



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

## MINUTES OF MEETING HELD AT ST PATRICK'S COLLEGE IN THE COLIN BOARDROOM ON WEDNESDAY 22 APRIL 2015 AT 6 P.M.

**PRESENT:** Pat Dunn, Tuf Ioane, David Ireland, Audrey Madigan, Chris McCarthy (Chair), Lynley Reid, Neal Swindells (Rector), Patricia Tau, David Walsh.

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

Neal opened the meeting with a prayer.

Jarrad Porima, HOD Social Sciences attended the Board meeting and spoke to his report which facilitated a period of discussion.

1. **APOLOGIES** – Paul Berry, Yohan de Rose, Conor English

2. **MINUTES OF MEETING** (25 March 2015)

These were passed as a true and accurate record – David Ireland / Audrey Madigan.

3. **MATTERS ARISING**

Neal has not yet formulated a policy on the 'pond' - Creative Commons Policy which would allow staff to legally share resources they have created with other teachers online. He will seek help from Doug Walker to develop a paper which he will include in his next report. **Action: Neal.**

4. **SUB-COMMITTEE REPORTS**

(a) **Appointments** – the College is currently advertising a Mathematics vacancy to replace John McCash.

(b) **Charter & Policy** – David Ireland spoke about the need to draft and adopt an Enrolment Policy. The two other matters that need to be worked through is 1. the upgrade of the Board of Trustee Policy Manual to get it packaged up and 2. to review and develop an updated *Code of Conduct* for students travelling away. The current form needs to be reworked.

Neal has circulated a draft of the Enrolment Policy which was reviewed and discussed at some length. It was agreed that some reordering of the priorities was required. David was also going to check the Wellington City Council boundaries. The Board agreed that the Draft Enrolment Policy should then be recirculated and agreement sought so that it could be ratified. **Action: Neal / David.**

(c) **Pastoral** – nothing to report.

(d) **Finance, Property & Maintenance/Development.** David reported on the Finance Committee meeting held on Monday night and commented on:

- Donations and School Fee collection process continues to be closely monitored. The collection rate is on track compared to previous years and the budget is reasonably conservative.
- the current allocation for local fundraising is behind currently as some donations from the Parents' Association and Board of Proprietors is yet to be received.
- Karen is going to start accruing Heat and Light, and some other expenses.
- the Board is going to place the Scholarship Funds in a specific investment account and apply the interest earned towards it.
- the College will receive income of 10% of sales from NZ Uniforms and Kilbirnie Sports this year.
- in terms of provision for cyclical maintenance, the College now has sign off on the report for the auditor and hope that they can now close off 2014. Karen is going to ask if the auditor will meet with David Walsh to discuss these matters.

David Walsh has considered and reviewed Conor's email commenting on the 2015 Budget and is comfortable that the points raised have been addressed. Neal said that he will respond to Conor. **Action: Neal.**

It was subsequently moved that the Board of Trustees adopt Version 3 of the 2015 Budget, dated April 2015 – David Walsh / Neal Swindells. **AGREED.**

The generous donation of \$25,000 from the Marist Colleges Senate as detailed in the April correspondence from Fr John Walls SM was discussed. As requested the College will write to the Senate outlining how the money will be utilised and managed. **Action: Neal.**

(e) **Special Character** – a reminder that there is a PD session for Proprietor's Appointees with Cardinal John Dew on Tuesday 12 May from 5.30-7pm at The Catholic Centre, Hill Street, Wellington. It was noted that Audrey will attend this PD.

Neal circulated the draft programme for O'Shea Shield. Board members were invited to attend the Powhiri on Saturday morning and will need to be at the College by 7.30am. Parking at the College will be limited so people are advised to park at the Evans Bay marina.

## 5. RECTOR'S REPORT

### INITIAL COMMENTS

It has been great to catch our breath after a busy Term One.

### ROLL

The roll on 16<sup>th</sup> April is shown below

	<b>2015</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>
Year 9	188	174	160	157	180	169
Year 10	172	159	164	179	164	159
Year 11	160	159	183	150	156	169
Year 12	158	173	147	140	163	148
Year 13	167	136	129	142	127	130
<b>Total</b>	<b>845</b>	<b>801</b>	<b>783</b>	<b>768</b>	<b>790</b>	<b>775</b>

The 2015 figures include 14 International Students

We have still not received a response from the Ministry of Education re our application for a maximum roll increase.

### **STAFFING**

Mr John McCash, Assistant HOD of Mathematics, and our NZQA Liaison person has resigned effective from 29<sup>th</sup> May. We have advertised for a new Maths teacher.

### **SPECIAL CHARACTER**

- We had a moving Easter Liturgy on the last day of Term 1. Planning for our ANZAC Liturgy, our O'Shea Mass and our Year 13 retreats are well under way.
- Mrs Sarah Parkinson again had a speaker from *Attitude* who addressed each of our Year groups on positive relationships.
- Our community donated over \$4500 to Caritas for aid to Vanuatu on our Term One mufti day.
- Preparations for O'Shea Shield are well advanced and I am pleased at how the community is getting behind this event.

