



BOARD OF TRUSTEES OF ST PATRICK'S COLLEGE, WELLINGTON

MINUTES OF MEETING HELD AT ST PATRICK'S COLLEGE IN THE COLIN BOARDROOM ON WEDNESDAY 22 JUNE 2016 AT 6 P.M.

PRESENT: Tracey Arthurs, Faga Asi, Elliot Bell, Roland Bell, Paul Berry, John Campbell, David Ireland, Audrey Madigan, Kate Southall, Neal Swindells, Peniamina Taiti, David Walsh.

IN ATTENDANCE: Peter Kitchenman
Chris McCarthy
Gerardine Parkinson (Board Secretary)

Neal opened the meeting with a welcome to new Board members and a prayer.

1. **APOLOGIES**
2. **MINUTES OF MEETING** (25 May 2016)

These were passed out of session as a true and accurate record –Paul Berry / Tricia Tau.

3. **MATTERS ARISING**

Meeting Date	Action point	Responsible	Date closed
25/5/2016	David produced a draft work plan for the Policy review cycle over a 3 year period which will be part of the overall meeting plan.	David	
23/3/2016	Draft Complaints Process is to be left on the table until the May meeting. This was subsequently adopted.	Charter & Policy subcommittee	25 May 2016
23/3/2016	Neal has revised the Student Assessment Procedure document to show natural justice.	Neal	25 May 2016
23/3/2016	David recommended some amendments to the current agenda template. The Board recommended that the Rector's Report be attached as a separate report to the Meeting Agenda in future. It was also requested that another column be added to the table showing action date/when closed.	David/Gerardine	25 May 2016

25/5/2016	The draft Creative Commons Policy which could possibly be renamed Intellectual Property Policy will be carried over to the next Charter and Policy meeting.	Charter & Policy subcommittee	
25/5/2016	Further work on management of current Scholarship funds is required. David reported that he has made some progress around scholarships but that a framework is required. David will provide a recommended framework to a future Board meeting to consider, taking into account views expressed by the Board of Proprietors.	David	
25/5/2016	Further work on the proposed MoU between St Catherine's College and St Patrick's College is required to clarify some points (proposed costs of \$100 per student, timing of determination of inequity in numbers, responsibility for tracking information, etc). Overall the Board agreed the draft was a general and flexible document. It was agreed to hold over signing the MoU to the June meeting to enable Neal to make some adjustments to reflect the Board's feedback.	Neal. To be brought back to June Board meeting	22/6/2016
25/5/2016	Neal reported on Health & Safety at the May meeting as detailed below. Further work is needed by the Charter & Policy subcommittee.	Neal/Charter & Policy subcommittee	

4. GENERAL BUSINESS

- (a) Correspondence received from Mr Peter Kitchenman.

Neal Swindells chaired this stage of the meeting given that the Board of Trustees had not yet elected a Board Chair. He proposed a motion that Audrey Madigan Chair an "in-committee" session to consider the correspondence received from Mr Kitchenman - Neal / David Walsh. Audrey then invited Mr Kitchenman to briefly summarise for the new Board what he was hoping to achieve.

Mr Kitchenman expressed concern that the agenda for the meeting failed to clearly document the 22 June Board of Trustees Meeting Agenda by not placing asterisks beside some of the key memoranda that he had requested be circulated to the full Board which had resulted in a lot of extra work and effort for him over the course of the weekend in writing a draft letter he proposed to send to the Ministry of Education post Board meeting if his request had not been met. After some discussion, it was confirmed that Mr Kitchenman's key complaint memoranda had been circulated ahead of the meeting, and included with the agenda pack.

Mr Kitchenman then articulated his key concerns, and requested that a new subcommittee be formed to look at the decision and then report back to the Board. Mr Kitchenman also requested that none of the members that he had complained against be given a position of responsibility on the Board.

