



BOARD OF TRUSTEES OF ST PATRICK'S COLLEGE, WELLINGTON

**MINUTES OF MEETING HELD AT
ST PATRICK'S COLLEGE IN THE COLIN BOARDROOM
ON WEDNESDAY 26 AUGUST 2015 AT 6 P.M.**

PRESENT: Paul Berry (Acting Chair), Pat Dunn, Conor English, Tuf Ioane, David Ireland, Audrey Madigan, and Neal Swindells.

IN ATTENDANCE: Gerardine Parkinson (Board Secretary)

Kevin McGrath, HOD Economics spoke to his report which facilitated discussion. The Board of Trustees requested that Kevin McGrath and Blair Florance both be scheduled to present to the Board next year.

Audrey suggested that HoD presentations could be structured so that they present at the same time and have the benefit of seeing each other's presentation. Neal recommended that HoD presentations could be scheduled to take place before the end of Term 1.

Conor opened the meeting with a prayer.

1. **APOLOGIES** – Yohan de Rose, Chris McCarthy, Lynley Reid, Patricia Tau, and David Walsh.
2. **MINUTES OF MEETING** (29 July 2015)

Audrey made some recommendations about changes to the Minutes which Gerardine duly incorporated. The Minutes were then passed as a true and accurate record. Audrey Madigan / Tuf Ioane.

2. (a) **MATTERS ARISING**

3. **ACTION POINTS**

| Meeting Date | Action | Responsible |
|---------------------|--------------------------------------------------------------------------|--------------------|
| 26/08/2015 | Review Becoming a Patrician Programme. | Neal |
| 26/08/2015 | Review of the training and expectations of tagged teachers. | Neal |
| 26/08/2015 | Feedback comments on Philosophy paper on Sports and Cultural activities. | All Board members |
| 26/08/2015 | Scope out rules about College groups have external bank accounts. | David Walsh |
| 26/08/2015 | Liaise with Karen Page about rowing costs and subsidies. | Neal |

| | | |
|------------|--------------------------------------------------------------------------------------------------|------------------|
| 26/08/2015 | Organise Wayne to provide a critical analysis of the benefit of international student marketing. | Neal / Gerardine |
| 26/08/2015 | Write a brief on the admin hub. | Audrey |

4. SUB-COMMITTEE REPORTS

(a) Special Character - Neal reported on the following:

- he has spent time over at Chanel College in Masterton as part of their Special Character Review team, and had noted some good initiatives.
- the *Becoming a Patrician* evening needs to be reviewed with Fr Mark Walls and the SLT due to the relatively low numbers of parents attending. **Action: Neal.**
- the Board of Proprietors had a positive focus on Special Character following a short presentation by Fr John Walls SM last week.
- David Ireland spoke briefly on the content of the PD session on tagged positions that he had attended. As an outcome of this discussion Neal suggested that he comes back to the Board in the future with a draft paper training and expectations of tagged teachers. **Action: Neal.**

(b) Appointments - nothing to report.

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

- he has tweaked the Extra curricular permission form since the last meeting. The Board approved the updated version as tabled.
- both he and Neal had worked independently to come to the same starting point on the basis of a philosophy paper on sporting and cultural activities which attempts to distil it into a range of principles to help manage the College calendar. He went through the rationale of the paper which will allow Neal to lock in key events. Neal asked if this paper could now be shared with the staff as a Draft once Board members have had an opportunity to read through it more carefully. Agreed.
- Paul asked about the fundraising Calendar and how that would all work together. It was acknowledge that both the Parents' Association and Women's Group are keen to have a fundraising calendar developed and that they should have pre-eminence. It was agreed that synergies need to be looked at and how everything is timetabled from the various sporting codes etc. People were asked to send their feedback to both David and Neal. **Action: all Board members.**
- he has emailed David Walsh to check on whether the comments from the Auditor were already incorporated into the existing Fees and Donation explanation.
- David Walsh is looking into the rules around College groups having external bank accounts. Conor noted that if external groups are required to move their bank accounts to the College then it was vital to ensure that the money was easily accessible to stakeholders so that making payments was not problematic.

