



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 MAY 2016 AT 6 P.M.**

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

IN ATTENDANCE: Gerardine Parkinson (Board Secretary)
Peter Kitchenman

Lynley opened the meeting with a prayer.

1. **APOLOGIES** – Peniamina Taiti and David Walsh.
2. **MINUTES OF MEETING** (23 March 2016)

These were passed as a true and accurate record – Pat Dunn/Paul Berry.

3. **MATTERS ARISING**

Meeting Date	Action point	Responsible	Date closed
25/5/2016	David produced a draft work plan for the Policy review cycle over a 3 year period which will be part of the overall meeting plan.	David	
23/3/2016	Draft Complaints Process is to be left on the table until the May meeting. This was subsequently adopted.	Charter & Policy subcommittee	25 May 2016
23/3/2016	Neal has revised the Student Assessment Procedure document to show natural justice.	Neal	25 May 2016
23/3/2016	David recommended some amendments to the current agenda template. The Board recommended that the Rector's Report be attached as a separate report to the Meeting Agenda in future. It was also requested that another column be added to the table showing action date/when closed.	David/Gerardine	25 May 2016
25/5/2016	The draft Creative Commons Policy which could possibly be renamed Intellectual Property Policy will be carried over to the next Charter and Policy meeting.	Charter & Policy subcommittee	
25/5/2016	Further work on management of current	David	

	Scholarship funds. David reported that there is some progress around scholarships but that a framework is required. It was noted that the Board of Proprietors do not think this money should be part of College funds, and that it needs to be ring-fenced and held on trust. Neal said that the auditor has recommended that the Scholarship funds should be placed in a Reserve Fund.		
25/5/2016	David Ireland commented on the proposed MoU between St Catherine's College and St Patrick's College. He thought it was a general and flexible document. Further work is needed to clarify some specific points such as the proposed cost is \$100 per student. Work is needed to clarify inequity of numbers and the ratio to address cost of imbalance; what point are we determining numbers (start or end of year)? The review of the MoU needs to be built into the Policy Review cycle. Audrey sought clarification about who is responsible for tracking information and suggested that section 4a of the MoU needs to be reworded. It was agreed to hold over signing the MoU to the June meeting.	To be brought back to June Board meeting	
25/5/2016	Neal reported on Health & Safety at the May meeting as detailed below. Further work is needed by the Charter & Policy subcommittee.	Charter & Policy subcommittee	

Neal spoke to his report on Health & Safety. He noted that the College will need to develop a new Health & Safety Policy, and develop new guidelines and procedures that comply with the *Vulnerable Children's Act*. Points noted in discussion included:

- people (including volunteers) will need to be safety checked every 3 years which involves more than a simple Police vet. The Board sought clarification around the safety checking of billets, and how the College currently handles this process. Paul suggested that Neal could raise this matter at a Principals Association meeting to seek guidance and input from other professionals. **Action: Neal and David to work on a framework.**
- David thinks there needs to be more emphasis on staff mental health focusing on early warning signals as part of staff pastoral care. When operationalised there needs to be clear guidelines on both physical safety and mental wellness. Neal and Sarah have recently met with representatives of our school Bank's (ANZ) Human Resources department, who provided a complimentary advisory service on how they manage staff wellness and professional development. The Board discussed how staff gain access to counselling services and how staff are informed about seeking help e.g. via posters, or other published staff information. It was recommended that the College should display a list of contracted counsellors that staff can contact with an assurance that the College will pay the cost of counselling. **Action: Neal.**
- Paul commented on the copy of the Health & Safety subcommittee Minutes relating to falling glass which was listed on the Accident Register. He said that it is important to document 1. what did the College do about it 2. how can the College mitigate it and 3. what was learned from this. **Action: Neal to follow up.**