In response to Mr Kitchenman's comments, David Ireland, Paul Berry, Chris McCarthy and Neal Swindells provided their individual perspectives on the Board's engagements with Mr Kitchenman since receipt of his first complaint in October 2015, prior to Audrey requesting that they leave the meeting. David also confirmed that in between monthly meetings, all written correspondence from Mr Kitchenman had been dealt with through the Board subcommittee to manage administration and Official Information Act requests, with correspondence then fed back to the Board meetings, which is a fairly standard approach for Boards to take in dealing with administrative correspondence between meetings. David commented that he is comfortable that the Board has complied with all legal obligations in dealing with Mr Kitchenman's correspondence.

The Board moved into committee at 6.27pm to consider Mr Kitchenman's complaint and Paul Berry, David Ireland, Peter Kitchenman, Chris McCarthy, and Neal Swindells left the meeting. The Board moved out of committee at 8.02pm and Paul Berry, David Ireland, Peter Kitchenman, Chris McCarthy, and Neal Swindells returned to the meeting.

Audrey apologised for the length of time that the Board had spent "in committee". Following a period of robust discussion having reviewed the relevant documentation, the Board have agreed that the matter is closed, and expressed their confidence in the process followed by the previous delegated Board subcommittee. Audrey stated that the Board appreciated the concerns that Mr Kitchenman had highlighted relating to both process and policy, and it was acknowledged that this situation has provided the Board with a unique set of learnings. The Board has collectively decided that they do not wish to enter into any further correspondence on this matter. The Board has decided to set up a new subcommittee and obtain an independent review of Board processes.

Mr Kitchenman asked Audrey Madigan if the report would be shared with him. Audrey responded that she could not give him this assurance as she was unaware of the processes followed by NZSTA, but that the new Sub-Committee would inquire from NZSTA if this was possible, or at least if a summary of the key findings could be shared. Mr Kitchenman thanked the new Board for spending such an extensive period of time tonight considering his concerns.

- (b) Election of Board Chair. Neal assumed the Chair and called for nominations for Chairperson of the Board of Trustees. David Ireland nominated Paul Berry which was seconded by David Walsh. No other nominations were received. Paul Berry was unanimously elected as Chairperson of the Board of Trustees for 2016. The Board agreed that the appointment of a Deputy Chair would be carried over to a later meeting.
- (c) Composition of Board Subcommittees.* Paul provided an overview of each of the Board subcommittees and the following was agreed for the time being, with the possibility that changes be made in future as Board members become more familiar with the requirements:
- Appointments subcommittee: Paul Berry, Kate Southall and Neal Swindells.
 - Charter and Policy: David Ireland, Neal Swindells, Tracey Arthurs.
 - Finance and Property: David Walsh, Neal Swindells, Paul Berry, Karen Page, John Campbell.
 - Health and Safety: Elliot Bell, Audrey Madigan.

- Pastoral: Paul Berry, Faga Asi, John Campbell, David Ireland with all Board members potentially able to be called upon to assist if required, noting the last minute nature of demands being made on Board members' time.
 - Special Character: Neal Swindells, Peniamina Taiti, Roland Bell, Audrey Madigan.
- (d) Board members roster for attendance of Stakeholder groups.* Paul asked Board members to select which meetings they could attend and email Gerardine who will then populate the roster. **Action: all Board members.**
- (e) Support / Admin Review (Audrey Madigan to be discussed "in committee"). A paper was tabled by Audrey for discussion. The Board moved into committee at 8.41pm and moved out of committee at 9.15pm.
- (f) Memorandum of Understanding between SCC and SPC.* The Board reviewed the Memorandum and it was moved that the Board of Trustees authorise that the MoU be signed – Paul / David Walsh. It was noted that some minor formatting changes are required.
- (g) Board member orientation day. It was suggested that the Board could meet on the following dates: either Saturday 13 or Sunday 14 August or Saturday 20 or Sunday 21 August. **Action: Gerardine to circulate dates and get consensus from Board members.**

Given the original timing scheduled for the July Board meeting, in the first week of Term 3 prior to the Rector returning from an extended period of leave, a clash with other events at the College, and the non-availability of some Board members in the first week of Term 3, and the proposed orientation day, it was agreed that the July Board meeting should not proceed.

