



BOARD OF TRUSTEES OF ST PATRICK'S COLLEGE, WELLINGTON

MINUTES OF MEETING HELD AT ST PATRICK'S COLLEGE IN THE COLIN BOARDROOM ON WEDNESDAY 23 SEPTEMBER 2015 AT 6 P.M.

PRESENT: Pat Dunn, Yohan de Rose, David Ireland, Audrey Madigan, Chris McCarthy (Chair), Neal Swindells (Rector), Lynley Reid, and David Walsh.

IN ATTENDANCE: Gerardine Parkinson (Board Secretary)
Peniamina Taiti

Neal opened the meeting with a prayer. Chris welcomed and congratulated Peniamina as the newly elected student representative on the Board of Trustees.

1. **APOLOGIES** – Paul Berry, Conor English, Tuf Ioane, Tricia Tau.
2. **MINUTES OF MEETING** (26 August 2015)

The Minutes were passed as a true and accurate record. Neal Swindells / Pat Dunn.

3. **MATTERS ARISING**

Meeting Date	Action	Responsible
26/08/2015	Review Becoming a Patrician Programme. To be carried over and raised with Ministry team.	Neal
26/08/2015	David will circulate to the Board the updated paper titled " <i>The Place of Sports and Cultural Activities at St Patrick's College</i> ".	David Ireland
23/09/2015	Neal will write to the 2 teachers who have agreed to have their positions tagged and the necessary documentation completed.	Neal
23/09/2015	Scope out rules about College groups have external bank accounts. David will follow up on this.	David Walsh
23/09/2015	Liaise with Karen Page about rowing costs and subsidies. Neal is trying to organise a meeting with Jo Coughlan and Rob Rowan.	Neal

23/09/2015	Wayne will attend the October Board meeting to provide a critical analysis of the benefit of international student marketing.	Neal
23/09/2015	BoT Policy Manual Index – action point for October.	David/Gerardine
23/09/2015	Discussion with Mary Curran about Memorandum of Understanding with St Catherine’s College.	Neal
23/09/2015	“ <i>Board of Trustees Proposed Operating Model</i> ”. Audrey invited Board members to comment on the document direct to her so that she can incorporate or reflect their input.	all Board members
23/09/2015	“ <i>Board of Trustees Proposed Operating Model</i> ”. Neal to 1. consult with SLT 2. seek external input on the model. 3. He will then organise a meeting with key people prior to discussion at the October Board meeting.	Neal

4. SUB-COMMITTEE REPORTS

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

- 6 boys were baptised by full immersion at St Joseph’s Church on Sunday 13 September. At the Family Mass in the chapel on Sunday 20 September hosted by the Women’s Group, 20 boys were confirmed and/or made their First Communion. The College is very grateful to Cardinal John for making such a big effort to be here.
- Year 11 Retreat which he enjoyed participating in.
- there is a lot of background work going on with the Marist Senate and National Network of Marist Schools.
- Fr Mark Walls SM has written a paper on how he thinks Ministry teams should work in schools.

(b) Appointments – Neal reported on the following:

- there are a number of appointments pending - Art Design, Science and Science LTR which have closed plus a SENCO and RE positions. Neal has been working to create a shortlist for the Art Design position. There is a good set of applicants for the Science positions. He hopes that by the end of the holidays to have made appointments for the Art Design, Science and Science LTR position.

(c) Charter & Policy – *The Place of Sports and Cultural Activities at St Patrick’s College* – David Ireland reported on the following:

- the staff feedback was discussed by the Board. This included: the emphasis placed on sport; what stays and what goes in terms of the calendar; student availability to play sport and if they are unavailable then the whole team suffers; individual responsibility; the holistic view of the document and how it is supportive of the

messaging and to see if the Board can reflect that; concern about only large codes been supported; and the calendar of known events. The Board acknowledged that staff feedback had provided some useful adjustments for them to reflect on. **Action:**

David Ireland to update the document and to circulate it for Board approval.

