



BOARD OF TRUSTEES OF ST PATRICK'S COLLEGE, WELLINGTON

MINUTES OF MEETING HELD AT ST PATRICK'S COLLEGE IN THE COLIN BOARDROOM ON WEDNESDAY 27 MAY 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), Patricia Tau, David Walsh.

IN ATTENDANCE: Gerardine Parkinson (Board Secretary)

Neal opened the meeting with a prayer.

Leigh Lidstone, HOD Physical Education attended the Board meeting and spoke to his report which facilitated a period of discussion.

1. **APOLOGIES** –Yohan de Rose. It was noted that Audrey arrived at 6.18pm as previously notified and that David Walsh had to leave the meeting by 7.30pm.

2. **MINUTES OF MEETING** (22 April 2015)

These were passed as a true and accurate record –Audrey Madigan / Patricia Tau.

3. **MATTERS ARISING**

4. **SUB-COMMITTEE REPORTS**

(a) **Appointments** – as covered under Neal's report.

The Board moved into committee at 7.34pm to discuss a HR matter and moved out of committee at 7.40pm.

(b) **Charter & Policy** - Draft Enrolment Policy. David went through the changes to this updated policy since the last Board of Trustee meeting. He spoke briefly about the comments arising from the Board of Proprietors meeting held on Wednesday 20 May. As an outcome of discussion the Board of Proprietors had requested changes to give first priority to the sons of Old Boys, grandsons and brothers who had a connection to the College. A member of the Board of Proprietors had expressed concerned about the issue of Preference certificates by some parish priests based on the 5.4 category. Both Father Mark Walls SM and Father John Walls SM said that the College was not able to differentiate between the categories that the Preference certificate is issued on. Following a period of discussion it was proposed "that the St Patrick's College Board of Trustees adopt the Enrolment Policy as promulgated 27 May 2015" - David Ireland / Audrey Madigan. AGREED.

- College Consent / Permission form. David has not progressed this fully as yet. It was agreed to push this item back to the next meeting. **Action: David.**

- Draft Policy Manual Index. David wishes the Board to produce a more coherent manual which clearly signals where certain policies can be found. He asked that Board members consider and feedback any comments they have on the Index and how it is structured so that a new Policy Manual can be produced to either himself or Gerardine via email. **Action: all Board members.**
- Once the Policy Manual Index is complete the Charter & Policy subcommittee will continue with the process of cyclical review.
- Neal is still looking at developing a policy on intellectual property so that it can be added to the Policy Manual. **Action: Neal.**

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

(d) **Finance, Property & Maintenance/Development:**

- *Fees and Donations* for 2016. As previously covered.
- *College Tuckshop*. As previously covered.

David reported on the Finance Committee meeting and commented on:

- David spoke about cyclical maintenance. He also acknowledged Neal and Karen's efforts in managing a tight budget. The College finished the year well with a surplus of \$187k.
- David Walsh is getting monthly tracking reports from Karen monthly and the College is continuing to maintain cash balances although there are some timing issues with donations etc.
- The Auditor is pleased with the result and has requested that Neal and Chris sign off on the Financial accounts. Conor had a question relating to the Rowing boats which is still an outstanding issue. David said that he will speak to Jo about this following on from the auditor's opinion on GST.
- It was proposed "that the St Patrick's College Board of Trustees move to adopt the 2015 Annual Report and authorised Neal and Chris to sign" – David Walsh / Tuf Ioane. AGREED.
- The 2015 budget predicted deficit is \$38k and is largely attributable to the timing of the effect of the roll increase application. The Marist Senate has made available \$25k for help with fees to families with genuine hardship. Currently the Board has a \$125k surplus for the year to date. The shortfall showing in fundraising is due to funds from the Board of Proprietors which the College is yet to receive.
- EAT, the company which manages the Tuckshop has given notice that they are going to withdraw at the end of this term. The College intends to put the contract out to tender. Karen and Neal will develop a tender document and advertise it. Neal queried what happens to the staff employed by EAT as to whether they are the College's responsibility. David Ireland said as the staff are employed by EAT directly that they are not our responsibility as it is up to EAT to manage.
- In relation to the previously discussed issue with St Catherine's College Neal and Karen have met with their Principal, Mary Curran and their Executive Officer. St Catherine's College produced some figures at the meeting which state that there are 138 boys doing a subject at their college. Based on their calculations they requested that St Patrick's College pay them \$10k. It was agreed that St Patrick's

College should develop a Memorandum of Understanding going forward. The Board of Proprietors at their 20 May meeting suggested that the College should consider paying them some money this year. The Board discussed this matter in some depth. Included in discussion it was noted that:

- SPC will not be able to provide a prediction of the number of boys attending classes at SCC until November and that these numbers can change between the end of 2015 and start of 2016.
- the need to consider our roll numbers for next years and work through whether we can offer all the required classes here and end the relationship with SCC.
- Neal suggested that SPC target specific subjects which SCC can offer.
- there needs to be a conversation with SLT about subject identification needs and a comprehensive analysis completed.
- a Memorandum of Understanding should be developed first and then any financial costs worked out.
- any payment made this year would be as a goodwill payment.

