Youthline concert was well organised with significant support from Sam Crisp however it was disappointing that it only attracted low numbers to attend.
- the Senior Rugby League team are performing well.
- the Barbershop chorus placed well at Nationals and performed at assembly recently.
- in Term 4 there is only 2 and a half weeks of school left for the Year 13's.
- the Year 13's are excited about the school Formal this Saturday.

The Board noted their thanks to Jazz for his work and input over the last 12 months as Student rep and wished him all the best for his future.

John gave Vincent the opportunity to introduce himself and speak a little about his background and motivation to stand as Student rep.

10. **SUBCOMMITTEE REPORTS**

1.1 Te Ara (Wellington Activity Centre). Neal said that he had no issues to raise about Te Ara, and that it is continuing to run well.

1.2 Kahui Ako. Neal spoke briefly about completing a standardised application form for PLD next year, and noted that the Kahui Ako has a whole staff training day for the 13 schools and colleges planned for the last day of Term 2, 2020. This will mean that the College will have to move Taylorfest Day. Neal said that he attended a farewell function for Jennifer Ioannou, Principal of St Anthony's School last Friday.

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

12. **FRIENDS OF ST PATRICK'S COLLEGE** - the FOSPC are holding their AGM on Monday 14 October at 7.45pm and have invited Neal and Joe to attend the meeting. FOSPC also requested that a Board member attend and David Ireland offered to attend.

13. **POLYNESIAN PARENTS' ASSOCIATION** - Heston's stakeholder report was tabled as read. Heston noted in discussion:

- next year it is planned to incorporate some study time into Poly Group practices.
- the Association made a donation of \$200 to the Under 15 rugby team.
- Neal brought together the Under 15 rugby team, parents, and coaching staff last week for a meeting which helped all involved to get over some of the hurt.
- the Association are fundraising for end of year costs.

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

15. **CORRESPONDENCE**

Correspondence - Requiring Attention

Luka Velebit, request for LWOP - 10 September 2019. *Neal spoke to Luka's request for a period of LWOP in Term 2, 2020. Following a period of discussion, it was moved that the Board grant this leave as requested - John Campbell/David Ireland. AGREED.*

Correspondence - Inward

Education Review Office, Draft ERO External Evaluation - 16 September 2019
NZCEO, Quick Guide Brochure to *Effective Governance in your Catholic integrated school* - 4 September 2019. *Arising from discussion John noted that a copy of the Board of Trustee Handbook will be available online from the NZCEO website.*

Correspondence - Reports & Circulars

SchoolDocs Advisory - 6 September 2019
Heston Stanley, Stakeholder Report on Polynesian Parents ASOSI - 9 September meeting
Tukutuku Kōrero - NZ Education Gazette - 2 September 2019
Tukutuku Kōrero - NZ Education Gazette - 16 September 2019
Wellbeing@School - Student and Teacher Survey results - 18 September 2019

Correspondence - Late

Correspondence - Outward

Jacqui Bisley, approval of leave - 3 September 2019
Tom Calvert, approval to scope out History trip to Vietnam - 2 September 2019
Michelle Duffy, approval of Refreshment Leave - 2 September 2019
Shayna Gardner, approval of leave - 3 September 2019

The meeting was declared closed at 8.12pm.

DATE OF NEXT MEETING

Wednesday 23 October 2019