5. SUB-COMMITTEE REPORTS

- (a) Special Character – Report from Neal Swindells on Special Character Review. **Action: this item will be carried over to the 24 August Board meeting.**
- (b) Appointments – nothing to report.
- (c) Charter & Policy (David Ireland).

David Ireland reported and spoke to the following:

1. Board members now have a College email address which will be listed on the College website as a contact email address for anyone wishing to contact them and to which all future Board correspondence will be addressed (other than correspondence requiring urgent attention). **Action: Gerardine to circulate instructions about how Board members log on to Gmail.**
The website details Board members names and whether they are a parent representative or proprietor's representative.

It was moved that the Board Chair and Deputy Chair (when appointed) be authorised on behalf of the Board to deal with correspondence received between Board meetings and bring back correspondence requiring a decision of the Board to the next Board meeting – David Ireland/Roland Bell. AGREED.

Policies to be discussed and reviewed:

2. Creative Commons Copyright Policy (NAG 6) – Draft Policy to be reviewed.* This remains a work in progress. It was agreed that Kate should share the draft with staff to obtain feedback before it is brought back to a future Board meeting for ratification. **Action: Kate.** Audrey questioned under 2.8 how this would apply to both trainee teachers and Masters students from Victoria University. Neal said that he would need to consider this and seek advice from Victoria. **Action: Neal.**

3. Health & Safety Policy. David noted that there are some key things missing from the Draft Policy such as mental health and wellness. He therefore proposed that the Board do not adopt the Policy. He invited Board members to review it and feedback their comments to him and Tracey over the next month with a view to then circulating an updated draft for adoption at the next meeting. **Action: all Board members.**

Vulnerable Children Policy (NAG 5/NAG 6) – Draft Policy to be reviewed.* David spoke to this and moved that the Board adopt this policy under NAG 5 and 6, as an interim measure pending a further review once Board members have had time to reflect on it - David Ireland/John Campbell. **AGREED.**

4. David noted that item 4. (Consultation Policy – NAG 6 – discussion of recommendation received to develop a formal consultation strategy and update on parent focus group engagement) and item 5. (Cyclical review plan and maintenance of Policy manual) would need to be held over to the next Board meeting due to the time constraints this evening, to be considered by the Charter & Policy Subcommittee in the meantime. **Action: Charter & Policy Subcommittee.**

(d) Pastoral – nothing to report. Kate recommended changing the name to more accurately reflect student discipline. **Action: to discuss this at the Board orientation day.**

(e) Finance, Property & Maintenance/Development – David Walsh spoke to the following:

- he noted the clean audit report.
- the audit report referred to the segregation of duties.
- the audit report also included a comment that the College submitted the first draft of the accounts late.
- the College finished the financial year with a surplus around 100k.
- spending is tracking this year and the College is largely on budget.
- the Finance committee are continuing to monitor cash balances and Scholarship funds of 250k.
- the number of current International students has provided some useful uplift.
- in future Finance papers are to be circulated with the Board meeting agenda.

Resolution to apply for funding as follows:

1. It was resolved by the SPC Board of Trustees to apply to ‘**Infinity Foundation**’ for funding for the sum of **\$10,000.00** to contribute towards the cost of:

- Travel and accommodation for the St Patrick’s College Junior & Senior Basketball, 1st XI Football & 1st XI Hockey teams taking part in 2016 NZSS Winter Tournament week events, 29 August-4 September. Venues: Junior Basketball – New Plymouth; Senior Basketball – Palmerston North; 1st XI Football – Wanganui; 1st XI Hockey – Wairarapa.

