



BOARD OF TRUSTEES OF ST PATRICK'S COLLEGE, WELLINGTON

MINUTES OF MEETING HELD AT ST PATRICK'S COLLEGE IN THE COLIN BOARDROOM ON WEDNESDAY 29 JULY 2015 AT 6 P.M.

PRESENT: Paul Berry (Acting Chair), Yohan de Rose, Pat Dunn, Tuf Ioane, David Ireland, Audrey Madigan, Lynley Reid, Neal Swindells (Rector), and Patricia Tau.

IN ATTENDANCE: Gerardine Parkinson

Neal opened the meeting with a prayer.

Chris Smyth, HOD Technology attended the Board meeting and spoke to his report which facilitated a period of discussion.

1. Arising from Chris' report Audrey noted that two specific comments have been made by many of the HoDs that have presented to the Board of Trustees (and have been raised by St Catherine's senior staff and noted to the Board):
 - Timetabling (clashes for wider option subjects e.g. PE and Technology with mainstream literacy and numeracy subjects e.g. English and Maths).
 - The increased frequency of 'out of school' activities, particularly in Term 1, sometimes resulting detrimentally on the ability to cover the curriculum adequately.

While acknowledging that this was an operational issue for the SLT and Neal to work through, a strategic overview to resolving, or at a minimum reducing the pressure, was necessary.

2. Specifically in relation to the Chris Smyth's report Audrey commented on the need to reset expectations and culture with both parents and students. Neal noted that there is a planned Careers Option Evening planned for Tuesday 8 September aimed at students and parents to better inform them of career pathways and expectations.

1. **APOLOGIES** – Conor English, Chris McCarthy, David Walsh.

2. **MINUTES OF MEETING** (24 June 2015)

These were passed as a true and accurate record - David Ireland / Lynley Reid.

3. **ACTION POINTS ARISING FROM THIS MEETING**

Charter & Policy

- Neal to write a brief paper for staff or coaches on their responsibilities while on a Field trip or exchange.
- David Ireland to draft an Extra Curricular Permission form.
- David Ireland to revisit comments from the Auditor around the wording of Fees and Donations and bring through to the next meeting.
- A policy or rules relating to College groups having bank accounts outside of the College needs to be developed.

General

- Gary Cook-Andrews to update website with 2015 Charter and Board Minutes.

- All Board members are welcome to email Neal with suggestions about and priorities relating to future property needs.
- Neal and Gerardine to promote in the newsletter Departmental websites and profile subject areas.
- Neal recommended scheduling time to review Board processes.

4. **SUB-COMMITTEE REPORTS**

(a) **Special Character** – Neal reported on the following:

- he has recently met with representatives of the Wellington South Pastoral area.
- Cardinal John has agreed to say Mass on Sunday 20 September at 5.30pm and as part of the Family Mass will have the Rites of Initiation.
- he attended the funeral of Fr Craig Larkin SM during the school holidays.
- the College is preparing for the combined Mass with St Catherine's College for the Feast of the Assumption on Friday 14 August.
- Fr Pat Brophy SM is going to be away on sabbatical for the first half of next year.

(b) **Appointments** – Neal reported on the following:

- Rosemary McLennan was recently appointed as Archivist and will work 10 hours per week.
- there are some issues around appointments for next year and the College has several staff on fixed term positions. There are several matters to be considered.

(c) **Charter & Policy** – David Ireland reported on the following:

- the ongoing development of the Policy Manuel Index is progressing and plan to produce it within the next month, and it will feed in the Enrolment Policy.
- there are a couple of consequential changes to process in the manual to bring those back to the board.
- Neal is to write a brief paper for staff or coaches on their responsibilities while on a Field trip or exchange. **Action: Neal.**
- David to draft an Extra Curricular Permission form. **Action: David.**
- David to revisit comments from the Auditor around the wording of Fees and Donations and bring through to the next meeting. **Action: David.**
- the Board agreed that they need to develop a policy or rules relating to College groups having bank accounts outside of the College needs to be developed.