4. SUB-COMMITTEE REPORTS

- (a) Special Character – key points noted included:
- the College did a good job hosting the NNMS Forum recently
 - an excellent O’Shea Shield weekend
 - there was not huge support for the Mass to remember Fr Felix Watters
 - the Special Character Review will be conducted on 14, 15 and 16 September. The Special Character subcommittee should meet to discuss this at a later time. Arising from the recommendations of the last Review was the need to more clearly enunciate our values which is one of the actions for Neal in the Annual Plan to do by the end of this term. The College needs to rethink how we state those possibly through the use of visual symbols. **Action: Special Character subcommittee.**
- (b) Appointments – Vanessa Gray was recently appointed as Assistant HoD Science as Raymond Neal is leaving. The Board asked whether there was a succession plan developed by the SLT for hard to fill positions e.g. Samoan, Physics, Religious Education.
- (c) Charter & Policy. David Ireland reported spoke to the following:
1. Reporting procedures (NAG 2). This required a minor adjustment for centralised records retention according to the Public Records Act as agreed at the March meeting. It was moved that the Board adopt the procedure as outlined - David Ireland / Paul Berry. **AGREED.**
 2. Student Assessment Appeals Procedure (NAG 1). David spoke to and it was subsequently moved that the Board adopt the procedure as outlined - David Ireland / Lynley Reid. **AGREED.**
 3. Complaints Procedure (NAG 3). David spoke to the finalisation of the updated procedure. He clarified that the College is still sitting with the procedure from last year, and that there is a ‘live’ complaint in play at present which he will speak to later in the meeting when the Board moves into “in committee”. David Ireland informed the Board that a further Memorandum was received from Mr Kitchenman after the May meeting agenda was finalised. Mr Kitchenman had recommended an informal engagement process be fed into the Complaints Procedure. David said the options for the Board are to adopt what has been circulated or alternatively to feed in to 10.4 the flexibility for the Rector to engage with the complainant to discuss the complaint and resolve it informally if appropriate. (David offered to feed the exact wording to Gerardine after the Board meeting). It was subsequently moved that the Board adopt the procedure as tabled with the inclusion of the additional wording proposed by David regarding the desirability of seeking informal resolution of any complaint where appropriate - David Ireland / Tricia Tau. **AGREED.**
 4. Creative Commons Copyright Policy (NAG 6). The updated version of this new policy was tabled at the March meeting. David is still working on this. The Board agreed that the Creative Commons Copyright Policy could be renamed the Intellectual Property Policy. **Action: David.**
 5. Health & Safety Policy (NAG 5/NAG 6). This was discussed under Matters Arising and contained within Neal’s Health & Safety Report. It was agreed that

the Charter & Policy subcommittee will work on developing a policy framework.
Action: **Charter & Policy subcommittee.**

6. Consultation Policy (NAG 6). Discussion of recommendation received to develop a formal consultation strategy. David would like to feed this through to the Charter & Policy subcommittee and get input from the new Board. It was noted that the College already has a lot of policies. **Charter & Policy subcommittee.**
7. Cyclical review plan and maintenance of policy manual. David noted the following:
 - he is working to develop a logical structure about reviewing Policies within the 3 year cycle, some more than once. His overall point of thought in planning for year ahead is to drop straight into the Charter, then Special Character and Board self-review.
 - the upcoming Special Character Review should be discussed at the August Board meeting.
 - Neal recommended that there needs to be a more active Charter & Policy subcommittee to support David.
 - the Board should review the Memorandum of Understanding with SCC at the October meeting.
 - the Board should review the Annual Plan in November to ensure they have greater input into the next years goals.
 - the Board should review Health & Safety at the August meeting.
 - Audrey asked whether May is the right time to look at the Summary of Departmental Reports in terms of mid-year review of year to date progress. Paul commented that it is important to capture themes coming through Department Reports which need to be acted upon.
 - Neal suggested seeking advice from new Board of how they would like to timetable reports such as the April Library Report.
8. Draft “Guidelines for the Use of Social Media” – a paper from Corinne Barnard. David commented that this is good work on Corinne’s part but it is an entirely operational matter for staff to adopt and does not need to form part of the Board Policy Manual. Neal was charged with developing guidelines consistent with the College’s Special Character. Audrey noted that some changes were required referring to Australian legislation.

