



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

## MINUTES OF MEETING HELD AT ST PATRICK'S COLLEGE IN THE COLIN BOARDROOM ON WEDNESDAY 26 FEBRUARY 2020 AT 6 P.M.

**PRESENT:** John Campbell (Chair), Paul Berry, Blair Florance, David Ireland, Basil Keane, Audrey Madigan, Angela Natoli, Heston Stanley, and Vincent van Lierop.

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

Audrey opened the meeting with a prayer.

1. **APOLOGIES** – Matt Appleby

2. **MINUTES OF MEETING** (27 November 2019)

These were accepted as a true and accurate record – John Campbell/Audrey Madigan.  
AGREED.

3. **MATTERS ARISING**

4. **ACTION POINTS** (27 November 2019)

Updated and attached to reflect discussion.

5. **GENERAL BUSINESS**

- Annual Board election of Chair and Deputy Chair. Nominations were called for Chairperson of the Board of Trustees. Paul Berry nominated John Campbell and no other nominations were received. John Campbell was unanimously elected as Chairperson of the Board of Trustees. David thanked John for his leadership as Board Chair, and acknowledged his commitment leading the Board and his inclusive manner.

John assumed the Chair and called for nominations for Deputy Chair. Angela was nominated as Deputy Chair and no other nominations were received. Angela Natoli was unanimously elected as Deputy Chair.

- Delegations Authority 2020. The 2020 Delegations Authority – to the Rector, Deputy Rector, Assistant Rector and Business Manager were adopted by the Board of Trustees. AGREED.

6. **RECTOR'S REPORT** - February 2020

Supporting documents:

1. 2020 Annual Draft Plan.
2. Proposed Delegations Authority for 2020.

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

- concerns about Level 3 results were discussed at the EDC meeting earlier today. Some of the factors identified behind the decline in University Entrance results can be attributed to: students doing fewer credits; study periods; decreased attendance; boys picking and choosing which assessments they complete, and not sitting external exams at the end of the year.
- Maori and Pasifika results are of concern.
- Paul queried whether the boys who are not studying an academic pathway are counted at Level 3?
- Departmental reports are due by the end of Term 1.
- the Board discussed the University Entrance results and asked whether they are closely monitored, and also asked about the process for setting the Academic targets.
- the College hosted a pre-McEvedy Shield meeting for the 4 colleges which centred on changing the culture, and putting the focus on the athletes. The College has employed a security company to be on site in the 48 hours prior to this event to try and mitigate any vandalism.
- the Rector is meeting with staff, students, and parents currently and going forward intends to collate and share this information looking at various threads with the Board.
- Project Control Group (PCG) are meeting regularly.
- David commented on the strong Scholarship results, and asked that Mike convey the Board's congratulations to the relevant staff and affirm their success.
- the ongoing work of the PB4L team was acknowledged.

The Board moved into committee at 6.57pm to discuss 2 HR matters and moved out of committee at 7.55pm.

**2020 DRAFT ANNUAL PLAN:** It was noted that the yellow markers need to be populated by SLT. David moved that the Board approve the 2020 Annual Plan in this current form, and allow the SLT to populate the yellow markers and make any other necessary changes. AGREED. Basil requested that under 2020 Academic Targets that we provide the actuals for the last 3 years to provide visual track. He also asked about the science behind setting the Academic Targets and how the College is going to work with Maori and Pasifika learners to help them achieve and raise them up.

Basil commented said that the first meeting of the Whanau Group in 2019 was well supported but that it is important that someone takes responsibility to drive it.

## 7. STAFF REPRESENTATIVE

Blair spoke to his report and noted the following points:

- PB4L - Mahi. The staff are buying into the programme and think it is worthwhile. The PB4L group have done a lot of good work to develop and embed the MAHI values.
- five Year 13 Geography students volunteered at the Round the Bays event.
- Learning Support Department provided an update on staffing and number of students on the SAC register.
- Chanel Remodel - Paul suggested that it might be timely to have a walk around the College at the March meeting.
- Tutor group leaders have received a lot of training and support to help them develop their role.
- the 2020 Ranong trip was very successful.
- staff are appreciative of the inclusion of Te Reo signage around the College.

## 8. BUSINESS MANAGER'S REPORT – for 12 months ending 31 December 2019

- Finance, Property & Maintenance/Development

- Health and Safety. Vietnam trip in the Term 1 holidays. Health & Safety action on Joe.

