



# BOARD OF TRUSTEES OF ST PATRICK'S COLLEGE, WELLINGTON

## MINUTES OF MEETING HELD AT ST PATRICK'S COLLEGE IN THE COLIN BOARDROOM ON WEDNESDAY 28 OCTOBER 2015 AT 6 P.M.

**PRESENT:** Paul Berry, Pat Dunn, David Ireland, Audrey Madigan, Chris McCarthy (Chair), Neal Swindells (Rector), Lynley Reid, Peniamina Taiti, David Walsh, Connor English (arrived at 6.30pm).

**IN ATTENDANCE:** Wayne Mills  
Sue Crosby (Board Secretary)  
Peter Kitchenman

Neal opened the meeting with a prayer.

1. **APOLOGIES** – Tuf Ioane, Tricia Tau
2. **MINUTES OF MEETING** (23 September 2015)

The minutes were passed as a true and accurate record.

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
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	BoT Policy Manual Index – action point for October.	David/Gerardine
28/10/2015	Mary Curran is working on a draft Memorandum of Understanding with St Catherine's College.	Neal and Mary
23/09/2015	<i>"Board of Trustees Proposed Operating Model"</i> . Neal to 1. consult with SLT 2. seek external input on the model.	Neal

	3. He will then organise a meeting with key people prior to discussion at the October Board meeting.	
28/10/2015	Scholarship Fund – track down documentation relating to Scholarships gifted to the College so David Ireland can review.	Gerardine

The Chair asked the Board for leave to discuss the complaint against the Rector that had been lodged by Mr Peter Kitchenman at the start of the meeting. The complaint had been circulated to Board members. David Ireland suggested that an informal discussion of the complaint should take place and suggested that the Rector and Mr Kitchenman be asked to comment briefly.

The Rector agreed to comment. He said he had not read the latest information that was received that day. The main points he touched on was that Jane Lieshout said three boys had talked during a Science assessment about the assessment while one still had his paper with him. HoD Science Mr Doug Walker had interviewed the students and had decided, after discussion with Assistant Rector Mr David Martin, not to award the students a grade and to ban them from completing the assessment. Following the complaint from Mr Kitchenman and numerous emails, the Rector discussed the matter with Mr Walker and Mr Martin, took a week to think about the situation, and decided to uphold the decision.

An offer was made to Mr Kitchenman to have the Board Chair and one other Board member review the decision but this was turned down by Mr Kitchenman. The Rector added that Mr Kitchenman had contacted him by email this morning with an offer to meet to discuss the issues. He had agreed but said he would not be altering his decision. Mr Kitchenman had then said there was no point in meeting. The Rector said he was annoyed Mr Kitchenman had then sent a copy of these emails to the Board Chair as a further complaint. He felt Mr Kitchenman was trying to manipulate him.

Mr Kitchenman then thanked the Board for the opportunity to speak to them. He advised that the Rector's statement to the family stated he and Mr Martin had decided to uphold the decision, when the Rector had just said he made the decision himself. Mr Kitchenman thinks this shows he had already made the decision he later said he still had to think about. He said he tried to resolve the situation many times including today when he tried to organise a meeting with the Rector.

Paul Berry asked whether there is an appeal process to follow about the original complaint. It appears there is no appeal form.

The Chair asked what outcome Mr Kitchenman was expecting to get from coming to the Board. Mr Kitchenman wants the board to consider the complaint and come up with a resolution and come back to him in a later meeting with the outcome.

**The Chair moved that the Board move into committee at 6.28pm.**

The Rector and Mr Kitchenman left the room.

**The Board moved out of Committee at 7.10pm.**

Neal Swindells and Mr Kitchenman returned to the room.

Mr Kitchenman was advised that the Board have resolved to appoint a sub-committee to initiate discussions in an attempt to resolve the complaint in an informal manner subject to employment law restrictions.

