



BOARD OF TRUSTEES OF ST PATRICK'S COLLEGE, WELLINGTON

MINUTES OF MEETING HELD VIA GOOGLE MEETS ON WEDNESDAY

25 MARCH 2020 AT 6 P.M.

PRESENT: John Campbell (Chair), Paul Berry, Blair Florance, David Ireland, 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)
Wayne Mills and Doug Walker (SLT) joined the meeting at approximately 6.30 P.M.

Angela opened the meeting with a prayer.

1. **APOLOGIES** – Matt Appleby and Heston Stanley were unable to join the meeting.

2. **MINUTES OF MEETING** (26 February 2020)

John requested a slight amendment to the draft February Minutes relating to wording on page 2 about Whanau meetings. It was agreed that once this amendment was made that the Minutes could be accepted as a true and accurate record – John Campbell. **AGREED.**

3. **MATTERS ARISING**

4. **ACTION POINTS** - 26 February 2020

John proposed that all action items be carried over. **AGREED.**

5. **GENERAL BUSINESS**

Good attendance at Sunday's meeting with Tony Joyce in attendance representing the BoP and Tim Gordon representing the Senate as well as SLT members.

Draft paper on Identity Diversity. John commented that he has not yet looked at the updated paper.

Audrey noted the comments from Fr Tim Duckworth SM on behalf of the Society of Mary, and said that she was comfortable with the suggested edits. The next action would be to produce one clear document for the Board to look at with a view to it getting uploaded to the website in the future.

6. **RECTOR'S REPORT** – March 2020

Supporting documents:

- Reporting 2020
- SPC Online Learning Policy
- SPC Pandemic Planning

This report was taken as read. Mike said that the format might change for the next meeting. David said he thought the format was good and that it read well. Under the Pastoral heading there is some overlap between Curriculum, PB4L and pastoral care.

7. **STAFF REPRESENTATIVE**

This report was taken as read.

Audrey is keen to understand more about the My Mahi space. Paul would like to hear from Mike re response to Gateway and alternatives for those students. Mike said that an email from the MoE saying that all Gateway programmes are cancelled. In terms of where to from here it is a matter of watching this space and Mike said that he would speak to Mike Woods. **Action: Mike.**

8. **BUSINESS MANAGER'S REPORT –**

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

Due to COVID-19 Joe said that he will need to rework the budget as it has been flipped on its head. Both the Japanese and Hong Kong international student short-stay trips as generators of income are gone, and that there will be a number of variances throughout the year.

Paul asked that in the next financial report if liabilities in the budget for the return or credit of sport fees could be included. **Action: Joe.** John referred to the email from the Parents' Association re the cancellation of the Big Boys Breakfast which gave parents an option to donate the funds back to the group, and said that this could be a possible consideration going forward.

It was agreed that discussion on the proposed building diagram be parked in the interim.

9. **STUDENT REPRESENTATIVE**

Vincent noted that he had written his report prior to the immediate impact of the COVID-19 lockdown.

10. **SUBCOMMITTEE REPORTS**

- (a) Te Ara (Wellington Activity Centre). Mike noted the Governance meeting held last week. It was agreed that at some stage soon either Mike or John would make contact with Jonathan Cobb.
- (b) Policy Update on SchoolDocs (as per 2 attachments). It was agreed to park this currently.

11. **PARENTS' ASSOCIATION - Minutes of 2 March 2020 meeting**

Both the Minutes and Angela's stakeholder report was taken as read.

12. **FRIENDS OF ST PATRICK'S COLLEGE**

13. **POLYNESIAN PARENTS' ASSOCIATION**

14. **WHANAU GROUP**

15. **CORRESPONDENCE**

Correspondence - Requiring Attention

Correspondence – Inward

Correspondence - Reports & Circulars

Friends of St Patrick's College (FOSPC) Minutes - 3 February and 2 March 2020

NZ School Trustees Association Memorandum - 9 March 2020

SPC Parents' Association Minutes - 2 March 2020

Angela Natoli, Stakeholder Report on March Parents' Association meeting

SchoolDocs Advisory - 27 February 2020

Tukutuku Kōrero - NZ Education Gazette - 2 March 2020

STA NEWS – Jan/Feb 2020

Correspondence – Late

Correspondence – Outward

Izzy Cresswell, approval of leave - 27 February 2020

Lynley Reid, approval of leave - 9 March 2020

Mike Woods, approval of sabbatical application - 27 February 2020

With regard to staff leave that was previously approved by the Board of Trustees it was noted that due to COVID-19 a number of staff members who had been granted leave will now probably no longer take leave.

The formal board meeting was concluded at 6.25 p.m. at which time members of the SLT were asked to join the meeting to discuss the impact of COVID-19 on the College and future planning and learning.

