



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

## MINUTES OF MEETING HELD VIA ZOOM ON WEDNESDAY

27 MAY 2020 AT 5.30 P.M.

**PRESENT:** John Campbell (Chair), Matt Appleby, 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)

Heston opened the meeting with a prayer.

1. **APOLOGIES**

2. **MINUTES OF MEETING** (23 April 2020)

The May Minutes were taken as read. **AGREED.**

3. **MATTERS ARISING**

Arising from the April Minutes Mike confirmed that he had surveyed both staff and students. John said that he will write a letter of thanks to staff in the next day.

**Action: John.**

4. **ACTION POINTS** (post April 2020 meeting which were not circulated)

Updated and attached to reflect discussion.

5. **GENERAL BUSINESS**

**Identity Diversity.** The Board had all read the latest version incorporating edits from Fr Tim Duckworth, Society of Mary Provincial. Board members were supportive of the latest version apart from a single edit about changing the use of the word traditional to conventional however members would prefer to keep the word traditional. David offered circulate a clean version to the full Board, and then Mike can start developing a communication plan. **Action: David/Mike.**

**Promotion of 2021 enrolments.** The College Open Day planned for Sunday 7 June was cancelled due to COVID-19 and the limits on large group gatherings under Alert Level 2. Instead the College is offering group tours of up to 100 people which will be split up into a number of small groups. The tours will take place on 16, 18 and 19 June during periods 3 & 4, and families can book (with contact tracing provided) for either the 11.30am or 12.30pm timeslots. The tours will be widely advertised to both

our feeder and non-feeder schools, and radio advertising will be organised. The College is also working towards developing a virtual tour going forward. Enrolments for 2021 close on 31 July. Joe is going to meet with Steven O'Rourke (an old boy) about developing a comprehensive marketing strategy. Basil referred back to discussion from last year about changes with traditional communities, and the need to utilise Facebook, and other social media platforms. Paul suggested that there should be a video clip from Mike as a welcome to the tour, and that it would be beneficial to survey our own students about what they are looking for when they visit the College website. Heston commented that perhaps the College could utilise the student's talents and skills in developing the virtual tour.

6. **RECTOR'S REPORT** – May 2020 (report attached). Mike spoke to his report and the following points were noted in discussion:
- Timeline; the College roll - tracking number of students; only 1 student has left school during the lockdown period; House Liturgy on the first day returning to school; student attendance stats in that first 2 weeks; the Capture the moment survey.
  - Pastoral care – House Leaders were asked to contact families of students who had not returned to school due to COVID-19 and there were only 4 families who kept students home because of either compromised student health or there was a grandparent living with them.
  - Jonathan Cobb said that Te Ara is up and running.
  - PCG – the group has not met. The Board of Proprietors met in early May and it was stated that it is unlikely that demolition of the College flats, garages or Chanel Block would proceed at the end of this year. Paul asked if any decision about future development/direction of the building project was likely, and Joe said that there is no timeline at the moment, and it remains a work in progress.
  - both Mike and Joe have communicated with the Custodian on this matter. The Board spent a period of time in discussion on this matter, and it was agreed that the Board of Trustees needs to develop an action plan going forward. It was further agreed that the Society of Mary needs to be involved in this tripartite process. David offered to help John formulate an action plan. **Action: JC/DI/JG/MS.**
  - Paul spoke about pastoral care going forward as the sequelae to COVID-19 and possible unemployment and increased family stress which could result in more families required support from the College community. Mike said that he is very mindful of this, and that there is definitely a myriad of support that the College can offer. In all the communications going out currently he is offering support to families who need support with Attendance Dues or school related costs.
  - Audrey said it was heartening to read the good news story from Learning Support during lockdown. She suggested that it would be a positive story to profile at some point on either the website or as part of future marketing. Matt also said that parents had commented to him on the great level of support, and teaching during the period of lockdown. It was acknowledged that there has been a lot of hard work from staff going beyond the call of learning, and with HoDs following up on their own staff members. It was affirmed that as a community we are really lucky with the amount of work put out, and the persistence of staff in reaching out to students who were not engaging with learning.
  - Paul acknowledged the amount of work from Vincent and his fellow Prefects and student leaders in terms of offering support and growing school spirit during the lockdown period. He acknowledged the challenges of managing and building the culture in the online environment, and their hard work in building school spirit.