(d) Pastoral – nothing to report.

- (e) Finance, Property & Maintenance/Development. Paul reported on key items arising from the Finance subcommittee meeting:
- Scholarship Fund as previously discussed.
 - cyclical maintenance – the Board of Proprietors matter was noted.
 - the 2016 budget is predicting a surplus of \$7,450.
 - property maintenance funding is on a roll of 821. It was noted that the roll has dropped slightly due to student movement.
 - Neal initially moved that the Board accept the 2015 audited accounts which show an operating surplus of \$151,085. David Ireland expressed his concern that the amount of Equity specified in the 2015 Accounts is misleading as it includes over \$250,000 of Scholarship Funds. David Ireland subsequently moved that subject to the inclusion of a note to explain the nature of the Reserves that the Board approves the 2015 Accounts. David Ireland / Pat Dunn. AGREED.

- The Ministry of Education has advised that the BoT cannot refund the BoP for internal painting work carried out during the seismic strengthening of Kennedy and Watters Blocks.

(f) Health and Safety – as previously covered.

5. RECTOR'S REPORT

ROLL

The roll on 10 May was:

	2016	2015	2014	2013	2012	2011	2010
Year 9	166	186	174	160	157	180	169
Year 10	188	167	159	164	179	164	159
Year 11	159	158	159	183	150	156	169
Year 12	158	148	173	147	140	163	148
Year 13	143	156	136	129	142	127	130
Total	814	815	801	783	768	790	775

There are also 23 International students.

SPECIAL CHARACTER

- ▶ We have our second “Parents of Patricians” evening next week.
- ▶ We were very pleased with the way we hosted the NNMS Principals and Head Student Forum in April.
- ▶ Our students again excelled at O’Shea Shield this year, hosted by Sacred Heart College in New Plymouth, finishing second by just one point to St Catherine’s College. We gained a 5 or 6 (out of a possible 6) in every event and won 3 Titles. Ms Lynley Reid, Ms Krystyna Geris, Mr Derek Wood, Mr Shane Wilson, Father Matt Crawford SM and Mr Jarrad Porima accompanied the team and I was there as well.
- ▶ We commemorated the 100 Years since the death of Father Felix Watters SM the first Rector of our College on 8 May 2016 by joining the Boarders Mass at Silverstream. I spoke about the life of Father Watters and his special contribution to St Patrick’s College.
- ▶ We have received official notification that our Special Character Review will take place on the 14, 15 and 16 September which is the second to last week of Term 3. Mary Cook has been contracted by the Archdiocese to lead the review and she will be accompanied by David Sullivan RE Adviser and Mr Simon Stack Principal of St Bernard’s College.
- ▶ We have changed our weekly Mass time from lunchtime Tuesday to 10.35am on Friday to make it a little easier for our students to attend Mass.
- ▶ Monday 16 May was Catholic Schools Day. We recognised this Day with a special prayer in all Tutor classes, a lollipop for students, a morning tea for staff and a certificate and gift to those 9 staff who have “served” St Patrick’s College for over 25 years.

STAFFING

- ▶ I have appointed Mr Jordan Carey to a LTR position replacing Mr Leigh Lidstone while he is on study leave in Term 3.
- ▶ It has been difficult to find applicants for Ms Penina Masoe’s position as our Samoan teacher for Terms 3 and 4. We had no applicants for the position but are following up a couple of possibilities. It seems that we may have to employ an untrained teacher if we can obtain a Limited Authority to Teach for them organised.

PROGRESS IN ACHIEVING the TARGETS in the 2016 ANNUAL PLAN (refer separate report)

TEACHING, LEARNING AND STUDENT ACHIEVEMENT

▶ Departmental Reviews (with one minor exception) were completed in the last two weeks of Term 1 and the SLT have feedback to HoD's. It has been a much improved process. A summary of the feedback is attached in a separate report.