- Mike spoke to the sequelae of Sunday's meeting in terms of the number of staff who were either in self isolation or had existing medical conditions that prevented them from working on Monday, and what this meant logistically in terms of covering normal classes.
- Wayne sent out a google form to determine which students did not have internet access and it was established that 3 students have no internet access at home; and 10 students did not have device. Subsequently the College loaned out devices to 6 students. John wants to know who is picking up the action to address the needs of the 3 students without internet access.
- The SLT met on Monday morning and discussed: online learning; staff expectations; and the Online Learning Policy.
- At the staff meeting held later that day the staff were very positive about offering teaching online using google classroom with technical advice and support offered by Doug.
- The staff met again on the Tuesday morning and focused on staff wellbeing which was followed by Department meetings and the SLT meeting with Karen Page to discuss support staff and relievers pay. It was agreed that if relievers had been booked to work that they would be paid.
- All communications are going to parents and are also available on the website. Audrey said that parents she spoke to felt well informed.

- A vacancy in the Science department was readvertised.
- Wayne was asked to provide an update on where the College is at in terms of current short stay International students. Wayne said that all the current short stay students apart from 1 had already left New Zealand apart from 1 who was in Auckland with his agent and due to leave on Saturday.
- The 6 current long term International students (1 from Vietnam, 1 from Japan, 1 from Holland, 2 from Thailand, and 1 from China) are all staying in NZ with their host families. Maria Elenio continues to be in regular contact with them.
- Blair said that the staff have all hit the ground running in terms of online learning and are seeking support from Doug if required. Staff are looking at the use of different digital platforms such as Education Perfect and are generally feeling positive.
- Paul asked if the College will continue to use digital platforms next year and whether this will improve the capability of delivering assessments. Audrey asked if a future driver could be investment in Macs for portfolio subjects. It was noted that Art Design students would be able to access the Adobe package from next Monday.
- Vincent spoke from a student perspective and noted that:
 - Students are receiving emails from teachers and work to be completed.
 - Years 13's are talking on Facebook and using Education Perfect however student learning is up to the individual.
 - the Board asked Vincent to provide feedback if there is a common theme about online teaching that is not working.
 - David asked Vincent about his feeling on how Peer support could work and Peer support leaders reaching out to younger students to check on their welfare. David said that it is important to make the most of structures to ensure that no student is left behind.
 - Helen has emailed all Peer leaders messaging them about keeping in contact with their tutor class.
- Angela said that some parents are feeling overwhelmed and that Mike's communication today was helpful in providing advice.
- Blair said that teachers as a whole are not feeling really stressed and that there was good support from the SLT which had help to allay fears. In the interim the College is well set up to offer online learning.
- It was suggested that Mike loop in HoD's a bit more.
- Audrey said that she has a phone tree going to check in on people and said that the Board could possibly assist with reaching out to people if needed.
- It was agreed that phone trees are a good idea. The SLT will hold virtual meetings and can meet with HoD's who may then wish to meet with their own departments to get them dialoguing/thinking about how assessments could be managed.
- For families with no internet access subject teachers will be asked to contact home and see what options are available such as one student said his neighbour had offered use of their Wi-Fi.

- Some support staff members are continuing to work from home and can remote in.
- Joe said that he has suspended the cleaning/gardening/waste removal services.
- In terms of the College buildings Peter is going to lock down and alarm the buildings and to do a patrol of the grounds once a day.
- Joe is working and Karen is continuing to process the payroll. Karen may need to go into the College and will liaise with Peter about access.
- Wayne has met with Bin from Norrcom and he is able to remote in. Back ups will continue to be done.
- Mike said that the prefects are going to hold virtual meetings and he will probably join them.
- The MoE has provided some communication around payroll, systems back up and general Ministry guidelines. Mike said he will look at what is relevant for Years 9 – 13 and what MoE packs might look like for families with no Wi-Fi.
- Mike said the current planning is based on the first 4 weeks and has not gone further out.
- Audrey asked about staff logging IT issues in a centralised place.
- Blair said that teachers are thinking longer term and in his Accounting space he is looking at all internal standards and what can be deferred.
- Doug commented on how teaching may look 4 weeks out with the use of google meets; google slides, Q & A sessions without having to sit down together and the use of video resources and video conferencing.
- It is up to each department in terms of internal assessments which could be possibly either rearranged, or some assessments dropped and they become report based.
- Paul asked about the potential of derived grades and that all student work completed now could become critical at the end of the year. Mike said that he would need to seek further clarification from the SLT/HoD's around this based on Ministry guidelines.
- David offered his thanks to Blair and the SLT for their work to date. He suggested it would be helpful if the Board met in 3 weeks time to look at planning, what is progressing and what support is needed given that there is no rostered Board meeting until May.
- Mike offered his thanks for all the support he has received from the Board and urged people to look out for one another.

The meeting was declared closed at 7.30 PM.

DATE OF NEXT MEETING - TO BE CONFIRMED.