2. It was resolved by the SPC Board of Trustees to apply to the Pelorus Trust for the sum of \$5000.00 to contribute towards the cost of:
 - Travel, accommodation and van hireage for the St Patrick's College U15 Rugby team to take part in the U15 Invitation Rugby tournament to be held in Auckland on 28 August 2016 to 2 September 2016.
3. It was resolved by the SPC Board of Trustees to apply to the Pub Charity for the sum of \$5000.00 to contribute towards the cost of:
 - Travel, accommodation and van hireage for the St Patrick's College U15 Rugby team to take part in the U15 Invitation Rugby tournament to be held in Auckland on 28 August 2016 to 2 September 2016.

Moved: Paul Berry / Seconded: Neal Swindells. AGREED.

(f) Health and Safety – Neal mentioned briefly recommendations from the College's Health & Safety subcommittee about improving road safety outside the College, and repairs and improvement to safety equipment.

6. **RECTOR'S REPORT** – this was taken as read. Neal reported on the following:
 - Two staff members are applying for Ministry funded sabbatical leave – Roger Powdrell and Daniel Meares (employed on a fixed term contract for 2016). The Board authorised Paul Berry to sign off on both completed applications.
 - the College is back on a 3 yearly cycle of NZQA audit reviews.
7. **STUDENT REPRESENTATIVE** – Peniamina's report was taken as read. He spoke to the report briefly and relayed the students' thanks to the Board for the new water fountains in the quad which are much appreciated.
8. **STAFF REPRESENTATIVE** – Kate spoke to the following items:
 - the staff had a special morning tea last Friday to thank Lynley for her work as Staff rep over a period of many years and also to acknowledge Chris McCarthy's contribution.
 - the College hosted a good Open Day. It was positive that there was some separation also in terms of holding Open Day and then having Parent/Teacher interviews.
 - Raymond Neal has recently finished as Assistant HOD Science to travel overseas.
 - Staff enjoyed the professional development as part of the Loop Ed Day which offered 4 sessions throughout the day.
 - people are busy with involvement in: the production; Taylorfest preparation; winter sport; and Tu Tangata.
 - the Homework hub is held each Tuesday, Wednesday and Thursday.
9. **PARENTS' ASSOCIATION** – David Ireland mentioned that at the meeting he had attended in April the Association are still keen to purchase a van for the College. They would like some clarification about the Board's reasons for not supporting this initiative, and are likely to re-submit their request at some stage.
10. **WOMEN'S GROUP** – Audrey attended the meeting on Monday evening. She noted that the Women's Group are in a good financial position. It is a busy time for the Group with their support of hospitality roles including Open Day, Parent Teacher interviews, and planning for the Mother/Son Dinner which is to be held in August. Sophia Lewis is going to speak about the Te Araroa Trail.

11. **POLYNESIAN PARENTS' ASSOCIATION** – Faga attended the meeting and reported on the following:
- the Association are busy supporting the boys in their preparation for the Tu Tangata festival. The group are holding frequent late night practices and the Association has a roster system for feeding the boys and transporting them home afterwards.
 - the boys will perform a dress rehearsal at the Home School Partnership meeting on Thursday 30 June at the College.
12. **WHANAU GROUP** – Roland attended the meeting and will in future circulate a brief summary. He spoke to the following:
- canvassing leadership development for Year 10 students.
 - developing a name for Ngahuaia's room.
 - Kapa Haka is under way with professional tutors from Whitireia Dance Academy.
 - targets for NCEA achievement for Maori students is set high for this year when the actuals are tracking down. The Whanau Group are interested in looking at strategies to help get close to those targets.
 - the Whanau Group are working on developing a Strategic Plan for Maori.
13. **CORRESPONDENCE**

Correspondence – Requiring Attention

Memorandum of Understanding between the Boards of Trustees of St Catherine's College and St Patrick's College.*

Correspondence – Inward

CES, Board of Trustees Election 2016 Results – 10 June 2016

CES, Report on 2016 BOT Election Process – 13 June 2016

Peter Kitchenman, Complaints Policy – 23 May 2016

Peter Kitchenman, Requests for Information: re BoT letter of 23 May – 24 May 2016

Peter Kitchenman, Contact Details for parent representatives – 25 May 2016

Peter Kitchenman, Item 12 on the BoT May monthly meetings: Correspondence – 25 May 2016

