



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

## MINUTES OF MEETING HELD AT ST PATRICK'S COLLEGE IN THE COLIN BOARDROOM ON WEDNESDAY 23 OCTOBER 2019 AT 6 P.M.

**PRESENT:** John Campbell (Chair), Matt Appleby, Alysha Dougherty, David Ireland, Audrey Madigan, Angela Natoli, Heston Stanley, Neal Swindells and Vincent van Lierop.

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

Alysha opened the meeting with a prayer.

1. **APOLOGIES** - Paul Berry and Basil Keane

2. **MINUTES OF MEETING** (25 September 2019)

These were accepted as a true and accurate record. **AGREED.**

3. **MATTERS ARISING**

4. **ACTION POINTS** (25 September 2019)

Updated and attached to reflect discussion.

The Board moved into committee at 6.24pm to discuss 2 items of correspondence and moved out of committee at 6.44pm.

5. **GENERAL BUSINESS**

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

Neal spoke to his report and the following points were noted in discussion:

- Year 9 roll is at 149.
- the role of Guidance counsellor role and Maths teacher were both readvertised.
- Aldona Yardley, College Secretary is retiring after 24 years.
- publication of the final ERO Report reads well and Neal will note its availability in the Friday email.
- NCEA changes will potentially take up a lot of teacher time between now and the change period which goes through to 2025. The Board needs to be aware that it will increase teacher workload time over a long period of time. Audrey asked in this needs to be incorporated into the 2020 Annual Plan to allow prep time?
- changes to the calculation of Roll decile.
- Teacher focus on well-being.
- Joe and Neal attended both attended the October FOSPC meeting.
- brief verbal follow-up to the proposed 1<sup>st</sup> XV Rugby tour for next year.
- the successful cricket tour to Australia during the school holidays.
- the Ranong trip is still proceeding although there has been a crackdown on paperless people and the school in Ranong is temporarily closed. Fr Frank Bird said that it is still safe for the boys to go and MFAT have not changed New Zealand travel status or advice.

- the parent meeting organised by Tom Calvert to scope out interest in a student trip to Vietnam was well supported and it is expected that at least 15 boys will commit to the trip.

The Board discussed the report from Jonathan Millmow on “*St Patrick’s College Rugby Report: Looking ahead to 2020 and beyond*”. Audrey suggested that in terms of Jonathan’s paper that the Board need to think about our 4 premier sporting codes and consider whether they are treated equitably, and if we are doing the right thing across all 4 codes? Audrey recommended that the Board needs to have a discussion and look at the structure of all 4 codes, and consider whether there is a need to attribute funding to each of the codes. It was requested that Jonathon develop a model for the Board to consider which could be used to help develop or inform the Annual Plan incorporating:

- what do the Board need to do to ensure the 4 premier codes are treated equitably?
- level of funding required?
- is there an issue in attracting staff support?
- should there be a management unit offered to make it more attractive to staff?

Neal said he would discuss this with Jonathan and perhaps form a small subcommittee to help him develop the model. Heston offered his help with this task. The Board expressed their support of Jonathan and desire to put something in place going forward.

Supporting documents:

1. 2020 Annual Plan - initial ideas. The following points were noted in discussion:
  - Neal has incorporated some of the work produced by the Kahui Ako as well as PD goals that staff are currently focused on. He said there is merit in developing both the effective teacher profile for St Patrick’s College as well as the graduate student profile.
  - Audrey recommended incorporating a more effective rugby strategy as well as incorporating a proper sports strategy for the other 3 major codes which could include: contracting a professional coach; providing teacher support; managing discipline etc. Neal said that he will broaden that goal.
  - Audrey spoke about the lack of progress on getting to know the boys in Year 9 and moving that forward “so that each boy is known at Year 9 and as they move through the College”. It was agreed that this needs to remain a focus which is kept going and students actively supported to help them reach their potential. The Board discussed the mechanism for ensuring that those cohorts are known.
  - Matt commented on the incorporating the recommendations from the ERO Report about developing the focus on junior data. Both the work on the Curriculum focus and data from the Well-being survey need to be incorporated into the Annual Plan.
  - David recommended that as a starting point the Board should focus on what strategic objectives they want to see in the plan as specific actions. The Board needs to sign off on the Annual Plan in February 2020. He suggested that the Board should focus on what strategic objectives they want to see in the plan as specific actions.
  - Audrey suggested that Neal may also want to incorporate actions from 2019 that have not progressed this year.
  - **Action: board members need to provide their individual feedback to Neal or Gerardine in the next 2 weeks.**
2. Update on Progress against the 2019 Annual Plan. Neal noted that his most recent updates are shown in the red type.
3. Report from Jonathan Millmow on “*St Patrick’s College Rugby Report: Looking ahead to 2020 and beyond*” (as covered under discussion as above).
4. Report from Tom Calvert on recent Cricket trip to Brisbane

7. **STAFF REPRESENTATIVE.** Alysha noted the following points:
- Senior Assessment week was held last week
  - the Department are grateful for the installation of the great display cabinets/cases which will showcase students amazing Art and DVC work.
  - the Year 13 Formal was a lovely evening, and it was nice for staff to be seated with students.
  - there are a total of 40 staff learning Te Reo Maori each week at either the Tuesday or Wednesday sessions which are held after school. The presenter is amazing.
  - a number of Science Department staff offered free study workshops during the holidays.

8. **BUSINESS MANAGER'S REPORT**

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

- he has sent out a letter encouraging payment of the Resource donation to 270 families which is the biggest donation requested.
- the Cash position is okay and is an improvement on this time last year.
- Dashboard metrics are fine.