It was agreed that Neal should continue to work through this process and negotiate as required.

- Audrey asked when the Senior Leadership Team begins looks at the timetabling and implications of banding, Gateway etc. Neal said that St Catherine's College would like to review the timetable and look at period times, and movement between the two Colleges. Neal said that St Patrick's College are looking at curriculum subjects for next year.

(e) **Special Character** - Neal spoke briefly about the Holy Trinity Parish Mass and the Wellington South Pastoral Area Mass hosted in the College hall recently. He mentioned briefly a disappointing incident that had arisen relating to the Wellington South Pastoral Area Mass which had seen Father Pat Brophy SM explicitly requested not to concelebrate Mass. Neal said that he had sought an explanation about this from the Mass organisers. He stressed that the College is challenged to build relationships with parishes and by excluding Father Pat, as our College priest that this was something of a barrier.

The Board of Proprietors are changing their meeting agenda to reflect the important focus on Special Character. David Ireland recommended that discussion on Special Character should be changed to the first item on the agenda. **AGREED.**

5. RECTOR'S REPORT

ROLL

The roll on 16th May is shown below:

	2015	2014	2013	2012	2011	2010
Year 9	187	174	160	157	180	169
Year 10	169	159	164	179	164	159
Year 11	158	159	183	150	156	169
Year 12	151	173	147	140	163	148
Year 13	161	136	129	142	127	130
Total	826	801	783	768	790	775

The 2015 figures exclude 14 International Students.

Our application for a maximum roll increase to 850 is still stalled due to property issues. I am hopeful these will be resolved this week and that we have an answer by the end of Term.

It is looking increasingly likely that we will get 15 international students from West Papua Indonesia in August. This has the potential to be a very good new source of International students as they are all funded by the Indonesian Government.

It was proposed “that the Board of Trustees give approval to take part in a Ministry of Education pilot to trial ‘electronic sign-off’ for the June and September 2015 roll returns” - Neal Swindells / Paul Berry. AGREED. Audrey asked about safety of the transfer of electronic data and Neal gave an assurance that it was safe.

STAFFING

- ▶ I have appointed Mr Robert Lynch as a full-time teacher of Maths starting at the beginning of Term 3 and Ms Shayna Gardner as Assistant Head of Maths also starting at the beginning of Term 3.
- ▶ We have also appointed staff for short term cover for Mr John McCash in Maths and for Brother Matt Morris in Chemistry. Brother Matt is having a knee replacement in early May.
- ▶ Ms MaryAnne Ennor has been off sick all of this term. We are working with her and her doctor in the hope that she will be able to return to work soon.
- ▶ We have distributed an unallocated Management Unit to Mr Steven Skells as Assistant HOD Social Sciences and 8 Middle Management Allowances that were not allocated.

SPECIAL CHARACTER

- ▶ I was very pleased with the way the College community came together to host the O’Shea Shield so well. It was a real team effort and it drew considerable praise from everyone involved.
- ▶ Father Pat Brophy is making good progress in interviewing our Year 9 students. We are currently collecting the names of students who wish to prepare for the Rites of Initiation into the Church.
- ▶ Our one day Year 13 Retreat was positively received by our students. We had too many student absentees which is something I want to confront.
- ▶ I am pleased that our hall is being used by local parishes for big parish events, and have been trying to be a visible presence for the College at them.

TEACHING, LEARNING AND STUDENT ACHIEVEMENT

- ▶ Mr Leigh Lidstone will be at the Board meeting to present his HOD Physical Education Report.
- ▶ I have attached a MOE draft report on school leaver statistics comparing us to national figures.
- ▶ All teaching staff are involved in Professional Development on using IT in our teaching at Wellington College on Friday 29th May. Over 700 teachers from the Loop schools will be there.

