



BOARD OF TRUSTEES OF ST PATRICK'S COLLEGE, WELLINGTON

MINUTES OF MEETING HELD AT ST PATRICK'S COLLEGE IN THE COLLEGE STAFFROOM ON WEDNESDAY 26 AUGUST 2020 AT 6.00 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)

Matt opened the meeting with a prayer.

1. **APOLOGIES**

2. **MINUTES OF MEETING** (24 June 2020)

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

3. **MATTERS ARISING**

1.1 Analysis of Student Attendance. *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 and report back at the September meeting.

1.2 John is going to arrange to meet with staff member A as previously discussed.

Action: John.

4. **ACTION POINTS** (24 June 2020)

Updated to reflect discussion.

5. **GENERAL BUSINESS**

Paul recommended that it would be good practice going forward that if a serious incident occurs at school which necessitates communication with the College community that it would be helpful for the Rector to email the whole Board to alert/brief them.

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

- Kindness Week
- Mass for the Feast of Corpus Christi
- House Sasa competition
- Silverstream and Wellington College Traditionals
- Te Reo Course is currently offered via Zoom as part of staff PD
- Mike has had a positive discussion with Fr Brian Cummings relating to the number of non-preference students that we could accept into Year 9 in 2021. Fr Brian spoke about evangelisation to non-preference students, and taking on board the Sacramental Programme.

- Staff resignations received in both Economics and Physics. Due to current overstaffing the Rector has sought advice from the Board of Trustees, and it was subsequently agreed to advertise the Physics role as a permanent position.
- Staffing – an extension to a current maternity leave position as well as an application for a study grant were both agreed by John Campbell.
- Staff PD
- Departmental Reports were submitted by all departments apart from Economics.
- the Rector spoke to staff at a PD session about sharing his vision for the next 5 years.
- Tutor conferences had good level of uptake. Parent/teacher interviews were cancelled due to Alert Level 2.
- Study Skills sessions at Year 11 were offered by a team of staff.
- discussion on pastoral care and how tutor teachers are supported and the plan for providing PD going forward in terms of building relationships with students and their whanau. The Rector reiterated that this is a 3-5-year project and will be a focus for PD next year as well as PB4L and restorative practice. The Board were interested in feeding this forward in terms of the 2021 Annual Plan, and providing funding for relational training/practice as a strength based approach and to help develop soft skills.
- Timeline for the 2021 Annual Plan - need to start working on it in September to have a rough draft for the October meeting which can be further refined at the November meeting. The Rector wants senior leaders to drive the initial draft 2021 Annual Plan, and to have input/ownership of specific areas such as pastoral, curriculum and other key items. He noted that in his view the 2020 Annual Plan has too much in it. The Rector is going to commence working on a draft of the 2021 Annual Plan and will seek help as required from other board members with skills in this area as needed. Paul noted that it is also time to refresh the Board Strategic Plan.
- Te Oro is the name given to the new curriculum review group which is delegated to Matua Jarrad and Sarah Parkinson. Te Oro is focusing on changing the curriculum at a traditional boys' school in 21st century, and this is a long-term project. It is hoped to implement revised programme for juniors in 2022.
- International students - Wayne predicts that we will have 4 international students next year, with the likelihood that there will be no new International students coming to New Zealand next year.
- Kahui Ako – all senior leaders and principals of the 13 schools met at St Teresa's School 2 weeks ago. The term of the current role of the 2 Across School leaders is due to end in January 2021, and the deadline for staff applying for these 2 roles closed on Monday. The Rector noted that we are the biggest school in the Kahui Ako alongside 2 other Colleges and 10 primary schools. The Kahui Ako Stewardship Group is in its infancy and requires a Board member to volunteer to serve on the group which meets twice yearly, and provides support for the dual principals leading the Kahui Ako. **John asked for a volunteer to serve on this group and it was agreed that this item will be tabled for the September meeting.**
- Pastoral report noted 2 suspensions and 3 stand-downs.
- Student leadership in 2021 - 2 teachers are leading this, and there will be a different process for next year.
- Whanau hui have not yet set a date for a meeting in Term 4 as yet.