(d) Pastoral – the Board moved into committee at 7.40 p.m. to discuss a pastoral matter. The Board moved out of committee at 7.47 p.m.

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

- bank account balances are good.

- the collection of Fees & Donations is still lagging behind by \$10-15k. There are approximately 70-80 families who are paying nothing. Conor questioned whether the College is sending out regular accounts. Neal said that statements are available on the parent portal of KAMAR.
- it is planned that the both the BoP and BoT Finance subcommittees will meet in the future to discuss financial roles and needs. Audrey is tasked with writing a brief on the admin hub. **Action: Audrey.**
- it was resolved by the St Patrick's College Board of Trustees to appoint Deloitte as our College auditor for the next contract period. Neal Swindells / David Ireland. AGREED.
- the updated Novopay leave balance report was noted to show that 3 teachers who had concerns about their individual leave balances have since been adjusted.
- the impact of the roll decline increase is a concern and the complexity around the relationship with developing a Memorandum of Understanding with St Catherine's College was acknowledged. It was agreed that this matter should be put on hold for the next month or two and see how this tracks and make a decision later in the year.

Resolution to apply for funding as follows:

It was resolved by the St Patrick's College Board of Trustees to apply to 'New Zealand Community Trust' for funding for the sum of **\$3,500.00** to contribute towards the cost of:

- Accommodation for the St Patrick's College Junior Water Polo team taking part in the NZSS North Island Championships in Auckland, 26-29 November 2015. David Ireland / Audrey Madigan. AGREED.

5. RECTOR'S REPORT

ROLL

The roll on 13th August 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 | 150 | 173 | 147 | 140 | 163 | 148 |
| Year 13 | 158 | 136 | 129 | 142 | 127 | 130 |
| | | | | | | |
| Total | 820 | 801 | 783 | 768 | 790 | 775 |

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

We have offered places to 172 Year 9 students for next year. This included 169 Preference students and 3 non-Preference students all of whom have brothers here. Families have to let us know by Monday 24 August.

As most Board Members will now know the Minister of Education has declined our Roll Increase Application. This came as complete surprise to me given the discussions our Proprietors had had with the Ministry and the work to update our Site Plans and changes to our Integrated Areas. We have organised a meeting with Ministry officials next Friday morning to discuss this further.

STAFFING

We are preparing to advertise a number of positions for 2016. I will explain further at the Board meeting.

- Miss Krystyna Geris is still off work assisting her mother who is now at home but under Hospice care.
- Mr David Martin and Mr Roger Powdrell have both been off school following minor surgery.

SPECIAL CHARACTER

▶ Father Pat Brophy and Mr Maurice Atkinson have started a *Rites of Initiation Programme* for about 20 students. We plan to complete the First Holy Communions and Confirmations at our Women's Group organised *Family Mass* on Sunday 20 September 20 at 5pm in our Chapel.

Baptisms will take place at St Joseph's Church on Sunday 13 September at 1.30pm.

▶ We had our Feast of the Assumption combined Masses with St Catherine's College last Friday afternoon.

▶ We had 40 to 50 people at our final '*Becoming a Patrician*' evening for Year 9 parents on Monday 17 August. We need to review this programme.

▶ The Board of Proprietor's had a significant discussion about Special Character at their meeting last week. It would be great to plan a joint meeting to discuss this further sometime before the end of the year. The focus would probably be around the Bishops Conference 2014 document entitled *The Catholic Education of School Aged Children*.

▶ We have altered the time of our Leavers Mass on Friday 30 October to 2pm so we can have some quality Retreat time with Year 13 on that morning.

▶ I am away from Monday to Wednesday next week assisting with the Special Character Review of Chanel College in Masterton. I am hoping to learn a lot.

TEACHING, LEARNING AND STUDENT ACHIEVEMENT

▶ Mr Kevin McGrath will be at the Board meeting to present reports on the Economics Department.

▶ We had a positive parent, student and teacher meeting for students intending to sit Scholarship.

