



BOARD OF TRUSTEES OF ST PATRICK'S COLLEGE, WELLINGTON

MINUTES OF MEETING HELD VIA ZOOM ON THURSDAY

23 APRIL 2020 AT 6 P.M.

PRESENT: John Campbell (Chair), Matt Appleby, Paul Berry, Blair Florance, Basil Keane, Audrey Madigan, Angela Natoli, Mike Savali, Heston Stanley, and Vincent van Lierop.

IN ATTENDANCE: Joe Gehrig (Business Manager)
Gerardine Parkinson (Rector's Secretary)

Mike opened the meeting with a prayer.

1. **APOLOGIES** – David Ireland
2. **MINUTES OF MEETING** (25 March 2020)
The March Minutes were taken as read. AGREED.
3. **GENERAL BUSINESS**
 - Update following COVID-19 Level 4 lockdown and move to Level 3.

With the move to Level 3 next week the College has ascertained that between only 1 to 3 - Year 9 and 10 students, who are the children of essential workers, will return to school. It is initially planned that these returning students will be supervised by Mr Mills and one relief teacher. The students will be restricted to certain areas, and the classroom they will be using will be cleaned prior to them returning, and at the end of each day. The MoE is supplying hand sanitiser based on the College roll.

4. **RECTOR'S REPORT** – April 2020

Mike spoke to his report and the following was noted:

- Special Character items including; staff meditation, Challenge Covid card, and weekly Masses started in mid-February.
- he has met with Prefects via Zoom and they are producing regular reflections and readings which are inspiring, encouraging and full of hope.
- Curriculum matters - online learning is continuing at home, and an update on learning at home was sent out. Student reports were also sent out.
- there are still some Departmental reports outstanding from HoD's and TiC's.
- an EDC meeting was held recently via Zoom which was well attended by both HoD's and TiC's.
- Weekly Notes will be sent out tomorrow which will grade - level of student engagement, whether the student has being online, and whether they are completing set work. Arising from staff comments about the levels of student engagement and what actions teachers should take if students are not online then the Rector suggested initially emailing parents, and then followed up with a phone call home. It was agreed that for the small number of students who are struggling to engage with online learning and tutor time that teachers should use their professional judgement as to whether they are assigned a grade.

- Staffing – one staff member has just commenced a period of maternity leave, and a staff member who was on paternity leave has resigned to start work at another College in a permanent role. Staffing needs within the Technology Department are fully covered. Also, a new staff member has been appointed to a permanent teaching role in the Science Department. Two teachers who had previously been granted leave by the Board have withdrawn their leave applications due to COVID-19.
- Wayne Mills has done a lot of work tracking the number of school families without internet and have now got the number down to 0. The College has sent out 26 devices to students.
- he has attended pastoral meetings and House Leaders are following up on students who have joined Google classroom.
- the SLT have agreed that one tutor time each week which provides teachers with an opportunity to check in with students is sufficient due to work balance. The Rector has joined 6 different tutor groups and seen a wide range of activities.
- he has spoken to Mike Woods about the Gateway programme and with the support of 2 other department staff members students are working through set work. Currently My Mahi is on hold.
- PGC Update. Doug Walker had attended 1 meeting to feedback staff views after Neil Kemp had spoken to the whole staff however the 2 subsequent meetings were cancelled.

5. STAFF REPRESENTATIVE

Blair spoke to his report and the following was noted:

- he had canvassed staff on behalf of the Board to find out how they are going, and coping with teaching at home and shared his slide summarising both the positives and negatives.
- Angela said that the slide showed similar themes coming out of her workplace, and that it is probably healthy in terms of both positives and negatives.
- Basil said that in terms of students choosing to turn off the camera or to mute their audio that this could be due to lot of people in their background and not working in a quiet space. He said for some students it may be a good option.
- Audrey asked if arising from the comment about Learning Support is there anything that has come out from the MoE about help or support for Learning Support. It was acknowledged that the Head of Learning Support and her team are doing a good job of keeping in contact with students, and had offered to ring all learning support students in a range of classes.
- Mike confirmed that he had shared with the Head of Learning Support some information from the MoE via email.
- the Head of Learning Support wanted to talk about the reopening of the school and what this means for teacher aides.
- Paul asked if staff are thinking about the digital environment and using this platform in the future for different needs e.g. teachers who are sick, or Year 13's in study space to have a Zoom meeting. He said that it would be helpful to consider all future possibilities.
- it was recommended that the staff be surveyed about: what good practice has looked like; what works well; what needs to change; and what they have learnt from this. Audrey agreed that it would be useful to capture this information now and put it into a google sheet. **Action: Mike.**
- staff wellness - everything seems positive on that front.
- Heston queried the variation of expectation from teachers in terms of student workload and asked how much work boys should be getting, and the timeframe for the return of work. Blair said that each teacher will have different expectations on their students. He said that both the Science Department and another individual teacher had conducted student surveys about workload and was receiving good feedback. It was acknowledged

that it is a balancing act re student workload and Mike has asked that Assistant Rector to look into this matter.