7. **STAFF REPRESENTATIVE** (August 2020 report attached). Blair prefaced his report with an explanation on how he obtains his information. This month he shoulder-tapped Mike Woods to write about MyMahi and Paul Chapman about the latest OE trip. Blair is

considering putting together a quiz to scope out if staff are aware about who is on the Board, and who is Board Chair as he feels that there is a bit of a disconnect.

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

- Finance, Property & Maintenance/Development. Joe spoke to his report. He noted that:
 - the College is financially tracking well for the 7-month period and is slightly ahead of predictions.
 - there has been a decline in net income from International Students as a result of Covid-19.
 - however, there has also been a reduction in net expenditure for both Curricular and Extra-curricular activities due to cancellation of many activities which, together with reduced YTD Administration costs is the reason we are ahead of budget.
 - there are further risks to income throughout the remainder of the year e.g. if the Parents' Association Art Auction does not go ahead then there will probably not be a subsequent donation of funds to the College.
 - planning work is continuing for the remediation of Todd and Chanel and development of a masterplan for the campus. Presentation of these plans may require an out of sequence board meeting to socialise the proposed timeline/scope of work over a 10-year period. Joe will advise whether this may be able to be at the start of the next planned Board meeting with a condensed Board meeting to follow for normal business. It was suggested that it would be appropriate to invite the BoP, Foundation trustees and possibly Marist Senate members to that all could be appraised at the same time.

- Health and Safety. Joe noted that the matter regarding an injury to a student at athletics early this year which was mentioned at the last board meeting. Joe subsequently met with the Head of P.E. - Leigh Lidstone to develop strategies which will mitigate future potential problems. The College has developed plans around managing future hurdles events including the need for training to be provided before any racing. Audrey suggested that it would be good to report back to our College community about the lesson learnt from the accident at McEvedy, and let stakeholders know that we have actioned changes.

9. **STUDENT REPRESENTATIVE** (August 2020 report attached). Vincent spoke to his report and the following points were noted:

- Sports exchanges with Wellington College and the Stream traditional.
- Blood Donor Day.
- COVID scare particularly with first announcement and students worried about possibly moving to Level 3 in Wellington.
- BB gun incident which was a bit of a blur for the boys.
- cancellation of Taylorfest.
- Year 13 ball is on Saturday 12 September and tickets sales close next week. The boys are hoping it goes ahead but if needed the postponement date will be 3 October.
- the Student rep role is advertised, with 5 nominations received so far.
- Sasa was held late last term and Kennedy won.
- he was a member of the OE trip last week for Year 13's and they were required to make their own shelters and sleep outside on one of the coldest nights of the year. There is another 5 day OE trip coming up next month.
- Appeals were held for both Vinnies and the Soup Kitchen.

10. **SUBCOMMITTEE REPORTS**

(a) Te Ara - as previously covered in Mike's report.

(b) Policy Update on SchoolDocs - nothing to report.

11. **PARENTS' ASSOCIATION** (Minutes of 20 July, 3 August and 17 August 2020). Angela spoke about the importance of the Art Exhibition as the major fundraiser for this year, and that the group are hoping it will still go ahead. The Parents' Association are meeting on Monday evening, and will determine then if the event goes ahead as planned on Friday 18 September.
12. **FRIENDS OF ST PATRICK'S COLLEGE** (Minutes of 20 July, 3 August and August 2020 newsletter). The Minutes and newsletter were taken as read.
13. **PASIFIKA PARENTS' ASSOCIATION** (Heston Stanley report on July meeting). The report on the July meeting was taken as read. Heston was not able to attend the August meeting.
14. **WHANAU GROUP** - Mike attended the meeting along with 3 other staff members and this was referenced in his report.

3. **CORRESPONDENCE**

Correspondence - Requiring Attention

Alexandria Oldfield, request for leave - 26 June 2020. *The Board approved the period of leave as requested.*

Correspondence – Inward

Alysha Dougherty, request for extension of leave - 15 July 2020

Correspondence - Reports & Circulars

Tuketuku Kōrero - NZ Education Gazette - 29 June 2020

Tuketuku Kōrero - NZ Education Gazette - 3 August 2020

Tuketuku Kōrero - NZ Education Gazette - 17 August 2020

Correspondence - Late

Correspondence - Outward

Alysha Dougherty, Board approval of extension of LWOP for Term 4, 2020 - 23 July 2020

The meeting was declared closed at 8.10pm.

DATE OF NEXT MEETING

Wednesday 23 September 2020