



BOARD OF TRUSTEES OF ST PATRICK'S COLLEGE, WELLINGTON

MINUTES OF MEETING HELD AT ST PATRICK'S COLLEGE IN THE COLLEGE STAFFROOM ON WEDNESDAY 23 SEPTEMBER 2020 AT 6.45 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)
James Tuck (new Student Rep)

Paul opened the meeting with a prayer.

John offered his thanks to Vincent on behalf of the Board of Trustees for his service to the Board. He also welcomed James as the new student representative.

1. **APOLOGIES**

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

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

3. **MATTERS ARISING**

1. Mike will obtain the Attendance stats to present at the October meeting.
2. John will organise to speak to staff member A going forward.
3. John expressed his gratitude to Heston for volunteering for the Kahui Ako stewardship role.

4. **ACTION POINTS** (26 August 2020)

These were updated to reflect discussion.

5. **GENERAL BUSINESS**

6. **RECTOR'S REPORT** - September 2020 (report attached)

Mike spoke to his report and the following was noted:

- Fr Mark Walls SM facilitated staff Special Character PD.
- acknowledgement and celebration of Tongan Language Week, Te Reo Maori Week and Mental Health Awareness Week and Sign Language Week.
- with the move to Alert Level 1 today the College held our first assembly which featured 2 musical items, as well as singing practice for the Mass of the Feast of the Assumption at which 6 students will receive the sacraments of Confirmation and Holy Communion.
- the Rector has received the resignation of our French language teacher who has provided an extensive length of service, and is retiring.
- the College currently has 4 international students, and 3 families have indicated that their sons will stay in New Zealand over the summer break. It was confirmed

that homestay families along with Maria Elenio and Wayne Mills will be available to provide pastoral care and support to the students staying over the summer break. It is unlikely that the College will have any new international student enrolments in 2021.

- Kahui Akō Across School Lead (ASL) positions update. Two staff members applied for the role and an appointment is pending prior to the end of this term.
- the recent Course selection evening had to be limited in terms of numbers due to COVID-19 and Alert Level 2.
- the Acting HoD Art hosted an evening recently whereby whānau were invited to visit and view student art portfolios.
- update on the Draft Strategic Plan. The Rector has developed it in a basic format, and has shared the document with the SLT seeking their input. Once it is at a more fully developed stage the Rector will seek help from Audrey with wordsmithing.
- the Board Pastoral Subcommittee convened recently to meet around the suspension of a Year 10 student which was subsequently lifted.
- the Rector referred to a matter which arose from a staff meeting relating to an issue about how some students treat female staff members. The Rector spoke to students about this issue.

7. **STAFF REPRESENTATIVE** (September 2020 report attached).

Blair spoke to his report and the following was noted:

- promotion of the invitation to Board members to attend the Gateway Graduation evening.
- the Board spent a period of time in focused discussion on the Wellbeing survey, and considered the interpretation of the data and how it is presented to the Board of Trustees. The Board asked if it was possible to speak to Helen about accessing the entire survey or asking her to report back on any patterns or themes emerging which are of concern. **Action: Blair to follow up with Helen.**
- he is intending to compile and survey staff on a number of matters which he will share with the Board prior to the end of the year.

8. **BUSINESS MANAGER'S REPORT** (August 2020 report attached)

- Finance, Property & Maintenance/Development
- Health and Safety - nothing to report.

John thanked Joe for organising the Master Plan presentation tonight, and acknowledged the extraordinary amount of work to get to that point. Basil asked about the donation of carvings from Jim Moriarty, and how they can be incorporated into the new building design. It was acknowledged that it is important that the carvings are incorporated into the design, and should be at the gateway to the school. Paul noted that it is vital to incorporate the history of the Society of Mary and our Special Character into the design concept. Audrey reminded the group that the Master Plan presented tonight is a high level concept and that the phase to follow, the design phase, is where the detailed input of key stakeholders, such as the SoM will be sought. To date only high level input and discussion has occurred.

Joe spoke to his report and the following was noted:

- it is business as usual this month and the College finances are still tracking slightly ahead of budget.

- he noted that while the expected loss of income streams resulting from the onset of COVID-19 had occurred, these had been offset by reduced expenditure as a result of less school activities occurring throughout the year. Rather than incurring the anticipated, significant full year loss, a break-even result now looks more likely for the year.
- the level of donations collection has not declined in the way it was anticipated following COVID-19 lockdowns.
- it was reported at the Finance Subcommittee meeting that the College is going to receive additional funding from the Ministry of Education as compensation for reduced international student revenue and for the additional cleaning costs, both direct results of the COVID-19 pandemic.

9. **STUDENT REPRESENTATIVE** (September 2020 report attached). Vincent gave a brief verbal update and the following was noted:

- the last few days of term and finishing off internals.
- exams in first week of term 4.
- the Year 13 ball on this Saturday.
- at assembly today it was nice for the boys to be together and they enjoyed a great musical piece, and whole school singing.
- student rep voting was held last Friday.
- it was Mental Health Week this week.
- the Year 12 and 13 Careers Expo will be held this Friday.
- the Winter sports season has come to an end.
- he enjoyed his latest OE outdoor survival adventure.

Mike spoke about Mental Health awareness noting that levels of anxiety and depression are increasing at the College, and it is important to message to our young men that it is okay to speak up and to seek help.

10. **SUBCOMMITTEE REPORTS**

(a) Te Ara Governance Minutes of 27 August 2020 (as attached). The Minutes were noted and taken as tabled.

(b) Policy Update on SchoolDocs. Blair spoke to the Draft Overseas Trip Policy and noted the discussion points down the side of the document. A number of points arose from discussion including: not wanting to make the policy overly restrictive; what happens in the event of a cancellation and travel insurance cover; the cost of teacher relief; as well as the expected standard of student behaviour. David suggested that it would be helpful to have a copy of the Memorandum of Understanding between SPC and SCC. **Action: Gerardine to forward a copy of the MoU.**

11. **PARENTS' ASSOCIATION** (Minutes of 31 August 2020). Angela highlighted the sale of tickets for the rescheduled Art Auction on Friday 6 November.

12. **FRIENDS OF ST PATRICK'S COLLEGE** (Minutes of 3 August 2020). The Minutes were noted and taken as tabled.

13. **PASIFIKA PARENTS' ASSOCIATION** (stakeholder report received from Heston Stanley). Heston briefly mentioned that raffle, and also the initiative to create a scholarship. He said that while he is still trying to push it through that the Association may have run out of time for this year.

14. **WHANAU GROUP** – the Whanau Group has not met recently.

3. **CORRESPONDENCE**

Correspondence - Requiring Attention

Shayna Gardner, request for extension of leave - 18 September 2020. *The Board approved this request. AGREED.*

Kaille Harris, request for extension of leave - 17 September 2020. *The Board approved this request. AGREED.*

Ministry of Education to John Campbell re Kahui Ako appointment - 16 September 2020. *Paul Berry and John Campbell agreed that the nominated staff member be appointed as per the letter from the Ministry of Education. AGREED.*

Correspondence – Inward

Hamish Anton, Deloitte re standard audit procedures - 11 September 2020

Correspondence - Reports & Circulars

Tukutuku Kōrero - NZ Education Gazette - 7 September 2020

Correspondence - Late

Correspondence - Outward

John Campbell, response to standard audit query from Deloitte - 11 September 2020

Alexandria Oldfield, approval of leave - 27 August 2020

The meeting was declared closed at 8.45PM.

DATE OF NEXT MEETING

Wednesday 28 October 2020