



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

MINUTES OF MEETING HELD AT  
ST PATRICK'S COLLEGE IN THE COLIN BOARDROOM  
ON WEDNESDAY 25 FEBRUARY 2015 AT 6 P.M.

**PRESENT:** Yohan de Rose, Pat Dunn, David Ireland, Audrey Madigan, Chris McCarthy (Chair), Neal Swindells (Rector), Patricia Tau, and David Walsh.

**IN ATTENDANCE:** Gerardine Parkinson (Board Secretary)

David Walsh opened the meeting with a prayer.

1. **APOLOGIES** – Paul Berry, Conor English, Tuf Ioane, and Lynley Reid.
2. **MINUTES OF MEETING** (26 November 2014)

These were passed as a true and accurate record.

3. **MATTERS ARISING**

The College is in the process of completing the Special Character Attestation for the Archdiocese of Wellington. **Action: Neal / Gerardine.**

4. **SUB-COMMITTEE REPORTS**

- (a) **Appointments** – nothing to report as the College is fully staffed.
- (b) **Charter & Policy** – David Ireland spoke to this. He said that an updated Policy Manual which includes an Index section needs to be collated. The current set of policies needs to be updated to include those policies reviewed last year. David Ireland will try and present a plan at the next Board meeting. **Action: David.**

The Board discussed the wider issue of the need to develop an Enrolment Policy to manage roll growth which needs to be in place by the start of Term 2. Neal is currently working on a paper at the request of the Board of Proprietors which he will present to both Boards. **Action: Neal.** The College would prefer to develop their own Enrolment Policy as opposed to formulating an Enrolment Scheme with the Ministry of Education. The Board discussed this issue and how it could be managed going forward including signalling possible changes to current enrolment practices and the need to consult with the College community and stakeholders.

David offered to look at the introduction of an Enrolment Policy from a legal viewpoint considering the Education Act 1989. **Action: David.** Neal is going to crunch the numbers, and he and David will consult and try to formulate something for the next Board meeting. **Action: David and Neal.** The aim is to have a statement prepared for inclusion in the 2 April newsletter.

- (c) **Pastoral** – nothing to report.

(d) **Finance, Property & Maintenance/Development.** David spoke briefly about the following financial points:

- the uncertainty about the outcome to increase our maximum roll application currently sitting with the Ministry of Education is impacting on the proposed 2015 budget which is showing a 100k deficit due to the Board of Trustees having to make provision to staff additional teachers' salaries.
- the good news is that the Board hopes to finish the 2014 financial year with a surplus of over \$100k. Karen still has a bit of work to close off and there could be a few changes to be included. He acknowledged that this is a positive outcome and a good turnaround from the previous year. He noted that in terms of the provision for cyclical maintenance may be overstated and that Karen is going to meet with Ian Rattray to discuss this.
- Audrey asked if more of the College property became integrated would this reduce down the provision. It was confirmed that the College would receive increased funding if more space becomes integrated which would in turn mean the Proprietor would have also have less to maintain in terms of cyclical maintenance.
- the first view of this year's budget (summary on front page) shows a deficit from funding extra staffing due to roll growth. The Finance Committee are hopeful that the Ministry of Education will approve the roll increase. There is currently a budgeted provision for income from 11 international students however this may increase if 8 more students enrol midyear from Melanesia.
- both upgrades of the security camera system and the College server upgrade are big ticket items. It was discussed whether potentially the Board could finance these costs over a 3 year period. The request to fund another COW (computers on wheels) to be used by senior Stats students is currently included on the wish-list for this financial year.
- the Board of Proprietors want to work more closely with the Board of Trustees in terms of managing property. It is hoped that the PDC could become a joint body to work with both Boards on property. At the recent Board of Proprietor's meeting they had discussed the clash of groups fundraising and how this impacted on the planned Foundation Dinner. Neal was asked to work with Loretta to come up with a fundraising plan and to work through them to improve the overall management. It was suggested that the Foundation Dinner could have a Sports focus and that sports groups could apply to the Foundation for financial help.

David Ireland acknowledged all the work David Walsh has done in sorting Finances for the College and also the role that Neal has paid in focusing on improving the College's financial situation.

Resolutions to apply for funding as follows:

It was resolved by the St Patrick College Board of Trustees to apply to '**Lion Foundation**' for funding for the sum of **\$2,500** to contribute towards the cost of playing uniforms for the St Patrick's College Futsal Club. Chris McCarthy / David Ireland. AGREED.

It was resolved by the St Patrick's College Board of Trustees to apply to '**Infinity Foundation Inc**' for funding for the sum of **\$5,000** to contribute towards the cost of coaching for the St Patrick's College Football Club and playing uniforms and gear for the St Patrick's College Football Club. Chris McCarthy / David Ireland. AGREED.

