



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 FEBRUARY 2016 AT 6 P.M.**

PRESENT: Paul Berry, Pat Dunn, Conor English, Tuf Ioane, David Ireland, Audrey Madigan, Chris McCarthy (Chair), Lynley Reid, Neal Swindells (Rector), Peniamina Taiti, Patricia Tau, and David Walsh

IN ATTENDANCE: Gerardine Parkinson (Board Secretary)

Audrey opened the meeting with a prayer.

1. **APOLOGIES**
2. **MINUTES OF MEETING** (25 November 2015)

The Minutes were passed as a true and accurate record – Audrey Madigan/Lynley Reid.
AGREED.

3. **MATTERS ARISING**

Meeting Date	Action	Responsible
24/2/2016	the Charter & Policy Subcommittee have updated and reformatted Policy Index and plan to roll out at the next meeting.	Charter & Policy Subcommittee
	David will develop a work plan for the Policy review cycle over a 3 year period which will be part of the overall meeting plan.	
	the College is now working to revise the Assessment Procedure document.	Neal
	some sections of the Enrolment and Preferential procedures in the Policy Manual need to be updated to reflect the Enrolment Policy adopted last year. These changes will be tabled at the March meeting.	Charter & Policy Subcommittee
	Reporting procedures stated in the Policy Manual are no longer current since the introduction of KAMAR and do not fit with the online reporting process. David requested that Neal and one other staff member update this section.	Neal

	<p>the draft Creative Commons Policy needs to be tidied up and brought back to the next Board meeting.</p> <p>Following discussion about changes to Health & Safety legislation David Ireland suggested that Neal brief the Charter & Policy subcommittee prior to the next meeting.</p>	Neal
24/2/2016	Special Character - the Board favoured using a series of photos displayed around the College to show how core values are lived.	Special Character committee
24/2/2016	Neal has now received MOU from SCC as of yesterday and would like to discuss the content first with the SLT. He will do this and bring it back to the Board at the March meeting.	Neal
24/2/2016	AOG – All of Government contracts. The Board asked Neal to scope out as to how it suits the whole College and will affect all our travel bookings. Neal was requested to seek specific criteria about the proposed trip and report back at the March meeting.	Neal

4. SUB-COMMITTEE REPORTS

- (a) Special Character – Neal discussed a few points relating to Fr Pat Breeze SM, Fr Matt Crawford SM and the recent Year 9 day facilitated by Fr Mark Walls and his team.
- (b) Appointments – Jonathan Millmow was appointed as Director of Sport. Jonathan’s role is to oversee all the sports at the College and to draw groups of parents and old boys together to help support the various codes.
- (c) Charter & Policy – Policy Updates and Policy Manual Index. David reported on the following:
- he has done a lot of work on issues which have come to light following the complaint received in the last quarter. The Policy Index is now updated and reformatted. He will develop a work plan for the Policy review cycle over a 3 year period which will be part of the overall meeting plan.
 - new Student Assessment information was distributed to all students informing them about how they can appeal assessments and authentication of work. The College is now working to revise the Assessment Procedure document. Neal is looking at that and will come back at the next meeting with a draft. **Action: Neal.** Neal is seeking clarification from David Martin about wording confusion on page 3.
 - following on from Mr Kitchenman’s concerns it is important that the Appeals process offers a consistent and standardised process. The Board discussed whether the same process is used for both NCEA as well as non NCEA assessments. Audrey noted that the last bullet point on page 2 is a bit pedantic and is a completely separate point. Paul recommended removing the header which

relates to College internals and not externals. Neal asked about Graphics and Art in terms of the external component.

- the Complaints Procedure has undergone extensive review and changes which were circulated to the whole Board last Friday and a further updated set yesterday for comment and approval. Paul Berry suggested that under 10.7.4 to take out the word penalty or offence and maybe change it to sanction to make it a more general concept.
- Audrey had a query about 10.6 relating to complaints about the Board Chair and who becomes the third person which was subsequently clarified. It was moved that the Board adopt the Complaints process incorporating the numbering changes and slight change to wording. David Ireland/Paul Berry. **AGREED.**
- some sections of the Enrolment and Preferential procedures in the Policy Manual need to be updated to reflect the Enrolment Policy adopted last year. These changes will be tabled at the March meeting. **Action: Charter and Policy subcommittee.**
- Reporting procedures as stated in the Policy Manual are no longer current since the introduction of KAMAR and do not fit with the online reporting process. David requested that Neal and one other staff member update this section. **Action: Neal.**
- a draft Creative Commons Policy has been written. It will be tabled at the next Board meeting.
- it was moved that the Board of Trustees keep the current Strategic Plan with the intent that the new Board following elections in May will have an opportunity to review it. David Ireland/Paul Berry. **AGREED.**
- Neal spoke about Health & Safety. He is attending a meeting of the GWSSPA on 10 March which is focused on this topic. The new legislation will require a change in some practices within the College. It was noted that the Board of Proprietors share similar concerns. Health and Safety will need to be a regular agenda item and the Board would like to receive a report each month. David Ireland suggested that Neal provide a briefing at next meeting. **Action: Neal.**

