



# 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 MARCH 2015 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)

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

David Martin, Assistant Rector, spoke to his report on Analysis of NCEA results. It was noted that Tuf needed to be excused from the meeting due to a prior commitment and left the meeting at 6.30 pm.

Paul opened the meeting with a prayer.

1. **APOLOGIES** – Yohan de Rose, Patricia Tau, David Walsh.
2. **MINUTES OF MEETING** (25 February 2015).

These were passed as a true and accurate record. Audrey / Pat.

3. **MATTERS ARISING**
4. **SUB-COMMITTEE REPORTS**

(a) **Appointments – none.**

(b) **Charter & Policy** – David Ireland has compiled a Draft Policy Index which he has circulated to Neal and Gerardine. David will give Neal time to review the content and then consider how this can be implemented and incorporated into a revised and updated Board Policy Manual.

It was noted that the College has submitted the Charter and 2015 Annual Plan to the Ministry of Education, and has received an email acknowledgement.

Neal said that as staff are now working in the 'Pond' they wish to develop a Creative Commons Policy relating to Intellectual Property. Neal will read up on this. **Action: Neal for the April meeting.**

David has also looked at the legal requirements of introducing an Enrolment Scheme and circulated some preliminary information to Neal as background information. Br Sir Pat Lynch has suggested that the Board develop an Enrolment Policy which would show how enrolment applications are prioritised and managed. Neal is unsure if an Enrolment Policy is legally binding if challenged. A draft would need to be circulated prior to the Board meeting on 22 April so that it can be fully considered. **Action: Neal.**

(c) **Pastoral** – the Pastoral Subcommittee has not convened this year. The College has only

had one stand down so far this term.

(d) **Finance, Property & Maintenance/Development** – the following points were noted:

- the 2015 Draft Budget was circulated. Neal spoke about the Finance subcommittee meeting earlier this week. He said that the 2014 end result is likely to show a cash surplus of \$120k although there are still a few things to be finalised. This is a significant improvement on previous years.
- Conor commented that there are still some Rowing Club financial matters still to be worked through.
- the College needs to adopt a Budget for this year which reflects provision for the funding \$97k for Teacher Salaries if the Roll increase is not granted by the Ministry of Education. Possible cost saving measures to be considered are: 1. a standard reduction of 5% off all Department budgets 2. utilising teachers more for Relief to reduce costs 3. reviewing Support staff roles and hours. The Finance Committee decided to circulate the whole budget to the full Board for their consideration and input. The Finance Committee would welcome advice and or comment and requested that members either contact Neal, David Walsh or Karen Page with suggestions. **Action: board members.**
- Chris has tried to make contact with the Ministry of Education to find out more about the current status of the College's Roll Application increase.
- the Board briefly discussed the possibility of individual board members ringing parents who can afford to pay school fees but have chosen not to.
- the Parent Portal will be able to show parents clearly the amount of money they owe for school fees.
- it was suggested that Neal could write something for the next newsletter – 1. about financial matters and point out that the College currently has to fund a portion of teacher salaries and 2. acknowledge and affirm stakeholder groups in their success with fundraising which has helped fund College resources. **Action: Neal.**
- Neal is continuing to work towards getting certain cyclical maintenance issues sorted with Ian Rattray and to obtain a letter for audit purposes.
- the Board discussed the Scholarship Fund and how it is best managed going forward. David Ireland is strongly in favour of ring-fencing the Scholarship Fund and transferring it to the St Patrick's College Foundation to be managed and overseen. The vagaries of the Scholarship Fund including the history of the various endowments need to be fully established. David offered to review the information once it is ascertained and to make a recommendation to the Board. **Action: Gerardine / Karen / Neal.**

**Property update.** There is a 2 week delay on the Science labs in Kennedy Block due to an issue with the taps in the Science labs which need to come from Spain. Neal said that the Board of Proprietors have put seismic strengthening work on Chanel Block on hold until they have confirmation about income streams and notification of the outcome of the Roll Increase application. A decision is needed also on the future of the prefabs situated at the front of the College.

- (e) **Special Character** – Neal would like to consider how Feast Day celebrations could be further developed.

## 5. RECTOR'S REPORT

### INITIAL COMMENTS

It has been a very busy term. It took a few days to get through the disappointment of losing the McEvedy Shield but the College is as busy as always and in good heart.

### ROLL

The roll on 1 March 2015 is shown below compared to 1<sup>st</sup> March rolls for the last 5 years.

|              | 2015       | 2014       | 2013       | 2012       | 2011       | 2010       |
|--------------|------------|------------|------------|------------|------------|------------|
| Year 9       | 188        | 174        | 160        | 157        | 180        | 169        |
| Year 10      | 170        | 159        | 164        | 179        | 164        | 159        |
| Year 11      | 158        | 159        | 183        | 150        | 156        | 169        |
| Year 12      | 154        | 173        | 147        | 140        | 163        | 148        |
| Year 13      | 162        | 136        | 129        | 142        | 127        | 130        |
|              |            |            |            |            |            |            |
| <b>Total</b> | <b>832</b> | <b>801</b> | <b>783</b> | <b>768</b> | <b>790</b> | <b>775</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. Work on the property side is making progress. The Ministry of Education are visiting us this week to check our draft 2014 accounts and to look at our 2015 Budget in relation to the roll increase.

