



BOARD OF TRUSTEES OF ST PATRICK'S COLLEGE, WELLINGTON

MINUTES OF MEETING HELD AT ST PATRICK'S COLLEGE IN THE COLIN BOARDROOM ON WEDNESDAY 25 NOVEMBER 2015 AT 6 P.M.

PRESENT: Paul Berry, Pat Dunn, Conor English, Tuf Ioane, Audrey Madigan, Chris McCarthy (Chair), Neal Swindells (Rector), Lynley Reid, and Patricia Tau.

IN ATTENDANCE: Gerardine Parkinson (Board Secretary)
Peter Kitchenman

Tuf opened the meeting with a prayer.

The Board moved into committee at 6.12 p.m. and Neal and Peter Kitchenman were requested to leave the room. The Board moved out of committee at 6.36 p.m. and Neal and Peter Kitchenman re-entered the meeting at 6.37 p.m.

Chris made a proposal that following the outcome of 'In-committee discussion' that the Board of Trustees write a formal letter of response to Mr Kitchenman.

Conor asked the Board for the opportunity to speak directly to Mr Kitchenman. He congratulated Mr Kitchenman on representing the interests of his son. Conor said that he believes it is important that parents are able to approach the Board, and in parent advocacy. He assured Mr Kitchenman that the Board had taken his concerns very seriously, and that it had tried to arrive at a sensible solution that was a win/win for everyone.

Mr Kitchenman requested that the Board give him an opportunity to reply, and it was agreed that he could speak for a brief period. Mr Kitchenman said that the Board subcommittee had identified flaws in the process and has given some balance to that. He asked that the College take responsibility for this and allow those boys the opportunity to sit the 4 credits in acknowledging that there has been significant issues in regards to this matter.

It was moved that the Board resolve to respond fully and finally in writing to the matter that Mr Kitchenman has raised – Chris / Lynley. **AGREED.**

Mr Kitchenman left the meeting at 6.41 p.m.

The Board moved into committee again at 6.42pm to be briefed on a staff disciplinary issue.

The Board moved out of committee at 6.50 p.m.

1. **APOLOGIES** – David Ireland, Peniamina Taiti, and David Walsh.
2. **MINUTES OF MEETING** (28 October 2015)

Audrey made some recommendations about slight amendments to the October Minutes which Gerardine duly noted. Subject to those amendments the Minutes were then passed as a true and accurate record – Pat / Lynley. **AGREED.**

3. MATTERS ARISING

Meeting Date	Action	Responsible
26/08/2015	Review Becoming a Patrician Programme.	Neal
25/11/2015	Neal has met with key staff. The Programme is being reviewed and will become more generic. It will reduce to 1 booklet which Fr Mark will produce. We will continue to offer the Programme in a slightly different format with 4 meetings a year instead of 3 with the school presenting some of it in conjunction with Fr Mark and his team. It was considered that this is important communication tool around parenting and the church.	
23/09/2015	Neal will write to the 2 teachers who have agreed to have their positions tagged and the necessary documentation completed.	Neal
25/11/2015	Neal has written to Lucy MacLeod and Peter Webb.	
23/09/2015	Scope out rules about College groups have external bank accounts. David will follow up on this.	David Walsh
25/11/2015	It was reported that David is still trying to get to the bottom of this. Karen has sought advice from the Audit Office but no-one was clear about what was required. External bank accounts are to be discouraged however if they do happen then there needs to be clear guidelines in place.	
23/09/2015	BoT Policy Manual Index – to be carried over.	David/Gerardine
28/10/2015	Mary Curran is working on a draft Memorandum of Understanding with St Catherine's College.	Neal and Mary
25/11/2015	Neal reported that Mathew Jansen from SCC is working on developing the terms for forming the basis for developing the MoU.	
28/10/2015	Scholarship Fund – track down documentation relating to Scholarships gifted to the College so David Ireland can review.	Gerardine
25/11/2015	Karen Page and Gerardine have sourced copies of some initial Scholarship documentation.	
28/10/2015	Audrey noted that the Board was going to write to Karen Clarke to congratulate her on receiving an award for her work in the library.	Chris/Gerardine
25/11/2015	It was noted that the Board were not represented at the Parents' Association AGM.	Chris/Gerardine