EXTRA-CURRICULAR

- ▶ Winter sport is getting underway though there was some disruption with the rain last weekend. We have our first two big sports exchanges with St John’s College this week and Wellington College next week. The St John’s exchange was a great success for many reasons. It included an outstanding game of basketball.
- ▶ Our Choir is preparing to perform with Chilton St James in a concert at the Cathedral on Friday night.
- ▶ The 1st XV play Scots College on Saturday 23rd May for the Moascar Cup. This game is at Scots at 2 p.m. and will be televised.
- ▶ The Rugby Club dinner takes place tonight, and they are expecting 275 people.

PROMOTION AND COMMUNITY LINKS

▶ The SPC Foundation Benefit Dinner this year will launch a new Sports Fund. I will speak further to this at the Board meeting.

ENVIRONMENT AND RESOURCE ISSUES

▶ Work on the Kennedy Block is nearly complete and I am hoping to be able to have an official blessing on Wednesday 10th June.

▶ We have had a number of meetings with the Auditor and I thank David Walsh for meeting with him to discuss the Cyclical Maintenance Plan. It appears our operating surplus for 2014 was \$187,000. This is a major improvement on the last few years.

▶ St Catherine's College have requested that we pay them a little over \$10,000 so they can recover some of the costs of teaching about 130 boys at their College this year. We have about 40 girls coming down to St Pats. I will explain further at the Board meeting.

▶ The company that manages the College Tuckshop, EAT; have given notice that they will finish at the end of Term so that they can focus on other core business. This matter will be discussed by the Finance subcommittee and a recommendation made to the full Board.

▶ It is also necessary to set the "*Fees and Donations for 2016*" prior to Open Day so that the information can be included with the updated Prospectus. This matter will be discussed by the Finance subcommittee and a recommendation made to the full Board.

OTHER ISSUES

▶ Mana Coachlines have looked at a number of options for us none of which has altered the fact that we are paying every day for the second bus in the afternoons. I hope to be able to update the Board further next week. Neal needs to drive this to progress the issue to the next level with the Regional Council and Mana jointly.

▶ Our Proprietors discussed the Enrolment Policy last night and David Ireland is trying to get a final draft ready for the Board meeting.

▶ New Zealand Uniforms are now selling our new College jacket for \$125, and our new "bucket hat" for \$15.

▶ Promotional visits to our contributing primary schools start after Queens Birthday weekend. Our Open Day is on Sunday 21st June.

Neal Swindells
Rector

Neal spoke to his report. Matters arising in discussion:

- the roll increase application is held up due to a property issue relating to integrated and non-integrated space at the College. However this is all sorted now and Neal hopes that there will be a positive outcome by the end of term.
- it was acknowledged that the implications of overseas students from Papuan, Indonesia could be significant. There are a few issues around homestays. The College may need to employ another teacher or teacher aide to help in the ESOL Department.
- the issue of having a school beanie was discussed again. Neal said that the SLT had briefly discussed this matter but some members were against it. The Board were clearly in favour of having a school uniform beanie which could be worn in cold weather, and also be worn at school functions. Neal said that he would have a more reflective discussion with the SLT.

- the Board discussed school management of the recent flood and how this was managed. Neal spoke briefly on this matter and said that there were some communication areas which could be improved such as updating the College website overnight to state that St Patrick's College was open the next day. It was agreed that the College should adopt a multimedia approach and that senior staff need to learn how to use the text system so that parents can be sent a text alert. **Action: Neal.**

6. **STUDENT REPRESENTATIVE** – nothing to report as Yohan was not present.

7. **STAFF REPRESENTATIVE** – Lynley spoke very briefly on the following matters:

- Con Anima are participating in the Big Sing next week, and there are planned Barbershop and Jazz competitions.
- some of the ceiling tiles in Level 200 are falling down as they are not secured and are moving. Peter Amitrano is aware that it is an issue.
- the O'Shea Shield competition was well hosted and our College stakeholders did well with hospitality. St Patrick's College fought a hard battle for second place and St Catherine's College did well to win.

Lynley suggested that it would be appropriate for the Board Chair to write to the organising committee to acknowledge their hard work in organising this event. It was further agreed that the Board would shout morning tea. **Action: Chris/Neal.**

8. **PARENTS' ASSOCIATION** – Audrey attended the most recent meeting and spoke on the following items:

- the Association have requested a calendar of fundraising events which they have requested before. It would be helpful to them to have a calendar at the start of each year so that there is some kind of visibility of all the planned fundraising events.
- the Association requested that the College identify a list of school items to be fundraised for that would benefit the whole school. Currently they don't know what the priority is, and had declined funding a basketball shooting machine. It is problematic that they are getting direct approaches from some codes which the Board did not endorse.
- it was agreed that any requests for funding from the Parents' Association should go through Neal.
- the Association would like to know what items the Foundation is putting money towards.
- the Association commented and expressed concern about the general untidy appearance of some of the boys specifically that they are unshaven, have long hair, are wearing their socks down, and look messy. Neal said that this is a fair comment and he will take this on board and focus on improving the standard of student appearance.