Neal is focusing on the organisation of Football within the College and working to improve the model.

Minutes of the Property Development Committee – 9 February 2015\*  
MQS Seismic report, as at 12 February 2015\*

- (e) **Special Character** – this was largely covered in Neal's report. He has recently written to 5.4 sponsors and asked them to support the student's they are sponsoring and to encourage their parents to attend the '*Becoming a Patrician*' evening.

## 5. RECTOR'S REPORT

### INITIAL COMMENTS

The new year at the College has started well.

### ROLL

The roll as at 12<sup>th</sup> February was:

	2015	2014	2013	2012	2011	2010
Year 9	188	173	160	168	180	169
Year 10	171	157	165	182	166	159
Year 11	158	156	185	153	159	169
Year 12	154	162	151	148	171	149
Year 13	158	130	132	147	128	130
Year 14	3	2	1	1		
<b>Total</b>	<b>832</b>	<b>780</b>	<b>794</b>	<b>789</b>	<b>804</b>	<b>776</b>

There are also 14 International Students one of whom one is an exchange student from Arras in France.

Our application for a maximum roll increase with the Ministry of Education is progressing. It has been sent out to other schools and the teacher unions for feedback. The Rector has answered a number of questions asked by Rongotai College. Feedback is due to the Ministry by 21<sup>st</sup> February. The process may still be held up by the fact that our detailed property data held by the Ministry is not up to date. David Monastra and the Rector met with Maureen Condliffe, Operations Manager for the Catholic Education Office, and Sarah Taylor from the Ministry of Education on Thursday 12<sup>th</sup> February to discuss this issue. Maureen Condliffe said that there have been no *Site Plan Updates* since Integration and until this is done the Maximum Roll Increase Application cannot progress. David Monastra will do this work for us as soon as he can working with BSM Architects in Wanganui. There will be some costs to the BOP associated with this work.

It is important we get this roll increase approved as we only get funded for 800 students at present. The Board of Trustees will need to focus on how we can manage our roll so it does not exceed 850 in 2016.

### STAFFING

We have several new staff:

- Mrs Anusha Naran teaching Art and Design and Technology
- Mrs Megan Ward teaching Science and Biology
- Mr Robert Lynch teaching Maths
- Father Pat Brophy SM our College Priest
- Mr Cameron Poole Smith – Teacher Aide

Our guaranteed staffing is based on a roll of just under 800. We are currently 1.68 FTTE over our allocated staffing. This includes 0.18 staffing that we will pay to St Catherine’s College as they are running an additional food and nutrition class for our students. This is a cost to us of approximately \$92,400 (\$55,000 FFTE) which the Board will have to carry until the roll increase comes through.

Mrs Michelle Duffy has asked for approval to apply to the National Centre of Religious Studies for a two term secondment to work as a Resource Developer. If she was successful in obtaining the position she would be on leave from her role as Assistant DRS for two terms, probably terms two and three. The Rector recommended her application be supported.

### SPECIAL CHARACTER

→ The Society of Mary informed us in late 2014 that Father Pat Brophy would be available to work as a Chaplain for us in 2015. Father Pat started with us yesterday. We will simply call him our College Priest.

→ All our Year 9 students except 2 are *Preference* students. These two both have brothers at the College. This creates some positive opportunities for us around ensuring as many students as possible have completed the *Rites of Initiation* into the church and are practicing their faith.

→ We had a lovely opening Mass. Father John Walls’ homily referred to Archbishop Redwood’s hopes for the College when it was founded in 1885. Our Prefects, Peer Leaders and Eucharistic Ministers for this year were inducted. Thomas Noble-Campbell is Head Prefect.

→ The Marist Youth Leader programme was again a great success.

→ The combined schools Ash Wednesday Liturgy at Newtown Park during the Old Boys Cup Athletics was impressive.

### TEACHING, LEARNING AND STUDENT ACHIEVEMENT

Academic Results for 2014 were very solid.

Provisional results show that:

- 84% of Year 11 students gained NCEA Level One
- 90% of Year 12 students gained NCEA Level Two
- 77% of Year 13 students gained NCEA Level Three
- 66% of Year 13 students gained UE (National figures 58%)
- 22 students in Year 12 gained NCEA Level Two with excellence
- 8 students achieved 10 individual Scholarship passes.

The table below shows the statistics compared to National averages and Boys Decile 8-10.