	It was agreed that the Board should write them a letter of apology, and also to thank them for their fundraising work on behalf of the College.	
25/11/2015	The Charter & Policy Subcommittee will need to revise the Appeals Process in the Policy Manual as out outcome to a recent complaint. Also the Policy Manual will need to be reviewed for compliance with the changing Health & Safety requirements.	Charter & Policy Subcommittee

4. SUB-COMMITTEE REPORTS

- (a) Special Character – Neal said Year 9, 10 and 11 will be offered a slightly more synchronised retreat programme and will take on some new seminar days led by Marist Ministries. The paper from the National Network of Marist Schools with a suggested model was distributed to the Board for their information. Neal noted that the College does have an effective Ministry team which some of the other schools do not have, and that it is good that Fr Mark is challenging us.
- (b) Appointments – Neal noted that Fr Matt Crawford SM was appointed as Assistant teacher of RE, and that Chris Taylor and Sarah Parkinson are joining the SLT. He has interviewed applicants earlier today for the position of Assistant DRS but is not in a position to announce the appointment as yet. This still leaves the College with 2 RE teachers to appoint for next year. Mike Savali has been appointed as Assistant Rector at St Patrick’s Silverstream which is an excellent appointment for him but a loss for us. Our Pasifika community will miss him in particular. The College has created another Science job for next year. Suhanya Green is pregnant and will be applying for 3 terms Maternity leave next year creating a need for a replacement in English and Music. The College has agreed to take on 3 students from Victoria University’s Masters Programme next year.

Audrey asked whether there needed to be support for Doug next year when he steps down from the SLT. Neal said that he is going to create a role for him probably linked to digital learning, and innovative teaching.

- (c) Charter & Policy – it was noted that there will be a number of action points arising from the Board of Trustee’s response to Mr Kitchenman which will need to be revised by the Charter & Policy Subcommittee and updated in the Policy Manual. Also, in reference to the changing Health & Safety requirements which come into effect in June 2016 the Charter & Policy Subcommittee should check that the existing Policies are compliant. This should be noted as an action point for February or March next year. Neal said that the Ministry of Education are running workshops on the current review of Education Act.
- (d) Pastoral – Neal reported that a Year 10 student was stood down for a day recently.
- (e) Finance, Property & Maintenance/Development – Paul reported briefly key items arising from the Finance subcommittee meeting:
- in general terms the books are tracking okay to the end of the year.
 - both cash flow and balances are good.

- it is hoped that at the moment the College will not finish the year with the forecast deficit of 34k.

ICT Capital expenditure recommendations. Neal spoke to his paper which followed a review of all the desktops in the College by Norrcom. He referred to the ongoing issue with the senior Statistics students requiring extensive use of the computer suites and an issue in Redwood Block. It is proposed that the College purchase 30 laptops for the Maths Department at a cost of approximately 30k for this year as a Capital expenditure item. The College is also going to need to update a number of the data projectors next year. All the costings provided are based on government prices. It was moved that the Board of Trustees give approval for the College to spend on the high priority and medium priority items as outlined – Neal Swindells / Paul Berry. AGREED. Neal said that the aim is that Norrcom will complete this work during the holiday period.

5. RECTOR'S REPORT

ROLL

The roll on 19 November is shown below:

	2015	2014	2013	2012	2011	2010
Year 9	186	174	160	157	180	169
Year 10	166	159	164	179	164	159
Year 11	158	159	183	150	156	169
Year 12	148	173	147	140	163	148
Year 13	156	136	129	142	127	130
Total	814	801	783	768	790	775

There are also 22 Fee-Paying International Students.

We have 168 confirmed enrolments at Year 9 for 2016.

The Temporary Roll Increase Application has been approved by the Minister of Education. We are allowed 830 students in 2016, 2017 and 2018; 820 in 2019, 815 in 2020 and 810 in 2021. We are currently trying to ensure we do not go over 830 in 2016. We have almost daily demand for preference places.