2015 Analysis of Variance and 2016 Annual Plan.

Neal worked through the 2015 Analysis of Variance touching on key elements as follows:

- David Ireland commented that the Scholarship programme is not working as well as we thought and asked if we could look to emulate what other successful colleges are doing. Neal said that there are some issues around student motivation, and that he needs to consider this matter in more depth. David Walsh suggested that there should be more mentoring of scholarship students. This facilitated a period of general discussion about Scholarship and where the College is at currently and where we want to head to and how do we get there?
- when Todd Theatre is eventually redeveloped it will allow the College to think about developing drama, production, and post production opportunities. Neal said

that he is seeking to encourage more student performance as assemblies. Lynley said that Drama is offered at Year 10 level but then not offered again till Year 13.

- there will be a bit more movement in student pass rates, Overall results were quite good.
- Paul noted the difference in Maori student achievement as opposed to Pasifika student achievement. He wondered if there was a correlation between the success of the Polynesian Parents' Association and Home School Partnership in fostering student success and whether the Whanau Group may wish to adopt a similar model. Neal said that there was a lot of goodwill and energy at the Whanau BBQ at the start of the year and it would be a positive move for the Whanau Group to also focus on student learning and raising achievement.
- Tricia suggested that members of the Whanau Group community be invited to attend the next Home School Partnership to help formulate their ideas.
- the College is to have a Special Character review later this year in July or August as part of the standard 3 year review cycle. There is a need to gain clarity in how the College incorporates our core values and how we bring them to life. The Board favoured using a series of photos displayed around the College showing how these core values are lived. **Action: Special Character committee.**
- Board members recommended adding in outcome measures. Audrey said that the Board needs to be able to track measures on an interim basis rather than at the end of the year.
- in reference to Project based learning which is a small group Neal needs to tidy up measures. **Action: Neal.**
- Conor recommended having something on Scholarship as an aspiration and Neal will add in a Scholarship goal. **Action: Neal.**
- Neal sought Board permission to be slightly late submitting the Charter. He will incorporate the suggested amendments from tonight's discussion. When Neal sends in Charter he needs to send in Analysis of Variance also. He will have the full document ready for the March meeting. **Action: Neal.**

(d) Pastoral – nothing to report.

(e) Finance, Property & Maintenance/Development – David reported on key items arising from the Finance subcommittee meeting:

- the College will have generated a surplus against what was a forecast deficit budget which is a good result. It may be around 40k but there are still a few adjustments to be made. The College is awaiting payment of 12k from NZ Uniforms.
- accounts will not be finished for another month or two however the Board can be comfortable that we will be in a surplus position.
- provision of cyclical maintenance – due to seismic strengthening and modernisation the Board of Proprietors has paid for obligations owed by the

Board of Trustees. As a result the Board of Trustees have accrued 78k to transfer to the Board of Proprietors.

- the Board of Proprietors are continuing to look at future seismic work and would like to meet with the Board of Trustees at some stage to discuss the flats as well as integrated and non-integrated space to work through some issues.
- there is currently a working draft budget for the Board of Trustees. The Finance subcommittee discussed budget targets for this year and how to support funding for the Director of Sport position which the Foundation is also contributing towards. Neal noted that the College is over-staffed this year. The College has also allowed provision for a payment to St Catherine’s College.

5. RECTOR’S REPORT

We have had a positive start to the year with 167 new Year 9 students and about 10 new staff.

ROLL

The roll on 11th February was:

	2016	2015	2014	2013	2012	2011	2010
Year 9	167	186	174	160	157	180	169
Year 10	187	167	159	164	179	164	159
Year 11	162	158	159	183	150	156	169
Year 12	159	148	173	147	140	163	148
Year 13	146	156	136	129	142	127	130
Total	821	815	801	783	768	790	775

There are also 26 International students – five of whom are Japanese students attending here for Term One only.