Roll Predictions: I attach a one page outline of our roll predictions for the next 5 years.

### STAFFING

Mrs Michelle Duffy was unsuccessful with her application to the National Centre of Religious Studies for a two term secondment to work as a Resource Developer.

### SPECIAL CHARACTER

→ We had a very positive first '*Becoming a Patrician*' meeting for Year 9 parents though probably only had a third of our families represented.

→ Our St Patrick's Day Mass was uplifting and it was great to have 5 Marist Priests with us for this special occasion. Planning for our Easter Thursday Liturgy, for the O'Shea Shield Mass, for the Year 13 Retreat and a number of other events is underway.

→ Father Pat Brophy has settled in well. He is saying Mass at lunchtime on Tuesdays and we now have Benediction at interval on Thursdays. Father Pat was able to go out to each of the Year 9 camps to say Mass. He is taking an active part in the Ministry Team meetings and I am working with him on his job description as he gets to know us.

### TEACHING, LEARNING AND STUDENT ACHIEVEMENT

→ Mr David Martin will be at the Board meeting to report on the 2014 Academic results.

→ We are preparing for Parent/student/Tutor teacher conferences in the last week of term. At these conferences staff will show parents how to use the parent portal on Kamar to access a range of information about their son including academic results and teacher comments about academic progress. All staff will have made one initial comment before these conferences.

## **EXTRA-CURRICULAR**

→ It was disappointing not to win the McEvedy Shield again but we were narrowly beaten on the day. It was a wonderful day of close competition and student behaviour at the ground was vastly improved. However negative behaviour leading up to the event is an ongoing concern.

→ We have 7 sports groups competing during Summer Tournament Week:

- Our Rowers at Maadi Cup on Lake Karapiro.
- Our Softball team in Lower Hutt.
- Our Volleyball team, who are regional champions for the second year in a row, in Palmerston North.
- Our Futsal Teams at ASB Stadium.
- Our 1<sup>st</sup> X1 Cricket team play their Gillette Cup games Monday – Wednesday.
- Our Water Polo teams compete in North Island Champs in Auckland.
- Our Basketballers have their annual Rotorua Tournament.

→ Year 9 Camps were a real success with great weather and positive feedback from families. We thank Mr Chris Taylor for leading these and the staff and senior students who made them possible.

## **PROMOTION AND COMMUNITY LINKS**

→ Our Grandparents morning this week was a great success and a very positive public relations exercise.

→ The Parents' Association Big Boy's Breakfast was another special event. It was sold out again. A small group of parents (largely Mums) did a great job running this event.

→ The Old Boys' Association have appointed a new President. He is Mr George Collins (a SPC Silverstream Old Boy). Mr Collins came to assembly this week to present the Old Boys' Year 9 Scholarship to Dallas Arthurs.

→ Two 1<sup>st</sup> XV games will be televised this season: they are the Moascar Cup game v Scots College on 18<sup>th</sup> April and the Traditional v Silverstream on 22<sup>nd</sup> July.

## **ENVIRONMENT AND RESOURCE ISSUES**

→ Work on the Kennedy Block continues on schedule.

→ Access to Evans Bay Park continues to be an issue. The Council have kept us informed as they are in the second year of their three year trial to introduce couch grass. The ground will be opened for limited use from 18<sup>th</sup> April.

→ We have taken out several cabbage trees from the gardens in the Quad and replaced them with Puriri trees.

→ A new bollard has been installed to stop the public driving onto the red brick area outside the hall from the Gym side.

## **OTHER ISSUES**

→ We are in negotiation with *Mana Coachlines* around the payment for the second bus to the Northern suburbs.

→ The Revised Annual Plan which I circulated was incorporated into our 2015 Charter and submitted to the Ministry of Education. We have had confirmation that the Charter for 2015 has been received.

→ We have applications for two overseas trips later in the year. They are a Samoan trip to Samoa in the September holidays and a Cricket trip to Brisbane staying at Marist College Ashgrove from 26<sup>th</sup> September to 3<sup>rd</sup> October.

- Our first mufti-day of the year is being held today. Proceeds will go to Caritas for relief in Vanuatu.
- A large group of students are involved in the ‘*Relay for Life*’ next weekend. The students see this as a big event and a way to keep Nick Linney’s legacy alive.
- Our IT Committee have asked me if the Board would approve a Creative Commons Policy which would allow staff to legally share resources they have created with other teachers online. It relates to the Intellectual Property of the College. I need to do some more research around this issue but I wanted to put this on the Boards radar.

*Neal Swindells*  
**RECTOR**

- Audrey asked whether St Patrick’s College has a student ‘*Code of Conduct*’ arising from the recent airport incident involving two rowers from St Bede’s travelling to Maadi Cup. David Ireland offered to look at our current Permission form, and once the outcome of the High Court decision is released that he is happy to look at how this may impact on St Patrick’s College and how future trips are managed. Lynley said that this could necessitate some upskilling on the part of staff and the appropriate action to take.