Audrey asked that the website be updated with the 2015 Charter and Board Minutes.

Action: Gerardine and Gary.

(d) **Pastoral** – Neal has an update on the 2 boys who were suspended. It is a positive report which he will share with the Board members who were present at the hearing at the end of the meeting. The College is working with the family of a Year 10 students for chronic absenteeism and is getting specialist support from the Truancy Service.

Patricia Tau mentioned the theft of her son's wallet for the second time during rugby training after school when his bag is left in the MSP gym. Neal suggested that Patricia speak to Wayne Mills about this matter.

(e) **Finance, Property & Maintenance/Development:** Paul reported on discussion arising from the Finance subcommittee meeting held on Monday evening and spoke to the following:

- in general Karen is comfortable that things are tracking okay although the rate of College Fees and Donations collection is falling behind. There could be up to 80 families that have not paid anything during their time here.

- the ‘ups and downs’ are due mainly to timing issues.
- the level of ‘cash on hand’ is good.
- the year to date Budgeted loss remains at 38k and is on track.
- the College has received 3 expressions of interest in taking over the management of the tuckshop and will meet with Neal and Karen early next week.

The board moved into committee at 6.53 p.m. to discuss a matter raised at the Finance subcommittee meeting. The board moved out of committee at 6.55 p.m.

5. RECTOR’S REPORT

ROLL

The roll on 23rd July is shown below:

	2015	2014	2013	2012	2011	2010
Year 9	187	174	160	157	180	169
Year 10	167	159	164	179	164	159
Year 11	158	159	183	150	156	169
Year 12	151	173	147	140	163	148
Year 13	160	136	129	142	127	130
Total	823	801	783	768	790	775

The 2015 figures exclude 13 Fee-Paying International Students and 2 exchange students.

The Board of Proprietors should this week sign off a Supplementary Agreement with the Ministry of Education which confirms changes to the Integrated and Non-Integrated areas of the College. I am hopeful this will pave the way for the Roll Increase Application to be approved.

Applications for Year 9 enrolments close on Friday 31 July. To date we have 119 Preference applications on file.

STAFFING

- ▶ Miss Shayna Gardner has returned as Assistant HOD Maths.
- ▶ Ms Corinne Barnard has started as our new Development Officer. Loretta Love finishes with us next week.
- ▶ Natalie Leota has been employed as a new Teacher Aide replacing Mr Cameron Poole Smith.
- ▶ Mr Wayne Mills returns to his role as Deputy Rector next Tuesday.

SPECIAL CHARACTER

- ▶ I have met with the Coordinators of the new Wellington South Parish to ensure we have a positive working relationship for the future.
- ▶ Father Pat and Mr Maurice Atkinson have started a *Rites of Initiation Programme* for about 23 students. We plan to complete the First Holy Communion and Confirmations at our Women’s Group organised *Family Mass* on Sunday September 20th at 5pm in our Chapel.
- ▶ Chris McCarthy and I represented the College at the funeral of Father Craig Larkin SM at the start of the holidays. He was a well-known Marist and old boy of our College.

TEACHING, LEARNING AND STUDENT ACHIEVEMENT

- ▶ Mr Chris Smyth, HOD Technology will be at the Board meeting to present his report on the Technology Department.
- ▶ We are planning a meeting for parents, students who are attempting Scholarship and their teachers on Monday 3 August.

- ▶ We are checking with staff that they are keeping up to date with their comments on student progress on the Parent Portal.
- ▶ The 2014-2015 staff appraisal round is nearing completion. We are planning to alter the system for 2015-2016 to include a small section based on teacher enquiry. Mr Doug Walker is leading this initiative.
- ▶ We are considering several new subjects for 2016 including Technology: Programming at Year 11, a senior Tourism Course, and a Year 12 Science course for students who might otherwise drop the Sciences for 2016.
- ▶ We have received our annual Moderation Report from NZQA which highlights some issues. We are working with staff to resolve these.