Peter Kitchenman, Meeting procedure – 26 May 2016

Peter Kitchenman, Responses to outstanding memoranda – 26 May 2016

Peter Kitchenman, Elections for Parent Representatives: Request contact with Candidates – 27 May 2016

Peter Kitchenman, Elections for Parent Representatives: Question to Candidates – 28 May 2016

Peter Kitchenman, Proposed meeting with the Board – 30 May 2016

Peter Kitchenman, Questions and requests for information regarding the Board's policies, procedures and processes – 31 May 2016

Peter Kitchenman, Matters to raise with the Board Secretary at meeting scheduled for 9.30am on 3 June – 1 June 2016

Peter Kitchenman, Notice of Election of Parent Representatives: Weekly College Update – 2 June 2016

Peter Kitchenman, Request for minute where the Board delegated a matter to a Subcommittee – 7 June 2016

Peter Kitchenman, Complaint against Subcommittee, and its individual members – 8 June 2016

Peter Kitchenman, Report to augment 16 May and 8th June complaints – 13 June 2016

Peter Kitchenman, Letter from Paul Berry, 13 June 2016 – 13 June 2016

Peter Kitchenman, Re: Letter from BoP Representative, 13 June 2016 – 14 June 2016

Peter Kitchenman, Modus operandi until the new Board meets on the 22nd June – 14 June 2016

Peter Kitchenman, Seeking clarification regarding BoT Secretary's letter of the 13th June – 16 June 2016

Peter Kitchenman, BoT Elections of Board Chair and Deputy Chair – 17 June 2016

NZTA, NZTA President and NZSTA Board election – 10 June 2016

St Patrick's College Wellington, Audit Summary of Findings to the Board of Trustees for the year ended 31 December 2015 – 25 May 2016

Correspondence – Reports & Circulars

New Zealand Education Gazette – 7 June 2016

NZSTA School Trustee Elections, Memo 9 – 15 June 2016

NZSTA Annual Conference and AGM

STA News, Issue 263 - May 2016

St Patrick's College, Rector's Report – 17 June 2016*

St Patrick's College, Rector's Report on Special Character Review Process – 17 June 2016*

Correspondence – Late

Gary Cook-Andrews, St Patrick's College Funding Resolution – 22 June 2016

Peter Kitchenman, Meeting procedure: Meeting agenda – 20 June 2016

NZSTA Annual Report

Karen Page, St Patrick's College Funding Resolution – 22 June 2016

Paper on NZLS Seminar, David Ireland, 30 May 2016 – tabled.

Correspondence – Outward

St Patrick's College to Peter Kitchenman, re Complaints to the Board of 16 May and 8 June 2016 – from Paul Berry, 13 June 2016

St Patrick's College to Peter Kitchenman, Request for information re St Pats Board Minutes – from Gerardine Parkinson, 13 June 2016

Raymond Neal, acknowledgement of resignation – 7 June 2016

St Patrick's College to Viv McKevitt and Liz Potter, acknowledgement of donations – 9 June 2016

All correspondence was taken as read.

* = copy to all Trustees

13. FURTHER ITEMS OF GENERAL BUSINESS

(a) David Ireland report on Education Law Intensive attended on 30 May. This Paper was tabled and is to be circulated with the Board Minutes. **Action: Gerardine.**

(b) The Board moved into committee at 10.07pm to receive a report from the Rector relating to a HR matter. The board moved out of committee at 10.08pm and the meeting was declared closed.

DATE OF NEXT MEETING

Wednesday 24 August.

Please note that the Board meeting previously set down for 27 July is cancelled. Business that would otherwise have been considered at that meeting will be held over to the 24 August meeting.

The section of the Board of Trustee meeting Minutes of 22 June 2016 as previously circulated relating to Mr Kitchenman's actual words on page 3, paragraph 4 was amended on Thursday 21 July 2016 as per resolution of the Board of Trustees (done electronically) following Mr Kitchenman's Memorandum of 13 July 2016.