9. **WOMEN'S GROUP** – Paul attended the most recent meeting which was focused on planning for the Mother & Son Dinner and providing hospitality at the Parent-Teacher interviews.

10. **POLYNESIAN PARENTS' ASSOCIATION** – Tuf spoke on the following items:

- hosting lunch on Saturday 2 May for O'Shea Shield.
- parents are providing dinner for all the boys having late practices for Tu Tangata.
- the Association are looking to fundraise for accessories and plan to have the boys dance and parents contribute money which will be set aside into Year levels. There are about 60 in the group with a large group of Year 9's and a mix of European boys.
- St Patrick's College is hosting Tu Tangata this year on 7 September.
- Neal is meeting with Ainslie regularly.

11. **WHANAU GROUP** – Paul said that the latest meeting only attracted a small number of people. The success of the O’Shea Shield powhiri was noted and the hospitality of hosting morning tea afterwards. At this stage organisation of a Strategic planning meeting has not advanced. The Whanau Group are considering how they operate and looking at the Home-School Partnership model so that they can pull people together. Neal is going to meet with Natalia going forward. **Action: Neal.**

12. **CORRESPONDENCE**

Correspondence – Requiring Attention

Ministry of Education, Roll Return, Electronic sign-off Pilot*

Correspondence – Inward

Archdiocese of Wellington, Proprietor’s Appointees’ Annual Report for 2014

Ministry of Education, Banking Staffing – 29 April 2015

Ministry of Education, Provisional 2014 school leaver qualification date – 4 May 2015*

NZSTA, re AGM – 20 April 2015

NZSTA, Hautū, Māori cultural responsiveness self-review tool for Board of Trustees

St Patrick’s College Parents’ Association Minutes, 30 March and 4 May 2015

Correspondence – Reports & Circulars

NZ Education Gazette, 4 May 2015

NZ Education Gazette, 18 May 2015

STA News, Issue 252, April 2015

Correspondence – Late

Correspondence – Outward

Chris McCarthy, to Morris van Voornveld, St Catherine’s College, 23 April 2015

* = copy to all Trustees

13. **GENERAL BUSINESS**

- 1.1 the Board discussed the College Ball which is coming up at the end of the term. In the past the College has encouraged families to be up to date with the payment of fees if they are buying a ball ticket. This relates specifically to the payment of material costs only and excludes donations. The Board agreed that it would be preferable if families could be encouraged to pay material costs again this year.
- 1.2 Teacher requests for Sabbatical leave. Neal spoke in support of the two requests from Mike Woods for a 1 term sabbatical in term 2 next year and from Leigh Lidstone who is applying for both a 32 week sabbatical and also for a 1 term sabbatical in 2016. The Board of Trustees approved both applications and Chris McCarthy signed both application forms.
- 1.3 Fees and Donations for 2016. The Board discussed this matter and noted that following:
- currently the collection rate is down a bit.
 - acknowledgement that it is a struggle for some families to pay.
 - the Board of Proprietors is considering withdrawal from the National Attendance Dues sharing scheme. The government has deferred any decision on help with seismic costs until next year’s budget. The Board of Proprietors is going to go back to the Minister about this in terms of

possibly needing to increase the level of the Attendance Dues levy if the Board of Proprietors withdraw from the Scheme.

Following discussion it was proposed “that St Patrick’s College Resource Donation increase to \$200 and that every other item remains unchanged” - Neal Swindells / Chris McCarthy. AGREED.

1.4 Resolution to apply for funding as follows:

It was resolved by the St Patrick’s College Board of Trustees to apply to ‘**Infinity Foundation Inc**’ for funding for the sum of **\$8,000.00** to contribute towards the cost of travel and accommodation for the St Patrick’s College Junior and Senior Basketball, 1st XI Football and 1st XI Hockey teams taking part in NZSS Winter Tournament week events, 31 August to 4 September 2015 (venues to be confirmed). Proposed by Chris McCarthy and seconded David Ireland. AGREED.

1.5 Audrey spoke briefly about the recent Board of Trustee training session which she attended. She said the PD session was very well supported and that Cardinal John spoke well. He challenged those present to consider how often Boards set aside time to facilitate open discussions around ethical matters such as the right to die debate at board meetings rather than limiting discussion to solely academic matters.

The meeting was declared closed at 9pm.

DATE OF NEXT MEETING

Wednesday 24 June 2015