EXTRA-CURRICULAR

- ▶ Our *Taylorfest* event at the end of Term 2 finished with a passionate inter-house competition of singing and haka. I have asked Mr Matt Bayliss to conduct a review of *Taylorfest* as some aspects of this tradition need tightening up.
- ▶ Our Choir are preparing for the Big Sing Nationals which will be held in Wellington on 13 to 15 August.
- ▶ Our Poly group is working hard preparing for Tu Tangata on Monday 7 September.
- ▶ We had a very enjoyable Sports Exchange with St Patrick's College Silverstream this week. The exchange involved 7 sports and 11 events. Silverstream were the overall winners by 6-4 with one game drawn. The movement of the school out to Silverstream and back went smoothly.
- ▶ Our winter sports teams are gearing up for their last weeks of competition and for some teams semi- finals etc. At this stage we have 4 teams planning to be away in Tournament week: 1st X1 Football, 1st X1 Hockey, Senior A Basketball and Under 15 Rugby.

PROMOTION AND COMMUNITY LINKS

- ▶ We are gearing up for the "Fun Run" which for the first time will be run in school time on Friday afternoon 7 August. This is a fundraiser for the Foundation's *Sports Fund*. See my notes below about the *Sports Fund*.
- ▶ The Parents Association Raffle was drawn at the end of Term. Winners have been notified.
- ▶ The Mother and Son Dinner scheduled for Thursday 6 August is sold out.
- ▶ Our SPC Cricket Club has a big fundraising Quiz Night this Saturday in the Hall.

ENVIRONMENT AND RESOURCE ISSUES

- ▶ We had a short ceremony on Tuesday of this week to rededicate and bless the new laboratories and classrooms in Kennedy Block. Each classroom/laboratory was blessed and the crucifixes were placed on the walls. The job is now almost complete with just a few finishing touches to go. We are very proud of these new facilities.
- ▶ As part of the Kennedy Block contract we had the red brick area outside Kennedy water blasted to roughen the bricks so they would not become slippery in the wet. As a result we have to do some re-grouting but the outcome is much safer.
- ▶ We have 3 firms interested in running the College Tuckshop and hope to have selected one by the end of next week.
- ▶ I have heard nothing back from the Council regarding our request for assistance regarding the entrance and exit to the school at busy times. I am not sure what my next steps should be.

OTHER ISSUES

1. The Foundation Sports Fund

The Foundation launched a new *Sports Fund* at their Annual Dinner and announced that they would put \$50,000 into the Fund. The proceeds of the dinner (approx. \$45,000) will be given to the Board of Trustees next week and are to be split between rugby, cricket, football and

basketball. This money (which is a one off grant) is to be used by the sports for equipment, coaching and other development costs before any Board of Trustee sanctioned tournament a team may be attending.

The Foundation is also establishing a *Foundation Grants Committee* (Rector, Development Manager, Foundation Trustee and Head of Sports) which will meet twice a year to consider grant applications as per the process that has been distributed to all the Colleges sports codes. For 2015 there will only be one meeting of the committee in August to consider applications that are due in from the codes by 31.7.15. The *Sports Fund* has \$50k in it as per Chair's announcement plus it will receive the income raised from the Fun Run (whole school involved so aiming for \$40K), therefore a possible \$90k. The Foundation Board will need to give direction to the Grants Committee as to how much from the Fund (estimated \$90k) will be available to distribute in this 2015 application round. Sports codes will be advised if they are successful and funds will then be transferred to St Patrick's College Board of Trustees for Karen Page to administer and ensure that expenditure matches what was stated in the application.