▶ Senior Exams are underway this week.

▶ We are making progress with possible timetable changes for 2016. Our suggestions are currently being discussed at St Catherine's College. There is still some fine tuning to do.

EXTRA-CURRICULAR

▶ Our Choir sang beautifully at the Big Sing Nationals last weekend and gained a Silver Award. Roger Powdrell was very pleased with the group and the result.

▶ Our Poly group is working hard preparing for Tu Tangata on Monday 7 September.

▶ We were all very excited at the 1st XV's win in the Weltec Premier 1st XV Grade over Scots College 19-8. They now play Hastings Boys High School this Saturday at Evans Bay Park at 1pm for a Top 8 in NZ position. We have 4 other rugby teams in finals this weekend.

▶ Winter Tournament Week takes place in the week starting Monday 31 August. We have the following teams away:

- Junior A Basketball in Palmerston North.
- Senior A Basketball in Palmerston North.
- 1st X1 Hockey in Palmerston North.
- 1st X1 Football in Napier.
- Under 15 Rugby in Dunedin.

▶ The Rugby Club have approached me asking for permission to organise a 7 day 3 match Tour to Samoa for a development team in the July holidays next year. I will explain further at the Board meeting and ask for Board approval.

PROMOTION AND COMMUNITY LINKS

- ▶ The Mother and Son Dinner which was held on Thursday 6 August was a great success.
- ▶ The SPC Cricket Club fund raising Quiz Night raised \$22,000.

ENVIRONMENT AND RESOURCE ISSUES

- ▶ We have let the Tuck shop contract to *Libelle Catering*. They started very positively this week.
- ▶ Wayne Mills and I met with Mana Coachlines regarding our buses to the North of the City. I now have a much better understanding of the complexities of the situation and believe that the \$50 a day charge is reasonable. Additional loading on the two Mana buses may see this figure reduced to zero.
- ▶ Thanks to some help from Councillor Jo Coughlan I received a very general reply to our request for assistance re safety issues at the front of the College. I have asked for a meeting to discuss short term solutions as I believe we need to move the bus stops slightly to create more visibility.
- ▶ The Council have updated us again on the Couch Grass trial at Evans Bay Park. The trial is a three year trial and a final decision will be made after the 2016 winter season. We are currently allowed one PE class a week and one Rugby teams Captains Run on Thursday. The field will again be closed from October till the end of January allowing the grass to recover and some re-sowing to take place.
- ▶ The Board of Proprietors have decided to ask for further detailed engineering plans and costings be done on Chanel Block and for a price on demolition of this block.
- ▶ We have had had two expensive fire alarms causing the fire brigade to be called and for us to evacuate the College.

OTHER ISSUES

- ▶ The Foundation Sports Fund has decided to distribute \$68,000 to rugby, football, basketball, cricket, rowing, futsal, athletics, water polo and volleyball.
- ▶ A Report is attached from Mr Wayne Mills regarding his Marketing Trip. We are expecting 12 Indonesian Students from West Papua to start in Year 9 in Term 4.
- ▶ I am working on a statement of our College Philosophy that might enable us to prioritise some of the competing spiritual, academic, sporting, cultural and social demands on our College. I aim to have a draft ready for the Board meeting.



Neal Swindells
RECTOR

Neal reported on the following:

- following the late receipt of the letter from Hekia Parata declining the roll increase Neal spoke about how this impacts roll issues. Neal is meeting with representatives from the Ministry of Education on Friday to discuss this matter. Paul Berry will attend the meeting to represent the Board of Trustees and the other people attending to support the

College are Tony Joyce from the Board of Proprietors, Jenny Gordon on behalf of the Archdiocese and Maureen Condliffe from NZCEO.