- the next stage is for the SLT to sit down with the Calendar. Neal said that the Calendar is clogged and that it will be a challenge to go through it and to take some things out. Dates will need to be locked in and then communicated to each of the sports and cultural groups so that there are clear dates set out.
- Neal will need to write to Gordon following adoption of the paper on “*The Place of Sports and Cultural Activities at St Patrick’s College*”. **Action: Neal.**
- **Tagged Teachers** – David provided a brief explanation about tagged positions which relates to the nature of our College and our Special Character. Tagged teacher positions demonstrate that the teacher has a genuine commitment to their faith and are Catholic role models. In order to tag a teacher you have to tag the position. On the current staffing of 53.89 teachers, 40% or 21.5 of the teachers should be tagged positions. At the moment we only have 19 tagged positions. Neal has spoken to both Lucy MacLeod (English teacher) and Peter Webb (Maths teacher) to see if they would be open to having their positions tagged. The Board agreed that Neal can proceed to tag these two positions. **Action: Neal will need to officially write to them and get the documentation completed.** Both teachers will have to complete an S65 form. David noted that we need to appoint a person to attest to the legitimacy of the tagged position and he suggested that it may be appropriate to utilise a Proprietor for this role.

(d) Pastoral – this subcommittee has not convened.

(e) Finance, Property & Maintenance/Development. David spoke to the financial papers as circulated:

- collection of Donations - \$72,000 of Resources Donations and \$66,000 of Activity Donations however the rates are still lagging behind. Neal has previously followed up with 40 odd families who had paid nothing. The Senate has made \$25,000 available to the Board of Proprietors to assist families with genuine hardship paying College fees and donations.
- referring to the front page of the Financial report it was noted that the College is holding the line in term of the budget. The total comprehensive income is tracking along okay with a full year view. It is possible that the College may still get through the year without going into deficit.
- cash values are currently \$680,000 compared to \$300,000 last year.
- Neal noted that CSB is going to send out a first Dunning letter to families who have debt over \$250 and do not have a repayment plan in place.
- Neal has followed up with NZ Uniforms and Kilbirnie Sport who are both required to pay some level of commission to the College. It is hoped that the College will receive a payment of approximately \$17,000 in December.
- it was noted that there are two specific areas where the Board is going to need to spend money in the future – 1. following an audit of desktops by Norrcom it will cost approximately \$36,000 to replace computers in the Library and to upgrade others. 2. Teacher laptops provided via the TELA laptop scheme are not compatible with HDMI and digital projectors and this will incur additional costs for next year.
- Audrey queried whether a sum of money was set aside provisionally to be donated to St Catherine’s College following on from previous Board discussions relating to the development of a Memorandum of Understanding between the two Colleges. Neal said that he has not had any further specific discussions with Mary Curran around this

matter and that he was currently working with the SLT on progressing the timetable and option selections for next year. The Board agreed that there needs to be a clear framework and agreement for methodology developed going forward. This item for discussion will be included on the October meeting agenda.

- Neal has met twice with representatives from the Ministry of Education since the roll application was declined. He noted that the Ministry were unhappy that the College had exceeded the maximum set roll of 800, and also that the College is subsidising an extra bus to make it easier for students travelling from Porirua. It is possible that the Ministry of Education may offer the College a temporary roll increase. This would mean that for a couple of years we would have to drop the Year 9 intake to a maximum of 165.
- Board of Proprietors – admin review. This is a collective process and members of the Finance subcommittees of both Boards are to meet on Monday 5 October to discuss the financial and administrative needs of the Board of Trustees, the Board of Proprietors, the Foundation and the College. Neal thanked Audrey for her work defining the admin review and what this might look like. Representatives of the Senate are to meet with NZCEO, and the Board of Proprietors are still seeking further clarity around their ongoing relationship. In terms of seismic strengthening work the Board of Proprietors are scoping out work for Egden Block and may take a step back while they consider the future of Chanel Block.