- Mike attended both the FOSPC and Parents' Association zoom meetings.

**7. STAFF REPRESENTATIVE** (report attached). Blair spoke to his report and the following was noted:

- the results of the Learning Support survey provided good information and insight. He thought it interesting that the seniors polled higher at 16.5% for anxiety as opposed to the juniors, and was perhaps a reflection of the good work the Prefects and Peer Leaders did in terms of engaging with junior students.
- the main focus has been health and wellbeing and trying to manage anxiety.
- acknowledgement that the Learning Support department did a fantastic job communicating with their students during the lockdown which is reflected in Weekly Notes level of engagement.
- International students found online learning during the lockdown challenging and it took them sometime to engage with the process. Subsequently the lead up to some of the assessments has not gone so well. The staff in the English Language department is offering extra support to help them prepare.
- Chris Fouhy, our Counsellor has put a lot of support systems in place for students.
- he is getting positive feedback from staff about how they are feeling on returning to school and working in the space.

**8. BUSINESS MANAGER'S REPORT** (report attached). Joe spoke to his report and the following was noted:

- Finance, Property & Maintenance/Development.
  - at the end of April after 4 months the position was quite good and tracking along; donations are ahead of last year in terms of percentage and dollars collected.
  - last month's shortfall in receipts and revenue is still valid and will flow through as the year unfolds. It is expected that revenue is going to be less than budgeted with a possible shortfall of around \$145k across the year which will flow straight to the bottom line.
  - Karen has identified a number of cost savings which she thinks will happen during the same period but either way the College is going to have a bigger loss than expected but still similar to other schools.
  - he noted that it is important to look forward to next year, and get a gauge of the situation ahead of time.
  - there has been recent dialogue with the auditor relating to the impact of COVID-19 about the College's ability to continue as a going concern given that previously we have recorded a large amount of revenue annually from locally raised funds. Joe has explained that we are anticipating a 10% shortfall, and they have requested further additional information. Joe reiterated that the College is not at risk of not being a going concern. He is hoping to provide some further details at the next Finance meeting.
- Health and Safety - as covered in the report.

**9. STUDENT REPRESENTATIVE** (report attached). Vincent gave a brief verbal update and the following was noted:

- he is pleased to have returned to school.

- John affirmed Paul's earlier comments about the leadership shown from our Year 13 students and the level of support they have provided during the lockdown period.
- the Year 13's has organised a couple of online assemblies and put a lot of effort into their videos etc. Vincent said that the Year 9's was the most engaged with this.
- Sport is expected to recommence around mid-June which has made the boys happy.
- student leaders have regularly met via Zoom during the lockdown and developed a number of new initiatives to grow school spirit including organising a handball tournament, and the Environmental Committee is looking at a waste collection option.

## 10. SUBCOMMITTEE REPORTS

(a) Te Ara (Wellington Activity Centre). As previously covered.

11. Parents Association (Minutes of 13 May AGM and Financial report attached). These reports were taken as read. Angela commented that the Parents' Association are struggling to recruit new members, and she suggested that the group had agreed that it may be timely to look at a fundraising strategy which could consider how groups could be brought together and managing things differently.
12. Friends of St Patrick's College (Minutes of 4 May meeting). The Minutes were taken as read. Arising from discussion it was noted that stakeholder groups may need to be reminded to maintain confidentiality and not circulate minutes that name/identify individuals. **Action: Mike offered to speak to them about this matter.**
13. Pasifika Parents' Association. The Asosi has not met however Heston had touched base with parents and the consensus was that they seemed happy with the support and online learning offered during lockdown.
14. Whanau Group. Basil said that the Whanau Group have not met but are due to do so soon.

## 15. Correspondence

### *Correspondence Inwards*

- John noted an email from the Electoral Commission about the use of school facilities for the planned September general elections.
- Kaille Harris, request for extension of maternity leave for the remainder of the 2020 school year. The Board agreed to this request.

The formal meeting business was concluded at 7.03pm.

## DATE OF NEXT MEETING

**Wednesday 24 June 2020**