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 **\$5,500** to purchase 2 x megaphones, a rating watch and a set of 4 oars for the St Patrick’s College **Rowing Club**.
2. It was resolved by the SPC Board of Trustees to apply to “**Four Winds Foundation**” for funding in the sum of **\$4,000** to assist the St Patrick’s College **Senior Volleyball Team** for Travel and Accommodation costs to attend at the National Secondary School Volleyball Championships in Palmerston North in March, 2020.
3. It was resolved by the SPC Board of Trustees to apply to “**One Foundation**” for funding in the sum of **\$12,000** for the purchase and installation of 2 Player shelters to be installed on the side lines of the St Patrick’s College artificial turf. These will be used by coaches and reserves at **Football and Rugby** matches on the turf in inclement weather.
4. It was resolved by the SPC Board of Trustees to apply to “**Infinity Foundation**” for funding in the sum of **\$25,000** to assist the St Patrick’s College **1<sup>st</sup> XV Rugby Team** with Travel and Accommodation costs to travel to Sydney to play a series of matches against Australian school teams in April, 2020.

It was moved that all the Funding applications as specified above be approved – Neal Swindells/Angela Natoli. AGREED.

Joe will do a summary for the November meeting of what funding the Board has applied for in the last 12 months, and what we have received. **Action: Joe.**

(b) Health and Safety - Joe noted the following:

- Measles - 156 students or 20% of the College roll and 30% of Year 9’s in 2020 have produced evidence of their immunisation status. The College will continue to encourage parents to respond to our request to provide this information. Evidence of staff immunisation status (for those under 50 years of age) is slow at coming in also.

9. **STUDENT REPRESENTATIVE.** Vincent spoke to his report as tabled and noted the following points:

- Senior Assessment week was held last week.
- students are now into their last week and a half of school before the Year 13's leave and Year 11, 12, and 13 students go on study leave.
- the Year 13 formal sounded like a good night. Neal said that it was a little disappointing that Te Papa ran out of food during the course of the night. He noted that Te Papa provides great security at the venue, and that during the course of the night 3 couples were requested to leave for consuming alcohol.
- a number of students attended the Climate Change protest on the last day of Term 3.
- the Senior A basketball team placed 14<sup>th</sup> at Nationals.
- the cricket trip to Australia during the holidays was a success.

10. **SUBCOMMITTEE REPORTS**

(c) Te Ara (Wellington Activity Centre). Neal said that Te Ara is continuing to function well. It was agreed that Te Ara will remain under the governance of St Patrick's College for one more year.

11. **PARENTS' ASSOCIATION** – Angela spoke to her report as tabled on the meeting held on Monday 14 October and the following points were noted:

- the demographic of the group is that it is currently all women and no men.
- the group are impressive and skilful fundraisers.
- the Big Boys' Breakfast will be held on St Patrick's Day morning and the group are looking to outsource the catering to The Pines.
- the group are looking at speakers for the Big Boys' Breakfast who are more faith aligned - possibly an old boy.
- the group expressed their appreciation for Angela having attended 2 meetings on behalf of the Board of Trustees.

Joe has emailed FOSPC, the Parents' Association and other stakeholder/sporting groups as he is currently working to develop a fundraising calendar for next year. This calendar will help when it comes to targeting sponsors, and hopefully eliminate the same businesses getting approached all the time.

It was acknowledged that it is a challenge for the Parents' Association in trying to get enough parents to support the group. Neal said that it would be good to get some dads of junior boys involved in the Parents' Association and encourage them to go to a meeting with a mate and to get involved.

12. **FRIENDS OF ST PATRICK'S COLLEGE** - the meeting held on Monday 14 October was covered in the Rector's Report.

13. **POLYNESIAN PARENTS' ASSOCIATION** - Heston gave a verbal report on the recent meeting. The following items were noted in discussion:

- the Assosi reviewed their balance sheet and discussed the need to develop criteria for groups approaching them for funding.
- Ainslie spoke to her report identifying where students are at currently in terms of NCEA and setting out what steps they need to take to pass.
- work continues on preparation for the Year 13 Leavers dinner.
- there was a focused discussion on rugby and the Assosi are keen to understand how they can move onwards and upwards.

14. **WHANAU GROUP** - nothing to report.

15. **CORRESPONDENCE**

**Correspondence - Requiring Attention**

Fr David Kennerley SM, Society of Mary - 7 October 2019. Fr Brian Cummings SM – observer at the interviews for Rector.

Aldona Yardley, notice of resignation - 14 October 2019

**Correspondence - Inward**

**Correspondence - Reports & Circulars**

SchoolDocs Advisory - 15 October 2019

Tukutuku Kōrero - NZ Education Gazette - 14 October 2019

**Correspondence - Late**

AoW, Memo re Health Curriculum & Sexuality Education Programmes - Roles and Responsibilities

Letter from Parent A, re Special Character concerns - 21 October 2019

Letter from Parent B, re Mates & Dates concerns - 18 October 2019

NZSTA tax invoice for 2020. The Board approved payment of the tax invoice.  
AGREED.

**Correspondence - Outward**

John Campbell, confirmation of Audit queries - 16 October 2019

Luka Velebit, approval of leave - 26 September 2019

Neal Swindells, response to Joel & Patricia Sison - 21 October 2019

The meeting was declared closed at 8.26PM.

**DATE OF NEXT MEETING**

**Wednesday 27 November 2019**