I am pleased we have stayed within our new Maximum Roll of 830.

SPECIAL CHARACTER

► Father Pat Breeze SM (who is the College Priest for Silverstream) is acting as our College Priest for the first half of this year as Father Pat Brophy SM is on sabbatical. Father Pat Breeze will be at our College on Tuesday’s and Fridays. In the second half of the year the roles will be reversed.

► It is great to have Father Matt Crawford SM back as a full-time Religious Education Teacher and Assistant to the DRS. Mrs Sarah Parkinson our DRS has joined our Leadership team and I have placed Mr Maurice Atkinson in charge of the Ministry team.

► We held an Ash Wednesday Liturgy last week and had our Academic Mass last Friday. At this Mass, Prefects, Peer Leaders and Eucharistic Ministers were commissioned.

► During Lent we have Benediction every interval in the Chapel every day except Wednesday.

► 14 of this year’s Prefects attended the Annual Marist Youth Leadership Course held at Hato Paora College in January. They have chosen the theme of ‘*Our Brother Our Neighbour*’ as our College theme for 2016. This ties in very nicely to the Jubilee Year of Mercy.

► Our Year 9 students all had a full day with Father Mark Walls SM and his Young Marist team looking at what it means to be Catholic, Marist and a Patrician.

► Father Pat Breeze SM and Father Matt Crawford SM will ensure there is Mass at each of the four Year 9 Camps.

STAFFING

We have 10 new teaching staff:

- Ms Vanessa Gray - Science and Chemistry
- Mr Bok Vannathy - Maths
- Mr Andrew Sargent - Science
- Ms Bronwyn Golding - English
- Mr Daniel Silvester - Religious Education
- Mr Rob Hill - Religious Education
- Father Matthew Crawford - Religious Education
- Miss Alysha Dougherty - Art Design
- Mrs Natalie Leota - English, Social Studies and Art
- Mrs Corrie Skells - English.
- Mr John McCash is back teaching Mathematics while we to find a replacement for Ms Kirsty Wealleans.

We also have three new teacher aides.

Mrs Suhanya Green has applied for three terms Maternity Leave. She is expecting a baby in May. I have advertised this position.

TEACHING, LEARNING AND STUDENT ACHIEVEMENT

► We are pleased with our NCEA Results for 2015. We met our key targets of 90% Level One, 90% Level Two and 80% Level Three. Mr David Martin will report in more detail when final results are available.

2015 NCEA RESULTS

(NOTE: THESE RESULTS ARE STILL PROVISIONAL)

	YEAR 11	YEAR 12	YEAR 13	U.E.
	NCEA LEVEL 1	NCEA LEVEL 2	NCEA LEVEL 3	
2014	86.5%	91.0%	77.8%	69%
2015	91.3%	90.6%	80.8%	66.4%
NATIONAL	83.7%	87.4%	81.3%	61.3%

MERIT AND EXCELLENCE ENDORSEMENTS

	YEAR 11		YEAR 12		YEAR 13	
	MERIT	EXCELLENCE	MERIT	EXCELLENCE	MERIT	EXCELLENCE
2014	37.0%	14.8%	26.5%	13.9%	34.7%	10.2%
2015	40.8%	13.6%	33.3%	11.9%	30.3%	13.1%

SCHOLARSHIPS

We gained 6 Scholarship Passes compared to 10 in 2015 and 15 in 2014. Our Scholarship programmes need a rethink.

- Classes are now well underway.
- We have significantly less students taking classes at St Catherine's College with 65 boys going to St Catherine's and 35 girls coming down to St Patrick's.

▶ About half of our Year 13 students are doing 5 subjects rather than 6 which has eased some pressures on our timetable. They have an unsupervised study period in this line.

EXTRA CURRICULAR

▶ Our 1st Cricket XI beat St Pats Silverstream in their 3 day traditional by 10 wickets and are currently the only unbeaten in the Premier One competition.

▶ We beat St Pats Silverstream 3-0 for the McMennamin Trophy (2nd X1, 10A and 9A cricket matches) last Sunday.

▶ We had two positive initial Athletics Days in Week One trying to focus on College values as well as Athletics.