2. Property Issues

The Board of Proprietors Finance Committee met on Monday 6 July and discussed next steps with regard to seismic strengthening. They decided to contract their engineers to give them some more detailed assessments of what work would have to be done to strengthen Egden Block (Admin and Library) and they asked that the Rector go away and consult with staff and the community on the future building needs for the College. They felt that they could not commit to strengthening Chanel Block (music area and former priests rooms) until we are clear as to what we need for the future.

Consequently I have put together an initial draft of the 10 year property needs for our College which is attached. I would be very interested in your comments.

Neal Swindells
Rector

St Patrick's College in 2025 Property Needs

1. A second gym or significantly enlarged Gym space. We have up to 4 classes at a time doing PE. We have a big demand for out of school hours for basketball, volleyball, badminton futsal etc that we currently cannot meet. For a big basketball game the viewing area is not big enough. Any modern Gym also needs an attached classroom and a decent weights area.
2. Performing Arts. The Todd theatre needs a major revamp.
3. Music rooms. This is a key area of our College we need a second classroom and performing areas.
4. Guidance / careers / spiritual counselling area. We currently use a number of the former Priests rooms for these purposes. A purpose designed area including open areas, meeting rooms and counselling rooms would be great.
5. Food and Nutrition. Do we build a Food Technology space or do we continue to rely on St Catherine's College to provide these opportunities for our students?
6. Indoor / outdoor hubs where students can hang out in groups or individually for study or

7. Learning support hub including a classroom, small offices and IT for boys with special needs to work in groups or one on one.
8. International student area with a couple of offices plus a classroom or reception area.
9. Main office area needs to provide for Foundation Development Manager, Second Hand uniform area, Fees collection area, and Publications manager.
10. Board room needs a small kitchen for catering purposes.
11. All asbestos removed.
12. Improved access and exits into the College for students and parking for visitors.
13. Astroturf tennis courts so they can be used for a much greater range of sports such as hockey.

Neal Swindells

Rector

July 2015

Neal reported on the following:

- ▶ Neal spoke about the key note speaker at National Catholic Secondary Principals and her speech based on Pope's encyclical.
- ▶ Gerard Tully has taken on the role as Chair of the national executive.
- ▶ the College has currently received 148 Preference Enrolments.
- ▶ the Board of Proprietors have signed the updated Supplementary Agreement and Site Plan. This will then go to the Minister and help support the Roll Increase Application.
- ▶ the EDC met today. There is some progress on timetable structure changes and need to meet with St Catherine's College around this. The specific classes that St Catherine's College offer that we do not are Senior French and Food and Nutrition. The College is planning to offer a couple of new courses which including Computer Programming (Year 11) and Tourism (Year 13).
- ▶ there were a few issues identified with the latest Moderation Report from NZQA including some issues relating to St Catherine's College. Neal is confident that the College is working through these matters.
- ▶ Neal has requested that Matt Bayliss review Taylorfest week.
- ▶ the outcome of the sports exchange with Silverstream.
- ▶ the Cricket Club Quiz raised approximately \$22k.
- ▶ the blessing of the upgraded Kennedy Block.
- ▶ the Sports Fund has received 6 applications. The more successful the Fun Run is the more money there will be to share around.
- ▶ the Board of Proprietors are taking a break from seismic strengthening work to consider wider property needs moving forward into the future. Neal was asked to draft up a list of possible ideas and he is happy to receive input from Board members. The two blocks not yet remediated are Chanel Block which runs along the corridor from the Admin area down to the staffroom and incorporates the offices in the 1st floor corridor, and Egden Block which contains the admin area and the Library. The Board is seeking engineering advice on Egden Block and there are some changes will are needed if it is seismically strengthened and modernised.
- ▶ Audrey suggested that it would be useful to do a prioritisation based on where strategically the school needs to go. This would need to identify a list of issues and then prioritise matters including safety. Board members were asked to email Neal with their list of suggestions and priorities. **Action: all Board members.**

6. **STUDENT REPRESENTATIVE** – Yohan spoke about:

- students are enjoying the new Science labs in Kennedy Block.
 - Taylorfest was a busy time.
 - the sports exchange with St Patrick's College Silverstream was a good event.
 - Students are organising another *Change for Change* concert with St Catherine's and St Mary's. St Pat's Silverstream have had to withdraw as the date set clashes with their internal exam period. The money raised will be given to CARITAS for the people of Nepal.
 - the Big Sing Nationals are in two weeks time.
 - the Poly Group are busy preparing to host and compete at Tu Tangata.
 - the Prefects are interested in organising an International Food night.
7. **STAFF REPRESENTATIVE** – Lynley commented on:
- the fantastic Science labs.
 - she acknowledged Mike Savali's role and work during Wayne's absence.
 - teachers are due to negotiate a new wage round this year.
 - Alastair van Boom is currently away from school after time in hospital, and Krystyna Geris is also away while her mother is receiving hospice care.
8. **PARENTS' ASSOCIATION** – Patricia Tau offered to attend the next meeting on Monday 7 September.
9. **WOMEN'S GROUP** – the group is busy planning for the Mother & Son Dinner and the Family Mass in September.
10. **POLYNESIAN PARENTS' ASSOCIATION** –Tuf. Met on Monday. Not much to report. Working at Tu Tangata and late night Friday practices. Have a new uniform that parents have paid for. Ainslie has Tu Tangata organisation and sorted.
11. **WHANAU GROUP** – the scheduled meeting on Tuesday 28 July was postponed and a new meeting date is proposed for later next month.

12. **CORRESPONDENCE**

Correspondence – Requiring Attention

Correspondence – Inward

Correspondence – Reports & Circulars

NZ Education Gazette, 29 June 2015

Tututuku Kōrero - NZ Education Gazette, 13 July 2015

PPTA – Guidelines to Assist Board of Trustees to Meet Their Good Employer Obligations to Māori

STA News, June 2015, Issue 254

Correspondence – Late

Correspondence – Outward

Matt Bayliss, re approval of request for period of LWOP for 2016 – 13 July 2015

* = copy to all Trustees

13. **GENERAL BUSINESS**

- Audrey raised the matter of disruption during the term due to a myriad of timetabled events. Neal said that following the latest EDC meeting it was

suggested that the SLT need to review the Calendar line by line. **Action: Neal and SLT.**

- The SLT has offered the Technology Department support around their NZQA results for Graphics at Level 3.
- It was recommended that various Department websites should be promoted in the College newsletter or that specific subjects could be profiled.
- Neal spoke about the Pilot Scheme with Novopay scoping out leave balances for teachers and support staff. Three teachers were identified as having incorrect leave balances. This is being rectified.
- Neal distributed the latest Memorandum from the Archdiocese of Wellington offering a lunchtime seminar for Secondary Colleges on '*Guidelines for Determining Acceptability for S65 Tag Positions*' on Wednesday 12 August from 12pm to 1.30pm at The Catholic Centre. David Ireland offered to attend this seminar.
- Neal suggested that the Board should conduct a review of Board process. He recommended that the Board could consider having all of the rostered HoD's report over a set period of time e.g. two days or do them all at one time. He thought that perhaps the Board could reduce the number of meetings and have a stronger subcommittee structure.
- Discussion about the previously circulated '*St Patrick's College Rugby Club Strategy*' document. The Board spent a period of time in focused and robust discussion on this issue. The key outcome of discussion was that the Board wants to re-consider the priorities of the College and place of sport within this. It is planning to have a draft paper ready for the August Board meeting with a view to consulting with College staff and bringing it back to the September meeting for Board approval. Neal was tasked with communicating the outcome to Gordon and also to speak to him about the planned Rugby Sevens. **Action: Neal.**

The meeting was declared closed at 8.35pm.

DATE OF NEXT MEETING

Wednesday 26 August 2015

Signed: _____

Dated: _____