▶ There is also a brief report from Mrs Ailsa Hibbard on the French Trip to Europe which was very successful.

▶ Our "Managing National Assessment" audit by NZQA takes place on 2 June.

EXTRA CURRICULAR

▶ A Report is attached from our new Director of Sport Mr Jonathan Millmow. His appointment has certainly made a difference.

▶ Our Senior A Basketball Team have had a positive start to their season winning their Rotorua "Tip Off" pre-season Tournament and going down to PNBHS in the final of the "*St Pats Classic*." Our Junior A's coached by Mr Wayne Mills and his son Tom have won all three games in their qualifying round to earn their way back into the Junior Premier Division. We have 12 Basketball teams this year.

▶ In Rugby our 1st XV won the big clash with St Bede's and beat Gisborne Boys' in the first round of the Hurricanes pre-season tournament. Last weekend they were well beaten by Hastings' Boys at the Stadium and this weekend they are in Gisborne playing PNBHS. We are again fielding 10 rugby teams.

▶ Our 1st X1 Football team drew with Rongotai but were well beaten by HIBS so will have to play very well over the next three weeks to keep a place in the top 6. We have 13 Football teams.

▶ The caste for the school show "Grease" has been chosen and initial rehearsals are under way. Our Choir is preparing to perform in the Regional Big Sing on 9 June. Our Poly group are looking impressive as they prepare for Tu Tangata in July. We are continuing to have student musical performances at each Assembly.

PROMOTION AND COMMUNITY LINKS

▶ I am frustrated by how long it has taken to get our new website launched but we are making progress.

▶ We are preparing for Open Day on Sunday 12 June. I am currently engaged in visits to our contributing schools. Radio and print advertising is being organised.

▶ We have approached several parents to encourage them to stand for election as BOT members. Nominations close this Friday at midday.

ENVIRONMENT AND RESOURCE ISSUES

▶ The Parents' Association has approved approximately \$40,000 for new lockers which will go into Level One Watters and the PE Changing Rooms.

HEALTH and SAFETY (refer separate report)

FINANCIAL ISSUES

▶ Our Auditor has been working with Karen Page to finalise the 2015 Accounts.

OTHER ISSUES

Admin and Support Review

Audrey Madigan will report to the Board on progress with our Admin and Support Review.

Community of Learning

I have attended an initial meeting with Catholic Principals from the Eastern and Southern suburbs re the formation of a “Community of Learning”.

Social Media Policy

Corinne Barnard has been in discussions with a range of staff re the development of a Social Media Policy for our College. She wants this in place before we launch a College Facebook Page. Corinne has now completed a draft and has requested that the Board review it and provide some feedback.

Old Boys Re Union 1955-1958

We have over 40 Old Boys registered for a reunion on Friday 27th May.

Foundation Dinner

We would love Board members to make a special effort to attend the annual Foundation Dinner on 26th June.

Retiring Board members

I wish to sincerely thank those members of the Board who are standing down or not seeking re-election. Thank you for appointing me as Rector of the College and for your contribution to the smooth running of a very successful school. I have thoroughly valued your wise governance and personal support over the last few years. May God bless you.



Neal Swindells
RECTOR

18 May 2016

Neal reported on the following relating to Progress to achieving targets in 2016 Plan:

- ▶ Special Character - Jubilee Year of Mercy
- ▶ Parents of Patricians - just over 60 parents attended the second session. Audrey commented that this year's sessions were a marked improvement in terms of format and content from when she did the programme previously.
- ▶ there is a lack of Pasifika parents attending these sessions and the Rector is discussing this with staff about how to reach out to them.
- ▶ change of Mass time from Tuesday lunchtime to Friday morning during tutor time.
- ▶ the Rector is very happy with the appointment of Jonathan Millmow and the work he is doing in sport.
- ▶ the Rector is currently visiting our Catholic feeder schools to promote Open Day.
- ▶ Sarah Parkinson is doing some valuable work with staff in relation to her role within the SLT.