#### 4. **SUB-COMMITTEE REPORTS**

- (a) Special Character
- (b) Appointments
- (c) Charter & Policy - David Ireland spoke to the draft policy on "*The Place of Sports and Cultural Activities at St Patrick's College*". There was discussion on whether the school vision be placed above the mission statement? The Board agreed to adopt this policy - Chris / Audrey.
- (d) Pastoral
- (e) Finance, Property & Maintenance/Development – David spoke to the finance papers as circulated.
  - The collection of donations has improved considerably in the last month.
  - The Year to Date surplus is \$16,000 ahead of budget.
  - The Rector and Executive Officer have done a really good job in managing the finances.
  - The need to separate out the Scholarship Fund was again mentioned. Gerardine was to be asked to track down original documentation regarding the Scholarships gifted to the College so David Ireland could check them.
  - The next finance meeting will report back to the Board on upgrading desktops, at the cost of approximately \$35,000, before the end of the year.

Wayne Mills spoke to his report on the International Student Programme:

- International students assist income streams and the richness and diversity of St Patrick's College. The trips are a good way to meet and encourage people from overseas to come to Wellington which has only 7% of the NZ market for international students. Of our current Chinese students, three have come from word of mouth.
- We have stopped looking at Korea, as the market from there has all but slowed down. Our entry into the China market in 2010 has been very successful with Wayne making a big effort and feels it is important to follow this up as it reaps large rewards. If you don't go on these trips interest will fall off. We have 22 students are confirmed for 2015 at the moment. The Special Character of St Patrick's is very much stressed. Some of the international students are catholic but the majority are not.
- A New Zealand Catholic School Cluster of eight schools has been established this year to make a combined approach into Mexico and a prospectus has been put together and rewritten in Spanish. The cost of this is \$277 per month and means the College does not have to approach the market ourselves.
- Wayne mentioned he would like to do a video and put it on the website for potential overseas students.
- There was some concern from proprietors about going over 25 students while domestic roll is getting over 800.
- Mr Mills suggested a change of marketing approach for 2016 with a short visit to Asia in March 2016 to attend an agent fair plus visits to Hong Kong and also Southern China. As well, a visit in June 2016 to visit Thailand, Vietnam and China (Beijing and Shanghai).
- The Board expressed a concern that we need to be developing a succession plan for Mr Mills and for Maria Elenio.

- The Board expressed their appreciation of the work Mr Mills does. Mr Mills expressed his and everyone's high regard for Maria Elenio and the hard work she does.

## 5. RECTOR'S REPORT

### ROLL

The roll on 15th October is shown below:

	2015	2014	2013	2012	2011	2010
Year 9	186	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	155	136	129	142	127	130
<b>Total</b>	<b>816</b>	<b>801</b>	<b>783</b>	<b>768</b>	<b>790</b>	<b>775</b>

The 2015 figures exclude 12 Fee-Paying International Students and 1 exchange student. Our 9 new Papuan international students have arrived this week. Wayne Mills and Maria Elenio have put in a lot of time planning and organising their first few weeks.

We have 170 confirmed enrolments at Year 9 for 2016.

After three meetings with Ministry of Education officials about our declined Roll Increase Application, we were advised to apply for a Temporary Increase to 830, slowly working the roll down to a maximum of 810 over 5 years. This application was sent to the Ministry of Education on 6<sup>th</sup> October. While the Ministry of Education officials tell us they will support it, it still has to get Ministerial Approval. The Ministry of Education are hopeful that we will hear back from the Minister in November.

### STAFFING

- ▶ The PPTA held a meeting on Monday afternoon 19<sup>th</sup> October. Members were asked to vote on the Ratification of a new 3 year Collective Agreement. The results of this vote are not yet available.
- ▶ We have been busy with staff appointments. We have appointed:
  - Miss Alysha Dougherty to our Art Design/ Technology position. She is a Year One teacher.
  - Ms Vanessa Gray from Wanganui Collegiate to a permanent Science position.
  - Miss Megan Ward to a one year long term relieving position for Mr Matt Bayliss.
  - Decisions on our Religious Education position and our HOD Learning Support are not far away.
  - Mr Steven Skells will be the House Leader for Redwood House in 2016.
- ▶ Mr Leigh Lidstone has been given a Teach NZ Scholarship for one Term in 2016. He will take this scholarship in Term 3.
- ▶ Ms Penina Masoe has been granted a two term AFS Language award which will take her out of school in Terms 3 and 4.
- ▶ Mr Alastair van Boom has resigned as Teacher-in-Charge of Sport. I am still thinking through how we re-organise this role.
- ▶ We have advertised internally two fixed term positions on our Senior Leadership Team. The two people appointed will replace Mr Mike Savali and Mr Doug Walker who have completed their two year term.