6. **STUDENT REPRESENTATIVE** – nothing to report.
7. **STAFF REPRESENTATIVE** – Lynley spoke about Progress Conferences next Wednesday and the introduction of the Parent Portal. Teachers are expected to show parents how to access the Parent Portal during the Progress Conference and she said that staff will need to manage parent expectations about what they are going to see or not see.
8. **PARENTS' ASSOCIATION** – Audrey was sorry that she missed attending the most recent meeting and has organised to attend the May meeting. The Board acknowledged the wonderful Big Boy’s Breakfast organised by the Parents’ Association on St Patrick’s Day and commented on the quality of the food.
9. **WOMEN'S GROUP** – no one attended the most recent meeting.
10. **POLYNESIAN PARENTS’ ASSOCIATION** – Paul Berry spoke briefly about the first meeting of the year which he attended and was well supported. The first Home-School Partnership meeting is to be held on Tuesday 31 March at 6pm.
11. **WHANAU GROUP** – this group are meeting regularly and are working well together. Neal commented briefly on Kapa Haka issues.
12. **CORRESPONDENCE**

**Correspondence – Requiring Attention**

Penina Masoe, Teacher in Charge of Samoan at St Patrick’s College, 13 March 2015 - seeking permission for a trip to Samoa\* *The application for this trip was withdrawn following a meeting with Neal on 25 March 2015.*

Wayne Mills, Deputy Rector, 19 March 2015 – seeking permission for proposed Marketing trip\*. *Neal spoke to this request. The Board spent a period of time discussing this request and expressed support of the scheme generally. It was agreed that in the longer term there needs to be some analysis and ‘drilling down’ to see how many student enrolments were generated from previous marketing trips and whether we are*

*Continuing to target the right markets. There was some hesitation relating to the request to fund the payment of a return airfare from Germany. The Board decided not to confirm the funding of the return airfare from Germany currently and to seek more specific information. The Board would like 1. more specific budget information on the proposed trip 2. an outline on what Wayne proposes doing in Germany (planned meetings with agents etc), and a stocktake on the scheme generally. The Board moved that approval was granted for the Asia section of the marketing trip and delegated to Paul, Chris and Neal the authority to make a final decision on the rest of the proposal once the other matters were worked through. Moved by David Ireland / seconded Conor English. Agreed.*

### **Correspondence – Inward**

Archdiocese of Wellington, 5 March 2015 – Acknowledgement of Annual Special Character Attestation

Ministry of Education, 16 March 2015 – Acknowledgement of Receipt of School Planning and Reporting Documents (via email)

### **Correspondence – Reports & Circulars**

New Zealand Education Gazette, 9 March 2015

NZCEO, *Lighting new Fires*, Issue No. 1 March 2015\*

NZSTA Memo 2015/2 – New Requirements from Employment Relations Act – 9 March 2015

NZSTA 26<sup>TH</sup> Annual Conference 3-5 July 2015

STA News, Issue 250, January/February 2015

St Patrick's College Report on 'Attendance Analysis, Stand downs and Suspension Analysis 2014'\*. *The Board noted receipt of this Report. Paul Berry referred to the increased number of stand downs in 2014 which was explained by Neal as a result of his taking a harder line on shoplifting and theft.*

### **Correspondence – Late**

Mike L'Estrange, SPC Teacher in Charge of Cricket, 22 March 2015 - seeking permission to organise a Cricket trip to Australia in Term 3 holidays. *This trip follows on from a successful trip in 2013. The Board discussed this request and supported this initiative as long as the usual provisos are met including: the payment of Fees, requirement to maintain a good Weekly Notes average and be current with all school work. It was noted that all students participating in the trip need to sign a 'Code of Conduct' agreement. Moved Paul Berry / Pat Dunn – agreed.*

### **Correspondence – Outward**

Letter to Ailsa Hibbard giving Board permission for the trip to France in 2016.

\* = copy to all Trustees

## **13. GENERAL BUSINESS**

Resolutions to apply for funding as follows:

It was resolved by the St Patrick College Board of Trustees to apply to '**Four Winds Foundation**' for funding for the sum of **\$2,500.00** to contribute towards the cost of cricket apparel and gear for the St Patrick's College Cricket Club. Chris McCarthy / Audrey Madigan. **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 **\$2,500.00** to contribute towards the cost of accommodation for the St Patrick's College 1<sup>st</sup> XV to compete in the Hurricanes Super 8 competition, Napier, 2<sup>nd</sup> May 2015 and travel for the St Patrick's College 1<sup>st</sup> XV to compete in a regional match vs Lindisfarne College in Palmerston North, 25<sup>th</sup> April 2015. Chris McCarthy / David Ireland. AGREED.

The meeting was declared closed at 8.50pm.

**DATE OF NEXT MEETING**

**Wednesday 22 April 2015**