5. RECTOR’S REPORT

ROLL

The roll on 17th September 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	159	159	183	150	156	169
Year 12	150	173	147	140	163	148
Year 13	156	136	129	142	127	130
Total	819	801	783	768	790	775

The 2015 figures exclude 13 Fee-Paying International Students and 1 exchange student.

We have 168 confirmed enrolments at Year 9 for 2016.

Discussions with Ministry of Education regarding our declined Roll Increase Application are ongoing. We have met twice since the last Board of Trustee meeting. The Ministry of Education officials are suggesting we may be able to get a temporary Maximum roll increase to 830 working down to 810 over a five year period. I have put together some roll predictions for them. They were going to find out what the process will be to get this approved. In the end it will be a Ministerial decision.

The Ministry officials also reprimanded us for breaking the law by going over our maximum roll and they are concerned that by providing buses to the Northern suburbs, we are making it easier for families from the Bishop Viard College catchment to choose our College. They have asked us to work closely with the Archdiocese to do what we can to assist Bishop Viard.

STAFFING

- ▶ Miss Krystyna Geris' mother died last week. She returned to school on Wednesday 16th September very grateful for the support we have given her this term.
- ▶ Ms MaryAnne Ennor has resigned as of the end of the year. Her position has been advertised.
- ▶ Mr Oliver Fox has resigned as of the end of the year. He was very keen to move to the Waikato and has gained a position at St Peter's College Cambridge. This position has also been advertised.
- ▶ The PPTA are in negotiations with the Ministry of Education for a new Collective Agreement for teachers. They have rejected a salary increase offer from the Ministry of Education but we understand negotiations are continuing. I would imagine that there will be a "*Paid Union Meeting*" sometime in Term 4.
- ▶ We have received our GMFS (Guaranteed Minimum Formula Staffing for 2016) based on a roll of 800. It is down 0.4 on this year due to a larger junior school and a smaller senior school.

SPECIAL CHARACTER

- ▶ We had 6 students baptised (by full immersion) at St Joseph's Church in Mt Victoria last Sunday afternoon and approximately 20 boys made their First Holy Communion and were Confirmed by Cardinal John on Sunday at our Family Mass.
- ▶ Chris McCarthy and I represented the College at a "Stewardship Day" run by the Cardinal for the new Holy Trinity Parish last Sunday.
- ▶ I attended one day of the Year 11 Retreat which was a meditative Retreat based on a pilgrimage to the Statue of the Madonna at Paraparaumu last Friday. It was a positive Retreat Day and great to be able to do it with some of our students.
- ▶ I met with Mr Gerard Tully (SPC Stream), Mr Justin Boyle (St Bede's) and Father Mark Walls SM on Tuesday this week in a bid to try to get our National Network of Marist Schools better organised. There is a clear plan forward now.

TEACHING, LEARNING AND STUDENT ACHIEVEMENT

- ▶ We will not have a Head of Department Music report at this meeting. We were due to have a Music Report but due to personal circumstances for Mr Roger Powdrell that is not able to happen.
- ▶ An annual Ministry of Education document on "*School Leaver Achievement for St Patrick's College students*" will be available for BOT members at the meeting.
- ▶ We are continuing to progress our possible timetable changes for 2016. Our proposals are ready to go out to our staff for consultation.
- ▶ We were pleased with a very good turnout of parents and students to our Options Selection Evening. Parents seemed very pleased to have the opportunity to talk through possible subjects with our teaching staff.
- ▶ Students have been selecting their options for 2016 on the Parent Portal on Kamar.
- ▶ There is now a big focus on getting our students to finish internal assessments and on helping them prepared for External Exams.
- ▶ St Catherine's College students will sit all their external exams at our College as there is building work taking place on their site.