Sports Report

Arising from Jonathan's report titled *Report on Sport* Audrey commented on the fixed term role for this year. She asked what the College wanted from Jonathan in terms of his role as Director of Sports especially if funding is not able to be secured next year. Neal said that he would like to find the money to make this a long-term role. The Board referred back to the paper they developed last year on *The Place of Sports and Cultural Activities at St Patrick's College*.

Comments noted included:

- ▶ it would be helpful to have Jonathan focused on the College philosophy and strategically driving all sport at the College
- ▶ Jonathan is busy creating this new role and is only 3 months into the job

- ▶ should the College create a template for all our sports?
 - ▶ there is a need for a strategic view and does the Board need to ask Jonathan to develop a more strategic direction?
 - ▶ what are the Board's expectations of Jonathan between now and the end of the year?
- Action: Neal needs to decide how Jonathan can add the most value in taking sport forward at the College. The Board requested a further report from Jonathan at the July meeting on the broader vision on sport which the Board can agree on or not to develop a strategy. He is requested to provide a case if he is not here next year "to leave sport in a better condition to carry forward".**

Departmental reports

Neal spoke to his report highlighting key points:

- ▶ he has met with some departments for a second time.
- ▶ key concerns include: essay writing; use of Chromebooks; Social Science concerns around History and Geography; motivation of Senior students; Careers education and the changing landscape. Pat commented in relation to the Departmental Reports on the provision for planning and noting the material differences between the current report and the end of year report. Chris suggested making available to the full Board copies of the report to the Foundation from Sharron Kendall-Elder and Lucy MacLeod which he thought would be of interest to the new Board.
- ▶ it was noted that Penina Masoe will be away on study leave for Terms 3 and 4 and that it is challenging to find a suitable Samoan language teacher to replace her.
- ▶ David Ireland would like to see a heading in the report of what is different from this year to the next. He noted that the College is underperforming at Excellence level however doing very well at the Achieved level. He spoke about the motivation of senior students and questioned whether the structure to allow them to attain Excellence is letting them down and not unlocking their potential. The strategy for next year should be at an aspirational level to encourage them to do better and get to Scholarship level.
- ▶ an area of focus could be to ask the Foundation for help with extra resourcing to lift the bar in some subjects.
- ▶ how can the Board support staff? Is there enough time provided for PD and reflection?

6. **STUDENT REPRESENTATIVE** – Peniamina's report was tabled.
7. **STAFF REPRESENTATIVE** – Lynley said that Peniamina's report reflects the level of teacher engagement in supporting students at a multitude of levels. Teachers are looking at reflective teaching and learning, and how this is linked to other school-wide goals as part of the appraisal process. Lynley affirmed the lovely celebration for *Catholic Schools Day* on Monday 16 May which staff enjoyed and appreciated. At the morning tea nine staff members were recognised who had each worked for 25 years or more at the College. It was noted that a number of staff had recently suffered family bereavements.
8. **PARENTS' ASSOCIATION** – David Ireland attended the meeting which largely focused on strategizing for the planned Art Auction. The Parents' Association have generously donated \$40,000 for additional new lockers to be located on the second floor of Watters Block and also in the Gym changing rooms. In addition, they have also agreed to fund a new Sports Noticeboard. It was agreed that the Board would like to write to them to formally to acknowledge and thank them. **Action: Chris/Gerardine.**
9. **WOMEN'S GROUP** – nothing to report.
10. **POLYNESIAN PARENTS' ASSOCIATION** – Tuf commented on the following:
 - the most recent meeting was well supported with a good turnout
 - the Mother's Day fundraiser raffle made approximately \$3,000
 - the Association has booked 2 tables at the Foundation Benefit Dinner

- Nathan Lopa’s mother, Silefagamali’i Asi has put her name forward to stand as a candidate for the Board of Trustees
- 70 students are involved in preparing for Tu Tangata.