	St Pat's	National	Boys Dec 8-10
NCEA Level 1	84.0	82.6	89.2
NCEA Level 2	90.4	86.8	90.6
NCEA Level 3	77.0	78.6	84.5

Level One	St Pat's	National	Boys Dec 8-10
Literacy	92.4	90.4	94.7
Numeracy	98.1	87.9	93.1

NCEA Endorsements	St Pat's	Nat	Boys Dec 8-10
Yr 11 Excellence	14.5	17.8	25.0
Yr 11 Merit	38.9	35.7	41.8
Yr 12 Excellence	14.0	14.1	19.3
Yr 12 Merit	26.7	27.4	33.8
Yr 13 Excellence	10.3	12.8	16.1
Yr 13 Merit	35.1	29.6	35.4

- The Board will receive a more detailed report on NCEA Results at the next Board meeting.
- We are holding our Academic Blues Assembly next Wednesday.
- The 2015 timetable is underway. Classes are consistently larger as we manage with more students but Wayne Mills, David Martin and the House Leaders have done an excellent job in sorting out a myriad of issues around student courses. One challenge for us this year is to look at how we can better cater for some of our less academic students who stay for 5 years but need more practical courses than we currently offer.
- Staff are quickly learning to use *Kamar* our new student management system and most of our Year 9's have their *Chromebooks* and are using them for their learning. Our SPC Foundation has assisted 12 families with the purchase of their *Chromebook*.
- We have had a range of complications with our IT system as our new server; BYOD, Kamar and the N4L get embedded. We have had a number of meetings with Norrcom as we work through these issues.

Our Professional development areas of focus this year include:

- Learning to use Kamar well.
- Developing the Parent Portal and using it to report to parents.
- We have a MOE Contract to help raise achievement in English, Maths, Science and Art. Advisers are working with 4 or 5 teachers in one of their Year 11 classes.
- Developing our ability to carry out better observations of our colleagues and provide useful feedback to help improve teaching.

## EXTRA-CURRICULAR

- The National Marist Sevens Rugby Tournament run by our Rugby Club on 7<sup>th</sup> and 8<sup>th</sup> February was a great success with 43 games of rugby over two days. Unfortunately our St Pats team was knocked out by Silverstream in the semi-final. Silverstream were deserved winners.
- Our cricketers have been doing well. Our 1<sup>st</sup> X1 won promotion back into the Premier One competition by winning all three of their games in the promotion relegation playoffs in January. They have gone on to win their first four games in the Premier One grade including a win over HIBS the top team. Unfortunately they were beaten by Silverstream in the traditional. Our 2<sup>nd</sup> X1 also won promotion in to the Premier Two Grade and are so far unbeaten in that grade. Last Sunday we retained the McMenamin Trophy at Silverstream with wins for the 2<sup>nd</sup> X1 and the Year 9's and a loss for the Year 10's.
- Our rowers are preparing for big regattas over the next few weeks culminating in the Maadi Cup in March.
- Our Athletes had a very good win in the Old Boys' Cup against Silverstream this week by 369 – 271. It seemed much closer to that and there is still much to do before McEvedy.
- We are expecting to have Rowing, Softball, Volleyball and Futsal teams involved in summer Tournament Week.

→ Year 9 Camps start next week.

### **PROMOTION AND COMMUNITY LINKS**

→ The Parents' Association and Polynesian Parents' Association, Women's Group and Whanau Group have all held their first meetings.

→ Our first full newsletter will go out next week.

### **ENVIRONMENT AND RESOURCE ISSUES**

→ Work on the Kennedy Block is well underway with the micro piles now completed. We hope to be able to re-occupy the upstairs labs for the start of Term 2 and the ground floor a few weeks later. The worst of the noise from the construction is now over. We have been impressed with Freear Philip's professionalism. Science teachers are managing without their laboratories

→ The additional rubber has been laid on the Turf and we have now asked *Groundworks* to carry out routine maintenance 5 times per year which is exactly what they do on all the other Turfs in Wellington.

→ The Marist St Pats Rugby Club in association with Easts Cricket and Marist Football are looking to establish a new combined Clubrooms on the South-eastern end of Kilbirnie Park. They have had a very enthusiastic response from the Wellington City Council and understandably want out support.

→ The major upgrade of our security cameras is nearly completed.

### **OTHER ISSUES**

→ We have had some issues re our afternoon buses to the Northern parts of Wellington. For some reason I don't understand *Mana Coachlines* are contracted to supply two buses in the morning but just one in the afternoon. That afternoon bus has been over capacity. *Mana* agreed to run another bus to solve the problem at their expense this week but if we want it from now on we have to pay \$110 plus GST each afternoon and they collect the money from the fares. I have agreed to that in the short term but we are looking for a better long term solution.

→ Our Archivist, Mr Kevin Bourke has finished with us. We may need to look at a new system for managing our Archives.

→ I will have a Draft Annual Plan for 2015 for BOT approval at the Board meeting and should also have the 2014 Analysis of Variance completed by then.

→ I met with the Board Chairman and Deputy Chairman regarding my Appraisal in late January.

