



BOARD OF TRUSTEES OF ST PATRICK'S COLLEGE, WELLINGTON

MINUTES OF MEETING HELD AT ST PATRICK'S COLLEGE IN THE COLIN BOARDROOM ON WEDNESDAY 27 NOVEMBER 2019 AT 6 P.M.

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

IN ATTENDANCE: Joe Gehrig (Business Manager)

Neal opened the meeting with a prayer.

1. **APOLOGIES** - nil
2. **MINUTES OF MEETING** (23 October 2019)

Some changes to both the October Minutes and the November Agenda were proposed by David Ireland. The changes proposed were around protecting the identity of individuals corresponding with the College and that they should be referred to as Parent A and Parent B in the draft October Minutes. Similarly, reference to the name of an individual staff member in Correspondence Inward in the November meeting Agenda should also be changed to "staff member" for the same reason. These changes were nominated by David and seconded by Neal.

It was subsequently AGREED that the Minutes be accepted as a true and accurate record subject to those changes.

3. **MATTERS ARISING**
4. **ACTION POINTS** (23 October 2019)
Updated and attached to reflect discussion.
5. **GENERAL BUSINESS**
6. **RECTOR'S REPORT** - November 2019

- Neal advised that he had discussed the handover of the Rector role with Mike Savali and they had agreed the following timetable:
Neal will formally finish as Rector on Thursday 16 January 2020 and Mike will commence in the role on Friday 17 January 2020.

Angela reported that with Alysha unfortunately away sick, she had advised the staff of the appointment of the new Rector and that the response from staff on that morning had been a very positive and excited one.

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

- Neal believes that the College will need to implement at least some digital exams next year. He has discussed this with Sarah Parkinson.

- John asked who owned the Special Ministry Review within the College? Neal advised that this was the DRS and Ministry team. The process would include a student survey and would involve the Board of Proprietor reps on the BoT. John asked if the BoT need to do anything in relation to this review. Neal advised no action was required.
- Neal referred to the results from a recent Parent survey asking about the effectiveness of communication from the College to parents. Generally, communications were viewed positively. However, one clear message was that parents found the online Portal difficult to access and use, and that the dates of reports on the portal were not always clear. College management needed to look to address these communication concerns. Publication of the final ERO Report reads well and Neal will note its availability in the Friday email.
- There was some discussion around how the College managed its Social Media activity. Neal advised that College Facebook posts had fallen largely to Lucy MacLeod. It was suggested that some guidelines be drafted around the purpose and nature of social media posting that could inform this process into the future.
- **Action: Joe to draft some guidelines around Social Media posts.**

Annual Plan 2019

This is required to be completed and together with the 2019 academic results, when they become available next year, submitted to the Ministry of Education. The results of the 2019 Annual Plan should be finalised before Neal vacates the role.

David noted that there are items that have not been addressed and that need to be rounded out before it is submitted to the Ministry of Education next year. There were a number of items in the Annual Plan that needed to include achievements or results from this year or else have them carried over into the 2020 Annual Plan. There was then discussion around a number of suggested amendments and inclusions to complete the gaps so that it is in a state that can be handed over to Mike Savali next year.

Neal is to make the suggested amendments and resubmit it to the Board.

Annual Plan 2020

The 2020 Annual Plan still contains a number of gaps and will go back to the SLT in order to complete a lot of the missing KPI's.

John suggested that Neal should seek buy-in and input from HoD's, particularly around KPI's. John suggested that we could ask them 'What does success around these items look like for them?'

Action: Neal to update the 2020 Plan before Christmas and circulate to Board members.

Action: The Board also requested that Gerardine Parkinson arrange a meeting with Mike Savali and a Board committee in late January 2020 (prior to the first full Board meeting in February 2020) to discuss the Annual Plan.

7. STAFF REPRESENTATIVE

Alysha spoke to her report. She advised that due to the impending birth of her first child next year she had requested Maternity Leave and would be resigning her position as staff representative on the Board of Trustees.

The Board formally approved her request for Maternity Leave in 2020. John thanked Alysha for her contribution and efforts this year and the part she played with both the ERO report and the appointment of a new Rector which were two major tasks for any Board member.

The Board agreed that Gerardine Parkinson be nominated as Returning Officer to seek and appoint a new Staff Representative for the Board in the New Year.

8. **BUSINESS MANAGER'S REPORT**

Joe spoke to his report.

He noted that the financial operating performance of the College was continuing ahead of budgeted expectations.

- The report included a summary of the Community Trust funding applications for 2019 that was requested by the Board at last month's meeting.
- Joe also updated the Board on progress with the Chanel / Todd redevelopment project.
Funding for this project has been approved by the Society of Mary. Preliminary Design work has commenced and the current timeline has construction commencing in late November 2020.
Basil asked which school entity has responsibility for delivery of this project, and is it the Board of Trustees? Joe advised that as owners of the College property that responsibility rested with the Board of Proprietors.

9. **STUDENT REPRESENTATIVE**

Vincent spoke to his report as tabled.

- He noted that there was a focus on the whole school learning he College haka.

10. **SUBCOMMITTEE REPORTS**

11. **PARENTS' ASSOCIATION** - nothing to report.

12. **FRIENDS OF ST PATRICK'S COLLEGE** - nothing to report.

13. **POLYNESIAN PARENTS' ASSOCIATION** - nothing to report.

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

15. **CORRESPONDENCE**

Correspondence - Requiring Attention

1. Maternity Leave request from Alysha Dougherty was approved.
2. Annual Leave request from Karen Page to attend her son's wedding in England next year during term time was approved.
3. A leave request from Lynley Reid was approved.
4. The proposed BoT meeting dates for 2020 from Gerardine were approved.

5. The Board was pleased with the progress and achievements of our international student cohort as presented in the International Students Report. There was then discussion around Wayne Mills' request for approval for 2 marketing trips in 2020.

The Board believes that it is in the interest of the College for a second individual to continue to develop relationships with the overseas parties alongside Wayne. It also recognises the additional costs associated with this approach. The 2 trips were approved and it was suggested that consideration be given for Blair Florance to accompany Wayne on the China trip as he did last year.

The Board would like Wayne and Blair to think about future relationship development strategies with specific schools and groups in both our current source countries as well as other countries that we are not currently seeking students from e.g. Japan. We already have a short term visit each year from a Japanese school group and the recent Rugby World Cup in Japan has heightened awareness of New Zealand. Could a programme be built around rugby to attract Japanese students?

Correspondence - Inward

The Board moved into Committee at 8.43pm to discuss a letter received from a group of staff members and the Board moved out of Committee at 9pm.

Correspondence - Reports & Circulars

International Student Academic Summary, Maria Elenio - November 2019
International Students BoT Report 2019, Maria Elenio - November 2019
Ministry of Education, Supporting all schools to succeed, Reform of the Tomorrow's Schools system
Tukutuku Kōrero - NZ Education Gazette - 28 October 2019
Tukutuku Kōrero - NZ Education Gazette - 11 November 2019
STA News – October 2019
Wellington Catholic Schools Kāhui Ako Newsletter, Term 4 - Week 2
Wellington Catholic Schools Kāhui Ako Status Report: Term 4 2019

Correspondence - Late

Correspondence - Outward

The meeting was declared closed at 9.10pm.

DATE OF NEXT MEETING

Wednesday 26 February 2020