11. **WHANAU GROUP** – Neal said that 2 parents attended the most recent Whanau Hui. There are a few identifiable issues relating to the low level of attendance at meetings and there is ongoing work in this area.

12. **CORRESPONDENCE**

All correspondence referred to below was tabled, as per standing practice.

Correspondence – Requiring Attention

Archdiocese of Wellington, Proprietor’s Appointees’ Annual Report - 2015
 Peter Kitchenman, Memoranda of 22 March (times 2), 30 March, 1 April, 4 April, 5 April, 28 April, 11 May, and complaint against the Board of 16 May 2016 (to be discussed “in committee”)
 Memorandum of Understanding between the Boards of Trustees of St Catherine’s College and St Patrick’s College*

Correspondence – Inward

Archdiocese of Wellington, ADW Proprietors Group, Report from the Vicar for Education*
 KensingtonSwan, Letter of engagement, 17 May 2016
 Ministry of Education, Banking Staffing Usage for 2015, 14 April 2016
 NZSTA Annual General Meeting, 18 April 2016
 PPTA, Health and Safety Training, 5 May 2016
 Public Trust, Estate of Patrick Francis Walsh, 4 April 2016
 Raymond Neal, letter of resignation

Correspondence – Reports & Circulars

Attendance Analysis, Stand downs and Suspension Analysis 2015*
 Ailsa Hibbard, Report on Trip to France 2016*
 Jonathan Millmow, Report on Sport, 18 May 2016*
 Neal Swindells, Summary of 2015 Departmental Reports for BoT, May 2016*
 New Zealand Education Gazette, 11 April 2016
 New Zealand Education Gazette, 26 April 2016
 New Zealand Education Gazette, 9 May 2016
 STA News, Issue 261, March 2016
 STA News, Issue 262, April 2016

Correspondence – Late

Peter Kitchenman, Memorandum of 23 May 2016 – Complaints Policy.
 Peter Kitchenman, Memorandum of 24 May 2016 – Requests for information: re BoT letter of 23 May. *The request was left with the Board’s subcommittee to action as appropriate.*
 New Zealand Education Gazette, 23 May 2016

Correspondence – Outward

Chris McCarthy, to Peter Kitchenman, 11 May 2016
 Chris McCarthy, to Peter Kitchenman, 23 May 2016
 Neal Swindells, Submission to WCC on Draft Annual Plan

*copy to all Trustees with the meeting agenda.

13. **GENERAL BUSINESS**

- 1.1 Support / Admin Review (to be discussed “in committee”).
The Board Chair requested that the Board move into committee to receive a verbal update on the Support/Admin function review. (Mr Kitchenman left the meeting). The Board moved into committee at 8.23pm and took a short break prior to receiving a verbal report Audrey Madigan relating to the Support / Admin Review and to discuss matters arising from Mr Kitchenman’s Memoranda. The Board moved out of committee at 8.56 pm.
- 1.2 Rector’s Performance Appraisal. It was noted that Chris and Paul have completed Neal’s performance appraisal and that the document is available to board members.
- 1.3 St Patrick’s College strategy and how they intend to integrate ICT into delivery – this item is carried over.
- 1.4 Memorandum of Understanding between the Boards of Trustees of St Catherine’s College and St Patrick’s College. As covered in earlier discussion.
- 1.5 Update on Board Elections and transition of new Board. Canterbury Education Service (CES) has received 12 nominations. Chris offered a vote of thanks to Pat Dunn, Conor English, Tuf Ioane and Tricia Tau for their service to the Board and College community. Chris advised the board that he is stepping down from his role as a Proprietor’s representative effective from 10 June 2016. He informed the Board of Trustees that the Board of Proprietors has appointed Paul Berry as a Proprietors Appointee to replace him effective from 10 June 2016. Paul thanked Chris for his significant contribution to the Board of Trustees and it was agreed that he will be thanked at the Foundation Dinner on 25 June.

The meeting was declared closed at 9.02pm.

DATE OF NEXT MEETING

22 June 2016

Signed:_____

Dated:_____