STAFFING

- ▶ PPTA has ratified a new 3 year Collective Agreement which has come into force.
- ▶ We have appointed Father Matt Crawford SM as an assistant teacher of Religious Education, and added Ms Sarah Parkinson and Mr Chris Taylor to the Senior Leadership team for 2016 and 2017.
- ▶ Mr Mike Savali has been appointed to the position of Assistant Rector at St Patrick's College Silverstream. This is sad for us but great for him and creates another vacancy in the Religious Education Department.
- ▶ We have also decided to advertise another for another Science teacher to fill some holes in our proposed timetable and give some classes to Mrs Natalie Leota who is currently working for us as a teacher-aide.
- ▶ I am currently working to create a new role for Mr Doug Walker and to sort out how we will manage Sport in 2016.

SPECIAL CHARACTER

- ▶ Our Year 10's are involved in Retreats this week led by Challenge 2000 on the theme of social justice.
- ▶ Sarah Parkinson, Father Pat Brophy SM and I met with Father Mark Walls SM this week to discuss what services we want to obtain from Father Mark next year.
- ▶ Our end of year events with our seniors were positive.

TEACHING, LEARNING AND STUDENT ACHIEVEMENT

- ▶ External exams commenced on 9 November and have run smoothly.
- ▶ Parents were largely very positive about our reporting on the Parent Portal. We are producing a paper end of year report for juniors.
- ▶ We have decided to defer timetable changes for 12 months to give us more time to consider options.
- ▶ Plans for the 2016 timetable are well underway. New initiatives include a Year 13 Scholarship Physics class and two Year 11 Technology programming classes. We are looking to have 3 additional classes for our Papuan Students to lift their English and Maths to that of their cohort.
- ▶ We will also push back our Prizegiving and Leavers Mass by one week which will give us an extra week of teaching in Term 4.

EXTRA-CURRICULAR

- ▶ Year 10 Camps at Waiohine start next week.
- ▶ Our Seven's Team go to Auckland to compete in the Condor Sevens National Finals from Friday 4 to Sunday 6 December. I am going to travel to Auckland to watch on Sunday 6 December.

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 event.
- ▶ The two "Rector's Dinner's" were both positive with 6 couples attending on each occasion. We are tentatively planning 4 for 2016; two in Term 1 and two in Term 4.
- ▶ Planning for the Volunteers 'thank you' evening on Thursday 3 December from 5.30pm till 7pm in the hall is well underway. It would be great if Board of Trustee members are available to be there.
- ▶ We have decided not to serve alcohol at the 2015 Year 13 Leavers BBQ which is a change to what we have done but there is no need for it and there is some risk.

ENVIRONMENT AND RESOURCE ISSUES

- ▶ The Board of Proprietors meeting this week decided that we cannot do any further seismic strengthening until we have a clear plan as to what we want for the future of Egden, Chanel and the frontage of the College. This will delay a start to the next stage of seismic strengthening but it is vital we coordinate properly to make all these spaces what we need for the next 30 years. The Board also decided to ask David Monastra to have the 4 prefabs at the front of the school removed and the area reinstated as a car park.
- ▶ St Catherine's College are still preparing a Memorandum of Understanding around the movement of students between the schools for classes.
- ▶ The Board of Proprietors and Board of Trustees review of administration functions will be delayed until the new year. Audrey can report further.
- ▶ I will have a paper for the Board on the need for a Sports Director.

OTHER ISSUES

► I have attended several meetings with Principals from the Wellington East area. We are trying to initiate a “Community of Learning” Cluster which would gain funding as part of the Ministry of Education’s Investing in Educational Success. Some of the initial discussions are around a common theme and we are looking at things like: *21st Century Learning*; *Effective Pedagogy* and *Transitions*. It is quite a complex process to set up and would require the support of all the Boards of Trustees. The process is to:

- Agree to submit an Expression of Interest
- Work together to establish a common Achievement Challenge
- Employ a Lead Principal and Lead teachers.

► I have met twice with Bryan Gwillam regarding how we can make the Board of Trustees more effective and efficient and have added a separate paper for your consideration.

► Year 9 students this year and Year 11 students next year will have the opportunity to have their eyes tested for Keratoconus. Parental and student permission is required.