### **TEACHING, LEARNING AND STUDENT ACHIEVEMENT**

- Mr Jarrad Porima will be at the Board Meeting to present his HOD Social Sciences Report.
- Our Progress conferences with parents were well attended - we think over 80%. They are really important as we showed parents how to use the Parent Portal on Kamar. Feedback that I have received from parents about the new Portal has been positive.
- We have decided to join the Wellington "Loop". The "Loop" was initially a consortium of inner city Wellington secondary schools who combined to get ultra-fast broadband. Since all schools are now on N4L the Loop has become a major professional development provider helping schools to provide future focused learning for the digital age. It costs \$15,000 per year paid monthly and includes the costs of *Hapara* (\$4000) which we currently pay for separately. It provides 70 hours professional development for staff. A major full-day conference for all staff, assistance with website development, App development, online enrolments and a number of other IT solutions. Most importantly it will ensure our staff are kept up to date and are regularly interacting with the teachers from the other Wellington secondary schools.
- Our first Home School Partnership meeting held in the final week of Term One was very well attended.

### **EXTRA-CURRICULAR**

- We had a very successful summer tournament week led by our rowers who won their first ever Maadi Cup title, our senior futsal team who are again national champions, and our soft ballers who came second in the national tournament. Our 1<sup>st</sup> X1 Cricketers finished their Gillette Cup Tournament unbeaten with a local final against HIBS to be played in the fourth term to decide which teams go to the national finals. Our volley ball team finished 9<sup>th</sup> nationally and our water polo team 4<sup>th</sup>.
- Winter Sports teams are training with the 1<sup>st</sup> XV having their first big game this weekend against St Bede's and our College hosting the Annual St Pats Classic Basketball Tournament over the weekend.
- The Relay for Life which is very much a student led initiative was a real success.

### **PROMOTION AND COMMUNITY LINKS**

- We are being represented at a Water Colour Art Exhibition this weekend at the Cathedral where Old Boy Ernest Casey's work is being displayed.
- We will be represented at the Civic ANZAC Ceremony on ANZAC Day.

## **ENVIRONMENT AND RESOURCE ISSUES**

- Work on the Kennedy Block has fallen behind schedule as is inevitable. Handover date now looks like being about 22<sup>nd</sup> May. Details of this project have taken quite a lot of my time.
- The custodial staff has been very busy getting the school ready for an influx of visitors over O'Shea weekend. Photo displays in the Level One corridor are being rehung.

## **OTHER ISSUES**

- I have circulated a draft Enrolment Policy. Please read this and think this through as we need to have it passed at this Board meeting.
- We are still waiting to hear from *Mana Coachlines* around the issues of the second bus to the Northern suburbs.
- We have received a grant of \$25,000 from the Senate (Society of Mary) to assist with the fees of families who face financial hardship.

*Neal Swindells*  
**RECTOR**

6. **STUDENT REPRESENTATIVE** – as Yohan was not present there was no Student report.
7. **STAFF REPRESENTATIVE** – Lynley briefly commented on O'Shea Shield.
8. **PARENTS' ASSOCIATION** – nothing to report.
9. **WOMEN'S GROUP** – Pat attended their recent meeting. The two main matters discussed were catering at O'Shea, and planning for the Mother & Son Dinner. The Women's Group are working to select a speaker, and would prefer that it be an Old Boy. Tickets will be available for purchase at Parent/Teacher interviews.
10. **POLYNESIAN PARENTS' ASSOCIATION** – Tuf reported on their most recent meeting. Matters discussed included:
  - the successful Home School Partnership meeting in the last week of Term 1 which had a great turn out.
  - organisation for catering and hosting lunch on Saturday at O'Shea Shield. In excess of \$1,900 was raised by a raffle which will be put towards O'Shea Shield expenses.
11. **WHANAU GROUP** – nothing to report as they are not due to meet till next week. Neal noted that Mark Ormsby is going to speak at the Powhiri. Mark is not directly associated with the College, however he has agreed to speak and welcome people on our behalf.
12. **CORRESPONDENCE**

### **Correspondence – Requiring Attention**

#### **Correspondence – Inward**

Fr John Walls, Marist Colleges Senate, 13 April 2015\*

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

STA News, March 2015, Issue 251

**Correspondence – Late**

St Catherine’s College, Board of Trustees Chair, 22 April 2015 – requesting a meeting. *Neal spoke to this and provided some background. The Board agreed that they were happy to meet and to listen to St Catherine’s College concerns. However, the suggested date of next week is too soon and the meeting needs to be organised at a later date. The Board requests that St Catherine’s provide prior to the meeting 1. a meeting agenda and 2. a copy of any background information that they wish to present. Action: Neal and Chris.*

**Correspondence – Outward**

\* = copy to all Trustees

13. **GENERAL BUSINESS**

- 1.1 Draft Enrolment Policy (as circulated)\*. This item was discussed under Charter and Policy.

The meeting was declared closed at 8.45 pm.

**DATE OF NEXT MEETING**

**Wednesday 27 May 2015**

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

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