



BOARD OF TRUSTEES OF ST PATRICK'S COLLEGE, WELLINGTON

MINUTES OF MEETING HELD AT ST PATRICK'S COLLEGE IN THE COLIN BOARDROOM ON WEDNESDAY 24 JUNE 2020 AT 6 P.M.

PRESENT: John Campbell (Chair), Matt Appleby, Paul Berry, Blair Florance,
David Ireland, Audrey Madigan, Angela Natoli, Mike Savali,
Heston Stanley, and Vincent van Lierop.

IN ATTENDANCE: Joe Gehrig (Business Manager)
Gerardine Parkinson (Rector's Secretary)
Jo Humphrey (parent)

Vincent opened the meeting with a prayer.

1. **APOLOGIES** - Basil Keane

2. **MINUTES OF MEETING** (27 May 2020)

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

3. **MATTERS ARISING**

1.1 John has written to the staff expressing the Board's appreciation for their work during the lockdown period.

1.2 Mike has reminded the relevant stakeholder group Chair about the need to maintain confidentiality and not circulate minutes that name/identify individuals.

1.3 John is going to arrange to meet with staff member A as discussed at the last meeting.

1.4 Blair spoke to the background of the development of the DRAFT Overseas Trips policy. The following suggestions were made arising from discussion:

- Improve the rationale so that it includes learning outcomes.
- Refer to the existing policy information on EOTC on the College's SchoolDocs website.
- Audrey and Paul suggested that initially teachers should submit a one-page proposal to the Board prior to commencing planning requesting permission to proceed so that it becomes a 2 stage process.
- Following the fallout from COVID-19 the one-page proposal should detail the various stages of planning e.g. potential costs; when payments would be due and the risk factors involved in travelling to the destination.
- David would like to see a statement of value with links to the Annual Plan and Strategic Focus areas so the Board can determine if it matches their criteria.
- David asked to see the Staff Handbook as the Board is not aware of this content and the reference to page 31.
- Point number 5 relating to voluntary contributions to the school such as the payment of donations cannot be enforced but the statement about meeting Attendance Dues commitments can stay.

- Matt thought it would be helpful to expand the purpose statement.

4. **ACTION POINTS** (27 May 2020)

Updated to reflect discussion.

5. **RECTOR'S REPORT** - June 2020 (report attached). Mike spoke to his report which was taken as read, and the following points were noted in discussion:

- Changed format for reporting with members of the SLT now taking responsibility to report on their Strategic Focus Area (SFA).
- Strategic Focus Area 4 (page 8) "Ethical digital practices that reflect the Catholic and Marist character of the College are embedded". This area showed nothing to report and it was suggested that this could be linked to online safety, use of devices and ethical digital practices such as using multi-media. .
- General matters - summary of korero with staff and parents. Mike said that he has a sense that the College is in a good place and heart however there are some work-ons or common threads around accountability and communication that can be improved.
- Open Day tours - were held on Tuesday 16, Thursday 17 and Friday 19 June and attracted good numbers over the 3 days. Parents who registered for tours seemed happy with their experience, and the College has received some positive comments especially around the Year 9 students who acted as tour guides.

The Board moved into committee at 6.44pm to discuss a HR matter and moved out of committee at 6.45pm.

6. **STAFF REPRESENTATIVE** (June 2020 report attached). Blair spoke to his report and noted the following points:

- PB4L and Maihi values including the refocus on Manaakitanga and fostering positive staff and student relationships.
- Staff PLD.
- Staff are happy that sport has returned.
- the recent injury sustained by a staff member and the support they are receiving.

7. **BUSINESS MANAGER'S REPORT** (June 2020 report attached). Joe spoke to his report. He noted that:

- financially at the end of the 5-month reporting period the College is tracking well although some revenue streams are down.
- admin expenses are also down because of the 7-week lockdown.
- the Foundation has reimbursed expenses from last year which has lifted admin income.
- good news that till the end of May the collection of donations was tracking ahead of predictions.

➤ Finance, Property & Maintenance/Development

- the College is currently working through the receipt of reports on deep seismic assessments (DSA's) and the range of options available for remediation of the land.
- further seismic assessments are to be provided on the hall/chapel/staffroom and woodwork room at the end of Redwood Block.
- there will be no planned demolition of the garages/flats or Chanel Block at the end of this year.

➤ Health and Safety - as outlined in the notes in his report.