► With Board of Trustees Elections due in 2016, it is timely that we start to think about who we could ask to serve on our Board. I have asked Gerardine to put this on the agenda for the Board meeting.



Neal Swindells
Rector
20 November 2015

Neal reported on the following:

- enrolments remain fluid and the aim is to stay within the 830 maximum. The College has accepted a few boys at other levels and some still remain on a waiting list.
- timetable changes with SCC are deferred for 12 months.
- a decision was made not to serve alcohol at the Year 13 BBQ.
- arising from discussion at the November Board of Proprietor meeting it was agreed that the Board cannot move forward with seismic remediation work on either Egden or Chanel Blocks until there is an integrated plan for both blocks and the front of the school, and it is planned that no further major work will be undertaken until 2017. The Board of Proprietors also discussed remaining in the Common Fund or withdrawing from NZCEO, and are still undecided at this point in time. The Senate has input into the final decision. NZCEO are currently advertising again for a new Chief Executive.
- he is working with other principals to try and develop a cluster in the Eastern Suburbs to establish a ‘*Community of learning – investing in Education Success*’ group.
- Audrey updated the Board on the proposed Admin review. A brief and proposal seeking costings and recommended timing has gone out. Audrey will send through a copy.
Action: Audrey. It is thought that the Board of Proprietors will fund the cost of this project. Neal has spoken to all support staff and told them that there will be some review of function, and will update them on what is happening. He may distribute this either before Christmas or in the New Year once he has seen the proposal and the timeline.

Board Review - Neal has met with Chris and Bryan Gwillam. He spoke to his paper titled ‘*A Modified Board of Trustees Operating Model for St Patrick’s College*’ November 2015, and on the back page has suggested a review cycle.

Audrey said that this addresses the mind map from earlier. She commented that we need to ensure when developing the Annual Plan and Strategic Plan that it is set as part of the plan what to monitor in terms of the Annual Plan and Special Character etc. She agreed that the

Board should avoid holiday meetings, and suggested holding the third meeting either on a weekend or evening for HoD presentations.

Paul advocated a different style of reporting and linkage. Conor said that the monitoring performance of academic measurement is missing from our reports, and that this is a concern. He suggested that either HoD's or senior management could report on this, and some exemplars developed that shows the information trend from Year 9 to Year 13 to see how students have tracked over the 5 years. Paul said that he would be concerned if Neal had to front every meeting, and that it could be part of the role of the SLT. The board discussed the format of HoD presentations and discussed the proposed review cycle. Comments included: the proposed format of the meeting three which would have to be either the SLT or Neal giving executive summaries which could include testing and asttle results; in meeting nine added in after the ICT review could be a quick academic wrap-up. Conor suggested that Neal could possibly summarise tracking credits. The Board are basically interested in learning from the various departments good results versus less positive results and an explanation of what, why and how it is been resourced or addressed.

Neal thinks he needs to add in some more detail at the first meeting of the year, and needs to flesh this out. He will report back at the February meeting about dates for the cancelled holiday meetings.

6. **STUDENT REPRESENTATIVE** – as Peniamina was absent no report was received.
7. **STAFF REPRESENTATIVE** – Lynley tabled her '*Staff Representative End of Year Report*'. Chris asked if there had been a review of BYOD and KAMAR? Neal said that KAMAR is working well and has great user potential though there are horrible passwords for parents accessing the parent portal. The College have to keep moving forward with BYOD. In the future NZQA are going to move ahead with digitisation of assessments and these will be completed mainly online. Alex Perry from the LOOP has worked at the College for the last 3 days with staff who had questions or issues.
8. **PARENTS' ASSOCIATION** – it was acknowledged that no Board representative attended their November AGM. Chris will send them a letter of apology. **Action: Chris.** Neal said that both the Parents' Association and Women's Group are struggling for members.
9. **WOMEN'S GROUP** – the Board referred to the circulated copy of the latest Women's Group Minutes and noted the low numbers.
10. **POLYNESIAN PARENTS' ASSOCIATION** – Tuf reported on the following:
 - the Association had their final meeting of the of the year last month, and farewelled quite a few parents.
 - they organised a raffle to help fund the cost of farewelling the Year 13 Pasifika boys which is scheduled for Saturday 28 November at 1pm with Mass in the Chapel, followed by a farewell for boys and families in the hall.
 - the Association have had a very good year.
 - bigger numbers attending meetings at the start of the year which had then dwindled slightly.
11. **WHANAU GROUP** – this Group has not met.
12. **CORRESPONDENCE**