EXTRA-CURRICULAR

- ▶ Everyone was very proud of the way we hosted and performed at Tu Tangata. Our Pasifika parents have been great to work with this year and have really worked collectively to help our young men.
- ▶ Our Barbershop Quartet "Forth Inversion" won the Barbershop Nationals – an outstanding achievement.
- ▶ The student led Charity Concert Tumeke Poneke was a successful evening.
- ▶ The combined Music Department Concert was a lovely night of outstanding music.

- ▶ Our 1st X1 Football team had an outstanding Tournament winning the Trident Trophy.
- ▶ Xavier Numia was selected for the NZSS Rugby Team and James McGarry has gained a Phoenix contract for next year

PROMOTION AND COMMUNITY LINKS

- ▶ Our Fun Run will now take place on Monday 7 December around Kilbirnie Park. Corinne Barnard, our new Development Manager has secured a sponsorship deal with Kilbirnie Park' n Save for this event.
- ▶ Our new format Sports Awards Evening is on this Thursday 24 September at 7.30pm in the hall.
- ▶ I am keen to have a “Thank You to Volunteers Evening” on 2 or 3 December and would like to discuss this with the Board.

ENVIRONMENT AND RESOURCE ISSUES

- ▶ Thanks to some help from Councillor Jo Coughlan we met with the Council Roading Engineers and the Police to discuss safety Issues at the front of the College as students leave at 3.20pm. The Council will look at possibly moving the bus stops back from the driveway as one way to create more visibility.
- ▶ The Gym will be closed over the holiday period while the floor is resurfaced and the line markings redone. This is scheduled under our Cyclical Maintenance.

OTHER ISSUES

- ▶ Could the Board please approve the following resolution to enable us to be part of a Ministry of Education Pilot to do all our Roll Returns electronically? To be part of the Pilot, all you will need to do is having your Board of Trustees agree the Rector of St Patrick’s College (permanent or acting) may approve roll returns electronically. Schools must record this agreement in the Minutes of a full Board of Trustees meeting.
- ▶ I will have updates for the Board on Tagged Teachers and our Statement of Philosophy for the Board meeting.
- ▶ Mr Wayne Mills will report to the October Meeting on International Students looking at a more strategic view.
- ▶ Our students have elected Peniamina Taiti as our next Student Representative on our Board of Trustees.



Neal Swindells
Rector
21st September 2015

Neal reported on the following:

- Krystyna Geris has now returned to school following the death of her mother and she expressed her appreciation of all the support she has received from colleagues.
- the PPTA has given notice of a Paid Union meeting on Monday 19 October.
- the snapshot from the Ministry of Education on St Patrick’s College student data shows that 94.7% of students left with NCEA Level 2 or higher. Generally all the figures are significantly better than New Zealand percentages. Data for Pasifika students highlights the gap in student achievement at University Entrance and NCEA Level 3. This is an area for the College to focus on.
- proposed Timetable changes have gone out for consideration to staff.

- the recent Options Evening was deemed to be helpful to parents of particularly Year 10 and 11 students.
- approximately 66 boys at Year 11 level are keen to study Technology Programming (a new subject) which could be challenging to staff.
- St Catherine's College senior students are going to sit all NCEA external examinations here at St Patrick's College due to building work on their site.
- Tu Tangata was an outstanding success both in terms of student leadership and the level of support from the Polynesian Parents' Association.
- success of our Barbershop group at national level.
- Tumeke Poneke concert has hopefully raised \$8,000 for Caritas.
- James McGarry has a contract with Wellington Phoenix for next year.
- 1st XI Football success during Tournament Week.
- discussion on hosting a 'Volunteers Evening' in December to acknowledge and thank everyone who has supported the College this year.
- the outcome of a recent meeting with representatives from the Wellington City Council and the police about roading concerns outside the College.

A motion was moved "that the Board of Trustees give their permission for the Rector (permanent or acting) of St Patrick's College to be able to approve roll returns and submit them electronically as part of a Ministry of Education Pilot programme". Moved David Ireland and seconded David Walsh. AGREED.