8. **STUDENT REPRESENTATIVE** (June 2020 report attached). Vincent spoke to his report and the following points were noted:
- it was positive to see both Academic and Sports Blues awarded at assembly.
 - Year 13's are busy planning for the ball to be held on 12 September.
 - sports trials are well underway.
 - students have had a lot of internals ahead of the end of this term.
 - Year 12's made positive comments on their Retreat experience.
 - the Well-being and Service Committees are active.

9. **SUBCOMMITTEE REPORTS**

- (a) Te Ara (4 June 2020 report attached). The tabled report was taken as read. John noted that he has signed off on their 10 Year Property Plan as developed by David Monastra which needs to be submitted to the Ministry of Education.
- (b) Policy Update on SchoolDocs. It was confirmed that the College has the ability to personalise our College policies. Blair is going to look at the existing EOTC policies in reference to the DRAFT Overseas Trips policy.

10. **PARENTS' ASSOCIATION** (Angela Natoli stakeholder report 8 June 2020 attached) Joe reported briefly on the outcome of a meeting with Deidre Meskill which looked at a number of matters including the possibility of merging FOSPC and the Parents' Association. Audrey noted that this idea of merging the 2 groups had been raised previously however the BoT were not supportive at the time due to the separate functions/rationales of the groups i.e. FOSPC is focused on providing hospitality and community care while the Parents' Association is focused on fundraising. It was suggested that it might be worth considering one umbrella group with 2 streams due to the critical mass of each group currently. It was noted that the Parents' Association funds are held separately under the College accounts while FOSPC maintains its own bank account. The Board expressed their appreciation for the hard work of both groups. It was agreed that it would be appropriate for Joe to keep working through the dialogue with both groups.

The Parents' Association are working towards the organisation of the Art Exhibition to be held on 18/19 September.

11. **FRIENDS OF ST PATRICK'S COLLEGE.** FOSPC are currently focused on the planning and management of the Mother and Son Dinner on Thursday 20 August. The Angels are also doing a wonderful job supporting some of our families in need by providing regular meals and baking.
12. **PASIFIKA PARENTS' ASSOCIATION** (Heston Stanley stakeholder report 16 June 2020 attached). Heston noted the following points from the last meeting:
- the meeting was well attended with positive energy.
 - it was great to have Mike, Penina and Nathan in attendance.
 - Mike gave a presentation on NCEA results which resonated with parents and was well-received.
 - he raised the issue of how the Pasifika Asosi cross-pollinates with FOSPC and the Parents' Association.
13. **WHANAU GROUP.** It was noted that the Whanau Group have not met this year. The Board would like Matua Jarrad to organise a Whanau Hui in the near future.

14. CORRESPONDENCE

Correspondence - Requiring Attention

Correspondence – Inward

AoW, email from Frank Wafer re Board Training lunch-time workshops. *The Board noted the workshops offered.*

Correspondence - Reports & Circulars

Attendance Analysis, Stand downs and Suspension Analysis 2019 - a report compiled by Deputy Rector, Wayne Mills. *The Board had read the report as tabled, and Mike acknowledged the concern from staff relating to Year 13, 2019 level of attendance. It was noted that there is a direct correlation between Year 13 attendance and academic results. The Board were interested to know how our Attendance rates compare to those of Rongotai College and Wellington College. David said that it would be helpful to know the shared/lived experiences from other principals. Action: Mike to follow up on this data with colleagues.*

Tukutuku Kōrero - NZ Education Gazette - 16 March 2020

Tukutuku Kōrero - NZ Education Gazette - 1 June 2020

Correspondence - Late

Correspondence - Outward

Kaille Harris, extension of LWOP - 28 May 2020

John Campbell, letter of thanks to all SPC staff - 29 May 2020

15. GENERAL BUSINESS

1. Audrey provide a brief update on the draft Marist Special Character Pilot Evaluation tool that Fr Matt has completed. Following a recent meeting with the BoP reps he is going to expand on it further, and it should be available to be tabled at the next Board meeting before feedback is provided to the Senate.
2. Joe referred briefly to the request for information requested by the auditor as noted in the May Board minutes and June financial reports relating to the financial impact of COVID-19. The auditor has received the financial reports from the College and has approved the accounts.

The meeting was declared closed at 7.50 P.M.

DATE OF NEXT MEETING

Wednesday 26 August 2020