Neal Swindells  
Rector

Neal spoke to his report. Matters arising in discussion:

- Michelle Duffy has applied for a secondment for two terms to the National Centre for Religious Studies (NCRS) to develop educational resources. Neal spoke in support of her application. This has no cost to the College as her salary will be fully funded.
- David Martin will report at the March Board meeting on analysis of NCEA results.
- there was an issue with producing and emailing home 'Weekly Notes' via KAMAR.
- BYOD and the introduction of Chromebooks at Year 9 level. It was noted that the College has experienced some small issues when dealing with Noel Leeming.

- it is hoped that the upgrade of the Security camera network will help protect the security and safety of Chromebooks.
  - MSP has sought support from the Board of Trustees to write to the Wellington City Council in support of the proposed shared “Sportsville” hub to be erected on the south-eastern end of Kilbirnie Park. The Board agreed to support the MSP application to WCC.
  - the College is currently funding the cost of one *Mana Bus* in the afternoon to cope with the increased demands. It was noted that this is an unbudgeted cost and cannot be carried in the longer term.
6. **STUDENT REPRESENTATIVE** – Yohan gave a verbal report which noted the following: the boys are enjoying classes; it was positive to have a win at Old Boys’ Cup and that students are looking forward to McEvedy Shield next Tuesday.
  7. **STAFF REPRESENTATIVE** – nothing to report as Lynley was away.
  8. **PARENTS' ASSOCIATION** – Neal and Chris attended the most recent meeting. This enthusiastic group are focused on the organisation of the upcoming Big Boy’ Breakfast on St Patrick’s Day.
  9. **WOMEN'S GROUP** – nothing to report.
  10. **POLYNESIAN PARENTS’ ASSOCIATION** – Patricia spoke about the meeting held on 8 February which attracted a massive turnout of parents drawn mainly from Year 9 parents. Paul Berry attended on behalf of the Board of Trustees and spoke about what is happening at the College. The next meeting of the Polynesian Parents’ Association will have a change of Office holders. The first Home-School partnership meeting for 2015 is to be held on 31 March. *Power Up* had a meeting this evening in the College hall.
  11. **WHANAU GROUP** – Lynley attended the most recent meeting on Paul Berry’s behalf. Neal also attended the meeting. Neal provided a brief overview of items discussed including:
    - *Waka Ama* which is up and running again.
    - discussion on the Strategic Plan for Maori achievement.
    - hosting various events in 2015 and the impact and management of these.

12. **CORRESPONDENCE**

**Correspondence – Requiring Attention**

Gary Cook-Andrews – funding application for Sports. *Previously covered under discussion on Finance.*

**Correspondence – Inward**

Ministry of Education, Resourcing Information – 12 December 2014

Ministry of Education, PISA 2015 – 22 January 2015

NZSTA, Notice of AGM to be held on 4 July – 9 February 2015

**Correspondence – Reports & Circulars**

Ministry of Education, NZ Education Gazette – 26 January 2015

Ministry of Education, NZ Education Gazette – 9 February 2015

SPC Parents’ Association Minutes – 9 February 2015\*

### **Correspondence – Late**

Ailsa Hibbard seeking permission for the French trip in 2016. *This was discussed and subsequently approved by the Board of Trustees.*

### **Correspondence – Outward**

\* = copy to all Trustees

### **Draft Annual Plan 2015**

The Board spent a period of time reviewing and discussing the Draft 2015 Annual Plan which is supposed to be submitted to the Ministry of Education by 1 March.

Board members had a number of suggestions including amendments to Student Achievement targets that they wished included in the Draft Annual Plan as well as expanding some specific goals. Neal undertook to incorporate the Board's recommended suggestions in the Draft Plan and to recirculate the amended draft to Board members for their feedback and final comments before submitting it to the Ministry of Education.

**Action: Neal / Gerardine.**

## **13. GENERAL BUSINESS**

- 1.1 Election of Chairperson and Deputy. Election of Chairperson and Deputy. Neal assumed the Chair and called for nominations for Chairperson of the Board of Trustees. Pat Dunn nominated Chris which was seconded by David Walsh. No other nominations were received. Chris was unanimously re-elected as Chairperson of the Board of Trustees for 2015. Nominations were then called for Deputy Chairperson. Chris nominated Paul Berry which was seconded by David Ireland. Paul was unanimously re-elected as Deputy Chairperson. Chris subsequently resumed the Chair.
- 1.2 Stakeholder meeting dates March to December 2015\*. Board members were asked to contact Gerardine and indicate which meetings they could attend this year. **Action: all Board members.**
- 1.3 Delegations Authority. It was requested that the current 2015 Delegations Authority for the Rector, Deputy Rector and Assistant Rector be emailed to Board members for their consideration and approval sought. **Action: Gerardine / Board members.**

**Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**DATE OF NEXT MEETING**

**Wednesday 25 March 2015**