6. **STUDENT REPRESENTATIVE** – Yohan spoke to his final report as attached. Chris thanked Yohan for his work as student representative.
7. **STAFF REPRESENTATIVE** – Lynley spoke about the proposed change to the College timetable and said that some staff had approached her to express their concerns. She sought clarity on why the College was considering moving to a new timetable. Neal said that St Catherine's College had initiated discussion on changing the timetable. Lynley suggested that this should be articulated to staff.

There was a brief discussion on the timetabling of the Tumeke Poneke student led concert and the impact it had on students academic work at a hectic time.

8. **PARENTS' ASSOCIATION** – David Ireland reminded the Board of the content of the email from Paul Berry about the outcome of the most recent meeting. The Board briefly discussed the possibility of purchasing a school van, and the issues surrounding this. David Ireland expressed concerns about liability issues and sees challenges with this. Neal said that he does not think it is on the radar at the moment, and that the College has a good contract to hire them.
9. **WOMEN'S GROUP** – Neal spoke of the fantastic hospitality of the Women's Group and their willingness to provide hospitality at the Options Evening.
10. **POLYNESIAN PARENTS' ASSOCIATION** – as both Tuf and Tricia were not at the meeting no formal report was received. Neal said that he had received an email from Mike Savali which he has responded to around sports fees.
11. **WHANAU GROUP** – this group met last night. Neal said that they are planning to hold a Po Whakahōnore ceremony on Thursday 22 October at 6pm in the hall to honour our Maori students who have studied in Te Reo Maori or achieved well in other areas of College life this year.

The Whanau Group are also working in the background to consult about a name for Ngahua's room and also commissioning a carving in there that recognises what it is called.

12. **CORRESPONDENCE**

Correspondence – Requiring Attention

Correspondence – Inward

CES, quotation for Fee for 2016 Board of Trustee Election Returning Officer Services, 7 September 2015. *Neal suggested that we confirm that the Board wishes to contract CES to manage Parent elections next year. AGREED. It was suggested that the Board should start thinking about what the new Board may look like and canvassing interest from parents who could be interested in standing.*

Mr Oliver Fox, letter of resignation, 14 September 2015. *Noted and accepted.*

WCC, Evans Bay Operational Update, 11 September 2015

Correspondence – Reports & Circulars

New Zealand Education Gazette, 7 September 2015

St Patrick's College – *School Leaver Achievement and Destination Profile 2014*

STA news, Issue 256, August 2015

Correspondence – Late

Correspondence – Outward

* = copy to all Trustees

13. **GENERAL BUSINESS**

1.1 Discussion on "*Board of Trustees Proposed Operating Model*" (as developed and circulated by Audrey Madigan).

- Audrey said that was primarily a 'brain dump' from her and invited board members to comment on any particular strategies or philosophies that are missing.
- one of the key drivers for developing this model was to facilitate more efficient meetings and to get Departmental reports earlier in the year to inform making strategic decisions.
- HoD's would be invited to report to the Board in March. David Ireland noted that with Parent Elections that it may be advisable to wait until the new Board is appointed.
- it was suggested that HoD's could present over the course of a weekend or two evenings. It was thought that there was value in them hearing each other present.
- at a later time the newly constituted Board would then have a chance at a second workshop to have some input via tracking progress rather than getting updates.
- following a period of general discussion about status reports update and overlap with current SLT practices Neal suggested that he would like to get an outside person, possibly Bryan Gwilliam from GAME to review the proposed "*Board of Trustees Proposed Operating Model*", and to put it out for staff consultation.
- it was agreed that HoD reports need to be abbreviated, and that the richness comes from discussion.
- it was noted that there are two meetings left for the year. Neal will discuss the proposed model with the SLT, and then seek external input and liaise with Audrey. He will then organise to meet with Chris, Lynley and Audrey. This item will then be discussed at the October meeting.

The meeting was declared closed at 8.41pm.

DATE OF NEXT MEETING

28 October 2015

Signed: _____

Dated: _____