## **SPECIAL CHARACTER**

- ▶ Last week Father Mark Walls SM presented to the Rectors of the Marist owned Colleges, a challenging paper on the future of our Catholic Colleges with a focus on the formation of Ministry Teams. This work which was the culmination of several meetings of the Marist Priests working in schools and reflection on the 2014 NZ Bishop's document on the *Catholic Education of School aged Children*. The paper encourages us to take a hard look at how Catholic we are and what we can do better to ensure we pass on the faith to our students in a very secular age.
- ▶ Planning for our Year 13 Retreat and for our Leaver's Mass next week are well underway.

## **TEACHING, LEARNING AND STUDENT ACHIEVEMENT**

- ▶ We are preparing students for external exams which start on 9<sup>th</sup> November. Junior Assessments start on the same day.
- ▶ We have surveyed parents on the changes we have made to reporting. I am hoping to have the results of that survey available by the Board meeting.
- ▶ We have decided to use Noel Leeming again as the supplier of Chromebooks for our 2016 Year 9 students and have negotiated a price of \$559 for the Chromebook bundle which includes a case, insurance, management console and 30 minutes training. This is \$14 more expensive than last year.
- ▶ Progress with timetable changes for 2016 have stalled a little as Mary Curran, Principal of St Catherine's has been off work for health reasons. We are hoping to meet with their Leadership Team next week to make a decision for next year. Our staff are keen on the proposed changes.
- ▶ Mr Wayne Mills report on International Students will be emailed out on Tuesday. Wayne will come to our meeting to speak to his report.
- ▶ Mrs Karen Clarke our Librarian was awarded a School Library Association of NZ Award of Merit for Promotion.

## **EXTRA-CURRICULAR**

- ▶ Year 12 student, Peter Havell won a *Hands On at Otago* Scholarship for a week of intensive Science in January.
- ▶ Our 1<sup>st</sup> X1 Cricket team and Development Team had a very successful Tour to Australia in the September holidays. A special thank you to Mr Mike L'Estrange who led this tour and to the 11 parents who travelled with the group. The 1<sup>st</sup> X1 play their Wellington Gillette Cup final against HIBS this coming Sunday.
- ▶ Year 10 Camps at Waiohine will take place starting on Monday 23 November. Each House will be at camp for 3 days. Activities include walking the Rimutaka Incline, abseiling and rafting and Father Pat will say Mass with each group.

## **PROMOTION AND COMMUNITY LINKS**

- ▶ Our Foundation Fun Run is due to take place on the afternoon of Monday 7 December. Given the demands on finances for sport it is really important the junior school really gets behind this.
- ▶ The Annual Old Boys Dinner was an enjoyable evening last week. Francis Fanning was named Old Boy of the Year. He is an Old Boy of both St Patrick's Colleges.
- ▶ Corinne Barnard and I hosted an Old Boys gathering in Christchurch last Tuesday. We had approximately 25 Old Boys attend. It was a positive evening.
- ▶ Corinne is planning a Rector's Dinner in early November for 10 couples. I have not done one of these before but am looking forward to it.
- ▶ I am planning a Volunteers 'thank you' evening on Thursday 3 December from 5.30pm till 7pm in the hall. It would be great if Board members were available to be there.

## ENVIRONMENT AND RESOURCE ISSUES

- ▶ The Board of Proprietor meeting scheduled for this week did not take place so we are still awaiting decisions around the next stage of seismic work.
- ▶ The Gym floor has been resurfaced. It is looking great.
- ▶ Our Parents' Association are keen to look at the possibility of buying a school mini-van. They probably have the funds to cover the cost. I would like some discussion around this at the Board meeting.