▶ Our Athletics Team defeated St Pats Silverstream 363 – 299 to retain the Old Boys Cup for the fifth year in succession.

▶ I am really pleased to have appointed Mr Jonathan Millmow as our new Director of Sport. He starts on Monday and I am hopeful will make a significant difference to our sports organisation and success.

PROMOTION AND COMMUNITY LINKS

▶ The first combined Mass for the new Wellington South Parish will be held in our Hall on Sunday 6th March.

▶ Mr Gary Cook-Andrews has made significant progress on re designing our website. He is using design support and a platform provided by the *Wellington Loop*. We hope it can be launched within a month. It will be compatible with all digital devices.

ENVIRONMENT AND RESOURCE ISSUES

▶ We are pleased with the resurfaced Gym floor which looks great and added two new storage cupboards to assist with the organisation of sports gear. New backboards for the basketball hoops have been ordered.

▶ I continue to be involved in some of the meetings around the setting up of a Sports Hub of Clubs associated with Kilbirnie Park.

▶ We have had some new photo frames built so we can add a number of staff and Prefects photos to the Watters Level One corridor beside the Sports wall.

HEALTH and SAFETY

▶ We have held our first fire evacuation of the year.

▶ I received from the Wellington City Council a proposal to alter the configuration of the bus stops and parking areas outside the College to improve safety as students are leaving College in the afternoon.

▶ We are still having problems with ceiling tiles lifting in the wind in the classrooms on the second floor of Watters Block. Peter Amitrano is working with the architect to resolve this issue.

FINANCIAL ISSUES

▶ We have a formal proposal from Fuji Xerox to sign a new 5 year deal with them. We will discuss this at our Finance Committee meeting on Monday.

▶ We need to approve the 2016 Budget at the Board Meeting.

▶ Karen Page has almost completed the 2015 Annual Accounts. She is waiting for some details from Novopay before they can be finalised.

▶ Following a parent complaint, I have reminded staff about the rules for write on notes and workbooks.

▶ We are under some pressure to join AOG for Travel. I would like to discuss this at the Board meeting.

OTHER ISSUES

Admin and Support Review

Mat Kearney of HR Plus is now well into the review of our Administration and Support functions. He has now spent a couple of days at the school and interviewed each of the members of the school support team as well as Corinne Barnard regarding the SPC Foundation. These interviews have been focussed on gaining insights into the functions that these roles perform, the systems they use, the highs and lows of their roles and the opportunities they see where things could be improved.

Mat has informed me that the staff have all been very welcoming and willing to share in these interviews. The staff appear to have appreciated Mat's approach which has helped in their willingness to engage in the process.

Interviews are still to be arranged with representatives of the Board of Trustees and the Board of Proprietors. Mat is also arranging to meet with St Pat's Silverstream and Hutt Valley High School. St Pat's Silverstream recently conducted a similar review and Hutt Valley High School is held in high regard for their admin and support function.

Analysis of Variance on the 2015 Annual Plan: I will have a copy of this for the Board Meeting.

2016 Annual Plan: I showed a Board subcommittee a draft Annual Plan in January. I am now reformatting it and would like Board approval for it so it can be incorporated into our Charter. It will be emailed out before the Board meeting.



Neal Swindells
Rector
19 February 2016

David Walsh left the meeting at 8.01pm.

Neal reported on the following:

- Health and Safety – the Wellington City Council have finally come back to the College about reconfiguring the area outside the front of the school and propose to: make changes to the school bus stops; add in a no parking area; create a more generous corridor across the road. He reiterated that the College is already experiencing problems with parents double parking in the afternoon which is an ongoing issue.
- Tagging at Wellington College – there is no proof of who did the tagging as the video footage is very indistinct. The Police came and spoke at assembly today prior to McEvedy. St Patrick's College was tagged last evening.
- All of Government (AOG) contracts – the Board asked that Neal scope out proposal to move into AOG procurement system to assess how it suits the whole College. It will affect all our travel bookings and not just the Rugby Club. **Action: Neal will speak to Gordon and Andrew about the proposed trip to Samoa. A status report will be sought with specific criteria communicated so that he can bring this back to the Board in March.**