- Mike said that a staff member had spoken to him about workload and he had advised them to look after their own health and wellbeing first, and if the workload was too much then to speak to their HoD. He was pleased to hear that Blair's report showed that the physical and mental wellbeing of staff is good.

6. BUSINESS MANAGER'S REPORT –

- Finance, Property & Maintenance/Development
- Health and Safety

Joe spoke to his report and the following was noted:

- the Finance Committee met yesterday and the main focus was to look at potential impact on the College from the financial effects of COVID-19.
- there will be loss of income from a number of areas including: potential donation from the Parents' Association; a down turn of parent donations this year and beyond; drop in hall hire income; as well as lost income from International student short stay visits which in total amounts to approximately \$76k which will flow straight to the bottom line.
- Audrey said it was very useful to look at the figures and the potential impact.
- good news is that a letter sent to parents in March about claiming tax donations saw an uptake of parents paying.
- While generating and operating deficit is never ideal, in this instance the College is going into this pandemic crisis in a healthy financial position and as any potential deficit this year will include a sizeable non-cash depreciation charge, the overall impact on the College should be manageable.
- it is possible that the College will make an approach to the College Foundation to assist with funding shortfalls.
- John noted that there will be some reduction in expenditure on items funded by the Operations Grant, and that the Finance Committee had also looked specifically at some non-teaching roles that are being funded out of the Operations Grant.
- the MoE have made it clear that they want schools to keep paying all ongoing contractors. As a result, the College has continued to receive and pay invoices from our cleaning contractor during lockdown.
- As a result of the global border closures, there will likely be no overseas IFPS marketing trips for at least 12 months so for next year the College will need to review its strategy around International Students as well as the structure of its International Students Department.

7. STUDENT REPRESENTATIVE

Vincent gave a brief verbal update and the following was noted:

- he described what his day looks like:
 - he receives an email from teachers of what he needs to do e.g. post in classroom and emails about other stuff.
 - has 1 to 2 Zoom meetings during normal period time of 9.00am and 3.20pm.
 - in terms of attendance there were only 4 students in a recent Stats class but normally most boys are present in class with about 20 students in Zoom meetings.
 - numbers are probably higher for Years 11 and 12 students.
 - he works completing work set on Education Perfect, and in another Maths forum plus teachers set tasks.
 - he also has independent study.
 - he noted that it is up to individual students whether they engage with the work set by teachers.

- one challenge that students have mentioned to him is that if they don't understand something in a lesson then sometime their work can stop especially as they cannot ask a classmate directly.
 - most teachers are available for a Zoom call and they can clarify any questions or points then.
- he reiterated that students want to return to school and are keen to get back to it.
 - tutor time is every Wednesday and has been pretty successful, and most people in his class have been coming with 16 present out of 19. Some boys have had a problem connecting and this could be due to technical problems or family situations.
 - the Prefects and Peer Leaders are setting competitions for students to do, and working to develop new initiatives for the boys. Heston asked about games like Fortnite and about the level of enthusiasm from the boys. Vincent said it is hard to get everyone involved but they are keen to get everyone involved in a fun activity that they can engage in rather than having their mics and camera off.
 - some tutor classes have played Uno and Kahoot - so there is the ability to connect through social media or gaming to make sure that everyone is all good.

8. SUBCOMMITTEE REPORTS

(a) Te Ara (Wellington Activity Centre). Mike has spoken with Jonathan Cobb (the Director) and has also received an email update from him. Jonathan has being in contact with families (the Centre had 11 pupils in Term 1) and is happy with where they are at.

CONCLUSION

Paul said that from listening to Mike and Blair that staff seem happy, the level of communication is good, and the boys wanting to return to school shows the work behind the scenes from both Mike and the Senior Leadership team. He offered his thanks. John offered to write to the College staff thanking them for all the positive reports that have arisen during this time of lockdown. **Action: John.**

Angela acknowledged the phenomenal work of the Head of Learning Support during this crucial time.

Paul also suggested that when time is right that the next communication to the College community should be focused outwards bearing in mind that there may be parents who are losing their jobs, and we should be reaching out to them.

The formal meeting business was concluded at 7.42 p.m.

DATE OF NEXT MEETING – WEDNESDAY 27 MAY