## OTHER ISSUES

- ▶ We had a successful first "Po Whakahonore" evening last night with over 100 people present. The purpose of this evening is to celebrate Te Reo Maori and the achievement of our Maori students. There are some areas where we can do better but it was a positive start. Thank you to Paul Berry and Lynley Reid for attending on behalf of the Board of Trustees.
- ▶ Board members are very welcome to attend our Cocktail Party at 6pm followed by Prize Giving at 7.30pm next Thursday 29 October.
- ▶ You are also invited to the *Leavers' Mass* at 2pm on Friday 30 October.



Neal Swindells  
Rector  
23 October 2015

Neal reported on the following:

- There has been much planning for this week with the Year 13 Retreat at Poneke Rugby Club being the main focus. The Senior prizegiving would be held on Thursday 29 October following a Cocktail Party at 6pm and then the Leavers Mass on Friday at 2pm.
  - Father Matt Crawford has accepted the Religious Education position to return to teaching full time next year.
  - Michelle Duffy has been appointed to HOD Learning Extension for 2016.
  - There has only been a 50% response from parents on the recent survey and Kamar seems to be a particular problem.
  - The timetable issues would be deferred until next year.
  - Karen Clarke, the Librarian was awarded a NZ Award of Merit from the Library Association of NZ and suggested a letter of congratulations be sent to her from the Board. **Action: Chris.**
  - The College received a donation today from one of the Old Boys from Christchurch following the gathering in Christchurch.
  - The Parents' Association would like to get a mini-van for the College and that it would be a huge plus for the school. It was recalled that this subject had been discussed previously with the outcome being there were too many down sides to having a mini-van.
6. **STUDENT REPRESENTATIVE** – Pene has attended student rep training for his role on the Board. He commented on the disappointing turnout by senior students at the Maori students and teachers' night. He also spoke of recent sports results for the College and the mufti day which raised over \$3,000 with all the proceeds going to breast cancer.

7. **STAFF REPRESENTATIVE** – Lynley spoke about the teachers helping students to prepare for NCEA exams. Students are being encouraged to come in and work with teachers towards the exams rather than just doing home study.

The results are not in yet from the paid union meeting held recently although the expectation is that the 3 year Collective Agreement will be ratified.

8. **PARENTS' ASSOCIATION**- the Parents' Association are working hard for the school, planning for their next event and the new members are getting to grips with things.
9. **WOMEN'S GROUP** – the Women's Group have donated \$6,000 to the Music Department.
10. **POLYNESIAN PARENTS' ASSOCIATION** – nothing to report as Tuf and Tricia were not at the meeting.
11. **WHANAU GROUP** – There was not a big turnout from Year 13 boys at the Po Whakahōnore ceremony held at the school on Thursday 22 October. There were some great speeches from the boys. There is, however, a lack of confidence to speak in Maori and Neal will speak with Ngahua Madden and Jarrad Porima to find a way to improve on this.
12. **CORRESPONDENCE**

**Correspondence – Requiring Attention**

Neal Swindells, Leave request for next year – 22 October 2015\* *The letter from Neal Swindells requesting leave in 2016 was considered by the Board and approved.*

**Correspondence – Inward**

Peter Kitchenman, re complaint - 23 October 2015\*  
PPTA, Paid Union Meetings – 21 September 2015

**Correspondence – Reports & Circulars**

Good News & The News, September 2015\*  
New Zealand Education Gazette, 12 October 2015  
St Patrick's Parents' Association, September Minutes\*  
STA News, Issue 257, September 2015

**Correspondence – Late**

Peter Kitchenman, re complaint 28 October 2015

**Correspondence – Outward**

Chris McCarthy, re approval in principle for Development Rugby team tour to Samoa, 19 October 2015

\* = copy to all Trustees

13. **GENERAL BUSINESS**

1.1 Board of Trustee meeting process. Connor English made the point that the Board does not have exposure to Teachers. The structure could be fine-tuned with more interaction with the Board.

1.1 Discussion on Board of Trustee end of year social function.

*The Board discussed an end of year social function and it was decided to look into an evening meal at one of the local restaurants.*

The meeting was declared closed at 8.45pm.

**DATE OF NEXT MEETING**

**25 November 2015**

Signed:\_\_\_\_\_

Dated:\_\_\_\_\_