6. **STUDENT REPRESENTATIVE** – Peniamina spoke to his tabled report. In developing the theme for this year ‘*Our Brother Our Neighbour*’ Peniamina said that the Prefects were concerned about theft, bullying and groups within the quad, and hope that the theme will help mix it up a bit.
7. **STAFF REPRESENTATIVE** – Lynley informed the Board that Bronwyn Golding’s father had died recently. She spoke about staff working through the appraisal cycle, looking at what enquiry is and looking to meet the needs of students, as well as getting to know them.
8. **PARENTS' ASSOCIATION** – Chris was going to their meeting last week but it was carried over till this week and was focused on planning for the Big Boy’s Breakfast.
9. **WOMEN'S GROUP** – Chris attended the meeting and noted the following:
 - the meeting was well supported and there was good interest from new parents.
 - a concern was raised about their website page which was blank.
 - they want to have calendar of their own events on their page and are busy planning for this year’s events.
 - there were favourable comments about new uniform stock.
 - there was some mention about changing the format of the Mother & Son Dinner to not have a speaker and to have activities instead.
10. **POLYNESIAN PARENTS’ ASSOCIATION** – Tuf advised that the Polynesian Parents’ Association have not yet met however their first meeting is planned for next month.
11. **WHANAU GROUP** – this group has not yet met.
12. **CORRESPONDENCE**

Correspondence – Requiring Attention

Correspondence – Inward

Canterbury Education Services – Memo re BoT Elections 2016 – January 2016
 Mrs Suhanya Green – maternity leave request – 5 February 2016. Noted and approved.
 Mr P Kitchenman - chain of email correspondence as at 19 February 2016
 PPTA re National Executive Meeting – 15 February 2016
 Mr S Skater – re Counselling service – 31 January 2016

Correspondence – Reports & Circulars

Archdiocese of Wellington – Attestation 2015 – completed copy
 Lighting new Fires – Issue No. 4 Christmas 2015
 New Zealand Education Gazette, 7 December 2015
 New Zealand Education Gazette, 25 January 2016
 New Zealand Education Gazette, 9 February 2016
 SPC – PDC Minutes 15 February 2016
 St Patrick’s College Parents’ Association – Minutes of 2 February 2016 meeting
 STA News, Issue 259, November / December 2015

Correspondence – Late

Peter Kitchenman, Memorandum – Recommendation to Remove Barriers to Parents attending BoT meetings, 24 February 2016. The Memo received today was tabled and noted. Information on website to be reviewed regarding Board of Trustee meetings.

It was moved that the Board is satisfied that it has done everything that it can do to address Mr Kitchenman's concerns and supports the work of the delegated subcommittee and will not be entering into any further engagement on this matter. Conor English/ Audrey Madigan. AGREED. The subcommittee is delegated to continue to address the Board's legal obligations if required. The Board acknowledged the help and support of David Ireland in so generously helping with advice and guidance.

Correspondence – Outward

Chris McCarthy – letter to Peter Kitchenman – 26 November 2015

Chris McCarthy – letter to Peter Kitchenman – 17 December 2015

Chris McCarthy – letter to Peter Kitchenman – 26 January 2016

* = copy to all Trustees

13. GENERAL BUSINESS

1.1 2016 Board of Trustee elections. Canterbury Education Service is contracted to manage the process. Chris spoke at the recent Year 9 'Meet the Tutor teachers' evening and had 3 parents expressed interest.

1.2 Delegations Authority for 2016 – Chris moved that the Board adopt the Delegations Authority for the Rector, Deputy Rector and Assistant Rector as tabled. Moved: Chris McCarthy/Conor English. AGREED.

1.3 Health & Safety processes – as previously discussed.

1.4 Resolution to apply for funding as follows:

It was resolved by the St Patrick's College Board of Trustees to apply to '**New Zealand Community Trust**' for funding for the sum of **\$8000.00** to contribute towards the cost of:

- New playing uniforms and gear for the following teams:
St Patrick's College Hockey (1st XI- uniforms only);
St Patrick's College Basketball (x3 Premier teams – uniforms only);
St Patrick's College Volleyball (x3 teams – uniforms and gear)

It was resolved by the St Patrick's College Board of Trustees to apply to '**The Lion Foundation**' for funding for the sum of **\$3000.00** to contribute towards the cost of:

- The provision of Football Coaching services to the St Patrick's College 1st XI for the 2016 season.

Moved: Chris McCarthy / Seconded: Lynley Reid. AGREED.

The Board moved into committee at 8.49pm to receive an update from the Rector.

The Board moved out of committee at 9.07pm.

The meeting was declared closed at 9.08pm.

DATE OF NEXT MEETING

23 March 2016