Correspondence – Requiring Attention

NZSTA Subscription, 3 November 2015 - \$1,293.32. Agreed to pay.
Mr P Kitchenman, chain of email correspondence relating to complaint

Correspondence – Inward

Maria Elenio, 2015 International Student Report for Board of Trustees*.
The Board noted the tabled report and acknowledged Maria Elenio's ongoing good work with International students.
Marist Schools Ministry Model*

Correspondence – Reports & Circulars

Aoraki, NZCEO, number 24, October 2015
New Zealand Education Gazette, 9 November 2015
NZSTA Memo 2015/9, 2016 Triennial Election*
St Patrick's College, 13 November newsletter*
St Patrick's Women's Group, 16 November Minutes*
STA News, Issue 258, October 2015

Correspondence – Late

Correspondence – Outward

* = copy to all Trustees

13. **GENERAL BUSINESS**

- 1.1 2016 Board of Trustee elections. It was moved that the St Patrick's College Board of Trustees adopt the recommended date of 3 June 2016 to hold Board elections – Chris McCarthy / Audrey Madigan. AGREED. Neal said that the Board should be thinking about approaching parents to stand, and Pat suggested looking at 2016 Year 9 parents, and think about who might be suitable.
- 1.2 2016 Board of Trustee scheduled meeting dates (as previously covered).
- 1.3 Discussion on proposal to email Board meeting papers in 2016. Gerardine asked if Board members would be happy to have the meeting Agenda and Minutes scanned and email instead of posted. Extra paper copies of all documentation would be available at the meeting. Conor requested that a hard copy be mailed to him. AGREED.
- 1.4 Resolution to apply for funding as follows:

It was resolved by the SPC Board of Trustees to apply to '**Infinity Foundation**' for funding for the sum of **\$8,000.00** to contribute towards the cost of:

- Travel and accommodation for the St Patrick's College 1st XV Rugby squad to attend and participate in the 2016 Hurricane's 1st XV Rugby Festival, 5-8 May (Round 1 in Gisborne) and 14 May (Round 2 in Manawatu).

Moved: Chris McCarthy / Seconded: Tricia Tau. AGREED.

It was resolved by the SPC Board of Trustees to apply to '**New Zealand Community Trust**' for funding for the sum of **\$1400.00** to contribute towards the cost of:

- New playing uniforms for the St Patrick's College 1st XI Hockey team, for use in 2016 and subsequent seasons

Moved: Chris McCarthy / Seconded: Paul Berry. AGREED.

The St Patrick's Rugby Club indicated that they propose to apply for funding next year as outlined below from yet as unidentified funding sources:

to apply for funding for the sum of \$960.00 to contribute towards the cost of: Travel (van hire) for the St Patrick's College 1st XV Rugby squad to attend and participate in the 2016 Annual 1st XV Waiohine Camp, 27-28 March, Wairarapa.

to apply for funding for the sum of \$6,500.00 to contribute towards the cost of: Travel (return airfares) for the St Patrick's College 1st XV Rugby squad to attend and participate in the 2016 annual traditional vs St Bede's College, 21-23 April, Christchurch.

- 1.5 Neal reminded members about the Social function to thank Volunteers on Thursday 3 December. The Board Christmas dinner is booked at the Spruce Goose in Lyall Bay at 7.30pm.
- 1.6 Neal asked that the Board form a small committee to help him develop the Annual Plan. He will organise a meeting in late January. Tricia, Lynley, and Audrey offered to be available.
- 1.7 Neal referred to his Sports paper due to both the Rugby Administrator and Head of Sport stepping down from their respective positions. He may need to call on the Finance Sub-committee if this is going to develop into a fulltime job which will need to be funded and managed. He is currently looking at models and best way to move forward.

The meeting was declared closed at 8.40pm.

DATE OF NEXT MEETING

24 February 2016

Signed: _____

Dated: _____