- Senior exams are due to finish tomorrow.
- the Board of Proprietors have asked for engineering plans for Chanel Block and also for the cost of demolishing it.
- the expected influx of Fee Paying students from Indonesia will provide valuable income. It is possible that the College will need to employ another teacher and teacher aide to support their learning.
- the content of the email from Jo Coughlan seeking a contribution towards the cost of maintenance of the rowing skiffs was discussed. David Ireland expressed concern about the College funding this cost. Neal was not able to provide the exact cost that the College contributes to Rowing but acknowledged that the boats are technically owned by the College and that there is a responsibility to see that they are maintained. Paul asked what would be a fair contribution from the school and what should come out of the subs charged. Neal asked for time to discuss this matter with Karen first before we respond to this. **Action: Neal to speak to Karen.** It was noted that the Foundation has declined covering the cost as they saw it as a Board of Trustee issue. Conor asked about insurance and how the boats are covered given that they are not stored on site.
- the Board discussed the request from Gordon Noble-Campbell on behalf of the St Patrick's College Rugby Club requesting permission to take a development side to Samoa in July 2016. Neal recommended that the Board approve the trip in principle and then move to request further details by an agreed deadline. The Board asked that Neal be clear about the following expectations: to be current with schools fees; that the structure and framework of the trip is good; that students are current with their learning and workload; that staff have the opportunity to comment on this proposed trip; and that there is some oversight of sponsors and funding sources.

6. **STUDENT REPRESENTATIVE** – nothing to report as Yohan was absent.

7. **STAFF REPRESENTATIVE** – nothing to report as Lynley was absent.

8. **PARENTS' ASSOCIATION** – nothing to report.

9. **WOMEN'S GROUP** – a copy of their most recent Minutes were circulated with the meeting Agenda. Audrey mentioned that Sophia Lewis (Women's Group Chair) will be away from September to complete a 6 month trek around New Zealand. The Women's Group have agreed that they will rotate the Chairperson's duties

10. **POLYNESIAN PARENTS' ASSOCIATION** – Tuf spoke about the preparations for Tu Tangata on Monday 7 September.

11. **WHANAU GROUP** – a new meeting date is yet to be confirmed.

12. **CORRESPONDENCE**

Correspondence – Requiring Attention

Correspondence – Inward

CES, Pre-Registration Returning Officer Service 2016

NZCER 2015 Secondary National Survey

Fr Paul Martin SM, Society of Mary, re Contract for Services, May 2015

Correspondence – Reports & Circulars

Wayne Mills, International Student Manager at St Patrick's College, Report on Marketing Trip.* The Board requested a report that shows a critical strategic analysis of the benefit to the College of international student marketing. The Board requested that Wayne attend a future meeting to speak about this. **Action: organise a meeting date for Wayne to report to the Board of Trustees.**

Kevin McGrath, HoD Economics at St Patrick's College, Department Report August 2015*

Blair Florance, TiC of Accounting at St Patrick's College, Department Report August 2015*

Lighting new Fires, Issue No. 3, August 2015*

New Zealand Education Gazette, 10 August 2015

STA news, Issue 255, July 2015

St Patrick's College Women's Group Minutes, 17 August 2015*

Correspondence – Late

Correspondence – Outward

Neal Swindells to Gordon Noble-Campbell, 30 July 2015

* = copy to all Trustees

13. GENERAL BUSINESS

- 1.1 Discussion about the status of the Roll Increase application following the letter from Hekia Parata (copy attached).
- 1.2 Admin / Support Staff Review. This process is on hold till the Board of Proprietors and Board of Trustees respective Finance subcommittees are able to meet.
- 1.3 Appointment of Returning Officer for Election for student representative on the Board of Trustees. Gerardine was formally designated as Returning Officer for the Student Rep election to be held on 17 September.
- 1.4 Jenny Gordon, the Vicar for Education has requested that the Board of Trustees give permission for her office to access the dot graph from the Ministry of Education to help inform the Archdiocese about the geographical location that our students come from. Neal recommended that the St Patrick's College Board of Trustees give their formal agreement for the Ministry of Education to make the dot graph information available to the Archdiocese of Wellington. **AGREED.**

The meeting was declared closed at 8.43pm.

DATE OF NEXT MEETING

Wednesday 23 September 2015

Signed:_____

Dated:_____