Joe spoke to his report. He noted that:

- a draft full year net surplus of \$99,779 compared to a budgeted surplus of \$33,962
- a number of unbudgeted one-off items in 2019
- the summary of donations for 2019 was similar to the previous year
- in response to the posed questions around donations Audrey suggested a targeted anonymous survey to see what the drivers are.
- the 2020 Draft Budget Summary shows a small predicted deficit of \$35,076 which is largely attributable to the reduced number of International students.
- the Board briefly discussed point number 8 – van donation and noted the wider implications of vehicle insurance, van maintenance, driver liability, and policy on use etc.

## 9. STUDENT REPRESENTATIVE

Vincent spoke to his report and the following points were noted:

- it has been a busy start to the year and the Year 9's has settled in well.
- it is a big change for the students having a new Rector.
- the Year 13 students who went on camp enjoyed the experience as did the Year 9's.
- the College enjoyed a convincing win at Old Boys' Cup.
- the student body is feeling confident ahead of McEvedy. The students involved at the McEvedy meeting shared a positive experience and want to embed a more positive focus and look at the idea of raising money for charity.
- the current Year 13's were surprised by the poor academic results of the 2019 Year 13 cohort with many students failing to get University Entrance. He stated that the boys were also disappointed with the lack of cheque payments.
- different student committees are looking at reintroducing various initiatives such as *Relay for Life*, Year 9 dances, and also want to teach students the haka.

## 10. SUBCOMMITTEE REPORTS

(a) Te Ara (Wellington Activity Centre) Mike has recently met with Jonathan. Te Ara is fully staffed and Steve Lyster remains the principal teacher. St Patrick's College is in the final year of our management or oversight of Te Ara and will hand over to Wellington High School next year.

(b) Policy Update on SchoolDocs. A full update on SchoolDocs will be provided at the Mart Board meeting.

## 11. PARENTS' ASSOCIATION (Minutes of 2 December 2019 & 3 February 2020)

Angela spoke to her stakeholder report. She said that the group was appreciative of Mike attending their first meeting of the year. The main focus currently is on planning for the Big Boy's Breakfast which will provide a catered breakfast, and the next major fundraiser will be the Art Auction in September.

Angela noted that there were 6 parents at the meeting and that the group is struggling to attract new members. John suggested that a call could be made the BBB to ask more men to get involved. Angela said that she will check back with the group about ways that the College could support them in growing their membership.

## 12. FRIENDS OF ST PATRICK'S COLLEGE (Minutes of 3 February 2020)

Mike attended the meeting and gave a brief update.

### 13. POLYNESIAN PARENTS' ASSOCIATION

Mike reported on the meeting which was attended by approximately 15 parents. A number of matters were discussed which included Pasifika results. At the meeting Mike put forward the suggestion that the name be changed from the Polynesian Parents' Association to the Pasifika Parents' Association and that the Poly Club be renamed as the Multicultural Club.

Heston referred to the initiative that Ainslie had raised last year about introducing tutoring or a homework system when Multicultural Club is on. He also reiterated that the parents who attended the meeting were grateful that the Rector attended.

### 14. WHANAU GROUP

The Whanau Group will hold their first meeting of the year on Tuesday 24 March.

### 15. CORRESPONDENCE

#### Correspondence - Requiring Attention

#### Correspondence – Inward

Mrs Izzy Cresswell, re : application for leave - 23 January 2020. *The Board approved a period of leave as requested.*

New Zealand School Trustees Association Memorandum - 31 January 2020

Staff member A, snapshot of extra hours - 21 February 2020

Mr Neal Swindells, re : future accommodation for the College Custodian - 17 February 2020

Rev J Walls SM, re : support for new Rector - 2 December 2019

Mr Mike Woods, re : application for PPTA Sabbatical 2021 - 17 February 2020. *The Board approved Mike Wood's submitting an application for a sabbatical in 2021 - Paul Berry/David Ireland. AGREED.*

#### Correspondence - Reports & Circulars

Ellie Nicholson, St Patrick's College Library Report 2019. *Audrey commented on this awesome report and said that link to the Library page on the website needs to be made more obvious.*

Tukutuku Kōrero - NZ Education Gazette - 9 December 2019

Tukutuku Kōrero - NZ Education Gazette - 3 February 2020

STA News - November/December 2019

#### Correspondence - Late

#### Correspondence - Outward

#### General items:

- the St Patrick's College History trip to Vietnam is planned during the Term 1 holidays. Joe was asked to check on the Coronavirus implications and is a Health & Safety action on Joe. **Action: Joe Gehrig.**
- John asked Board members to volunteer to attend stakeholder meetings and to share the load.
- the list of BoT meeting dates for 2020 was tabled as a reminder.

The meeting was declared closed at 9.13 PM.

### DATE OF NEXT MEETING

**Wednesday 25 March 2020**

